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## **DISTRIBUTION LIST**

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Dean of Community Programs  
Director of College Communications

### **City of Lewiston**

Fire Chief  
Chief of Police

### **Nez Perce County**

District Emergency Planner

### **State of Idaho**

State Board of Education

## Record of Changes

Date of Change	Nature of Change	Affected Pages	Changes made by:

## **PREFACE**

LCSC's goal is to minimize the impact of disasters on people, property, and the environment, and to restore services promptly after the effects of a disaster have been mitigated. Efforts to achieve this goal ultimately involve time management. Every minute saved reduces the negative and harmful impact of disasters. For our institution, this translates to a systems approach to disaster management. Our major time-saving objectives are to shorten both response time and decision-making time.

**LEWIS-CLARK STATE COLLEGE**  
**EMERGENCY MANAGEMENT PLAN**

**SECTION I. ADMINISTRATIVE OVERVIEW**

**A. Introduction**

**1. Purpose:** Lewis-Clark State College (LCSC) is committed to protecting its students, faculty, staff, visitors, and property and to maintain an environment suitable for the orderly conduct of College functions at all times. After protecting the safety and security of personnel in an emergency situation, a primary goal will be the rapid and effective recovery of College operations. All LCSC personnel must be prepared at all times to respond to emergency situations that would adversely affect the College's personnel, property, or mission.

The fundamental purpose of this Emergency Management Plan (EMP) is to establish general procedures and guidelines for dealing with all categories of emergencies, ranging from serious public relations incidents that might adversely impact the College's reputation and its ability to conduct orderly business, to catastrophic events involving the entire Lewiston/Clarkston community and/or one or more of LCSC's outreach centers. This plan also can be used to deal with crises that escalate from lesser incidents that, initially, may be worked by other LCSC problem-solving groups.

While the nature of potential contingencies and the College's responses thereto cannot be predicted in advance, this plan provides standard operating procedures for handling emergencies, disseminating public information, establishing emergency communications, developing alerting and warning procedures, assessing and reporting damage, and implementing recovery actions. This EMP assumes cooperation with and dependence upon local, state, and federal emergency response organizations.

**Definitions/Acronyms:** A list of Definitions and Acronyms used in this plan is found in Appendix 2.

**2. Scope:** LCSC's EMP has been organized to insure compatibility with the National Response Framework (NRF) and incorporates the structure of NRF and the operating principles of the National Incident Management System (NIMS).

This version of LCSC's EMP supersedes all earlier-dated LCSC emergency management plans. It may be supplemented, as necessary, with detailed contingency planning documents by individual LCSC units. Unit supporting plans shall be consistent with the general provisions of this document and should be coordinated with the LCSC Director of Institutional Planning, Research, and Assessment (IPRA) prior to approval/implementation. In the case of extraordinary, widespread, or catastrophic events, this EMP shall be subordinated to state or federal government response plans during a disaster or state of emergency declared by that level of authority.

**3. Authority:** This EMP is published under the authority of the Idaho State Board of Education (SBOE), as delegated to the President of LCSC. The LCSC Vice President for Finance and Administration is designated as the Emergency & Security Services Officer (ESSO). The LCSC Director IPRA is responsible for updating this plan and for coordinating emergency response procedures. The LCSC ESSO has the overall responsibility for ensuring that a coordinated disaster response and relief effort is provided to the College community. The department of Institutional Planning, Research, and Assessment shall distribute revisions to the EMP (including annexes and appendices) as appropriate. Due to security concerns, sensitive procedures, notification lists, and checklists will be retained as special handling documents maintained separately from this basic plan.

All LCSC permanent personnel are expected to be familiar with the plan's general provisions and should be prepared to implement appropriate contingency actions in the event of an emergency.

This EMP also fulfills LCSC's responsibilities to comply with applicable state statutes (Chapter 10, Title 46 of the Idaho Code) and directives including the State of Idaho Disaster Preparedness Act and Executive Order 2010-09. Responsibility to ensure compliance with all Executive Orders (EOs) dealing with disaster preparation and mitigation efforts is delegated from the SBOE to the President of LCSC or his/her designated representatives.

The responsibility for monitoring, preparing, and disseminating information on emergency plans for LCSC is delegated to the Director of IPRA. The Director of IPRA will normally be the primary LCSC liaison to the Idaho Bureau of Homeland Security (BHS) and to any applicable emergency response, safety, or security working groups and coordinating committees. The Director of Campus Communications may be designated to serve as direct liaison with the Idaho Public Information Response team.

Disasters may occur with little or no warning, driven by dynamic and interactive events. No plan can replace the common sense and good judgment necessary for effective response under a variety of emergency conditions. For this reason, this EMP is intended as a guideline for response to major emergencies. Deviations from this Plan may occur depending on the scope and magnitude of the emergency; the area and population affected; the availability of resources; or whenever, in the judgment of responding officials, such deviation is critical for the protection of life, property and the environment. Nothing in this plan shall be construed to limit the use of good judgment and common sense in handling unanticipated events.

LCSC's EMP shall be reviewed at least annually. Revisions to the annexes and appendices shall be made as needed.

## B. General Information

The purpose of the LCSC EMP is to establish policies, procedures, and an organizational structure for response to major emergencies occurring on campus. The EMP addresses the College's planned response and recovery to emergencies associated with natural disasters and man-made incidents, and identifies roles, responsibilities and direction for LCSC emergency management. LCSC has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, employees, and the public.
- Protect equipment, property, and the environment.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage LCSC resources effectively in the emergency response.

The LCSC EMP is a document which provides the basic framework to guide departments, agencies, and organizations having safety responsibilities in their efforts to mitigate, prepare for, respond to, and recover from any major emergency or disaster which may affect all or parts of LCSC.

This plan is developed under the concept of integrated emergency management. As such, it is intended to address all validated hazards for the College, all emergency phases and all units within LCSC.

## C. Authority and References

### 1. Authority

This plan is issued in accordance with provisions of federal and state laws.

### 2. References

- a. The following Idaho statutes specifically address aspects of emergency management and acts of terrorism:
  - The Idaho Disaster Preparedness Act of 1975, amended by the Idaho Homeland Security Act of 2004, Idaho Code §46-1001.
  - 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.
- b. The following Federal laws specifically address aspects of emergency management and acts of terrorism:

- The Homeland Security Act of 2002.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended, Public Law 93-288 as amended, and related authorities.
- Code of Federal Regulations (CFR) 44, Emergency Management and Assistance.
- The Post Katrina Emergency Management Reform Act (PKEMRA).

c. Guiding principles:

- 1) The President of LCSC has been delegated the responsibility under applicable local, state, and federal laws and regulations to be proactive in ensuring the safety and security of all personnel participating in the College's educational activities throughout Idaho as mandated by the SBOE.
- 2) The premise of NRF, the Idaho Emergency Operations Plan, and this Plan is that all levels of government share the responsibility for working together in preventing, preparing for, responding to, and recovering from the effects of an emergency or disaster event.
- 3) State government has resources and expertise available to assist with emergency or disaster related problems which are beyond the capability of LCSC.
- 4) Life-saving and life-protecting response activities have precedence over other emergency response activities, except when national security implications are determined to be of a higher priority.
- 5) Private and volunteer organizations (PVOs) may provide immediate life-sustaining relief to individuals and families, not normally available from government resources. Local and/or state governmental agencies will assist these organizations by providing information, guidance, and coordination of their relief efforts.
- 6) Government at all levels must continue to function under all threat, emergency, and disaster conditions. Continuity of Operations/Continuity of Government (COO/COG) plans must be developed to ensure the continuance of essential functions.
- 7) This plan is consistent with NIMS. The Incident Command System (ICS) will be used as the incident management system for all levels of response. All appropriate personnel will be trained on the principles of NIMS and the ICS and integrate those principles into LCSC emergency management (prevention, preparation, response, and recovery).

d. College actions

- 1) The College has adopted this plan and College actions in emergencies are governed by this plan.
- 2) When an emergency situation or disaster has been declared by appropriate federal, state, city, or county authority, or when an emergency or disaster strikes or appears imminent, the Incident Commander (IC) and the ESSO work together to coordinate emergency functions in response to the emergency. In response to an emergency, the College President will convene as many members of the College Response Group or appropriate College functions that are available to: 1) assess the situation and 2) determine the level of response necessary. If necessary, as an emergency develops, the College President will activate the Emergency Operations Center (EOC) and coordinate the actions of the Emergency Response Group.
- 3) The College President retains responsibility for College operations during all phases of an emergency. The ESSO, IC, and support staff will provide information to assist the President.
- 4) Membership of the Response and Executive groups is discussed in the Emergency Operations Center Organization & Operations section.

## D. Scope

This Emergency Management Plan (EMP):

1. Applies to all LCSC students, staff, faculty, and visitors except for LCSC operations on North Idaho College campus or Harbor Center, both of which are located in Coeur d'Alene, Idaho. LCSC students, staff, faculty, and visitors at those sites fall under the emergency plans of North Idaho College or the University of Idaho, respectively.

Everyone in an LCSC facility – students, faculty, staff, and visitors – must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or the entire Lewis-Clark State College community. Careful planning, with an emphasis on safety, can help the College handle crises and emergencies with suitable responses, and may save lives. Supervisors are responsible for ensuring all employees are familiar with and will follow this emergency plan. Where appropriate, unit members will be assigned emergency preparedness and response duties to assist in the implementation of the LCSC emergency management plan.

2. Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.

The EMP is complemented by the Emergency Support Functions (ESFs), the Incident Annexes (IAs), and the Support Annexes (SAs). Within these supporting documents, the plan discusses critical emergency management functions and assigns roles and responsibilities for emergency

management. The plan discusses the roles of the Executive and Response groups, the activation of an EOC, and multi-hazard responses.

3. Facilitates response and short-term recovery activities and is flexible enough for use in all emergencies/disasters.

Certain unforeseen events may occur that are not addressed in this plan; therefore, this plan should be considered a general guide for action. Reasonable and prudent command decisions or actions which are not contemplated by this plan should not be construed to be at variance with, or contradictory to, this plan. The amount of time available to determine the scope and magnitude of an incident may also impact the protective actions recommended.

## **E. Operational**

1. Assignment of Responsibilities

This plan outlines responsibilities of LCSC departments, agencies and other organizations in the ESFs. In general, the head of each organization is responsible for the following:

- a. Appointing a liaison and alternates to work with the LCSC Office of IPRA in the development and maintenance of this plan.
  - b. If designated as a lead department for an Emergency Support Function (ESF), ensuring that necessary Standard Operating Procedures are adopted for the implementation of that ESF.
  - c. Making staff available at the request of the ESSO or his designee for disaster training and assignment.
  - d. Establishing policy and procedures for the identification and preservation of essential records to facilitate the re-establishment of normal operations during and following a disaster.
  - e. Establishing policy and procedures for documentation of disaster costs and establishing administrative methods to keep accurate disaster expenditure records.
  - f. Maintaining a current inventory of key organizational personnel, facilities and equipment resources.
  - g. Establishing policy and procedures for organizational chain of command and succession of authority during a disaster.
2. Organizational Preparedness

Historical experience indicates that outside assistance may not be available in some cases until 72 hours after a disaster onset. Accordingly, local disaster capability/resource inventory is a high priority for LCSC.

3. Employee Preparedness

It is anticipated that College employees will not be at peak efficiency or effectiveness during a disaster if the status of their household is unknown or in doubt. Employees may be asked to volunteer for emergency duties which lie outside the scope of their regular duties. Accordingly, LCSC employees assigned disaster response functions are encouraged to make arrangements with other employees, friends, neighbors, and relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee or to the EOC.

#### 4. Suspension of Day-to-Day Activities

Day-to-day functions that do not contribute directly to the disaster operation may be completely or partially suspended for the duration of the public emergency. The efforts that would normally be required for those functions may be redirected to accomplish disaster management tasks.

#### 5. Warning Systems

LCSC relies on the hazard warning capabilities of federal and state government, industry, and the media. Faculty, staff and students are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather or flooding. When there is a demonstrated need, particularly if timeliness is crucial to protect life and property, the EOC may supplement existing warning systems. Supplemental measures will depend on the nature of the hazard, the quality and quantity of information available, resources available, media attention, and other situational factors. These are discussed in ESF-2 (Communications) and ESF-15 (External Affairs).

#### 6. Nondiscrimination

Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with 44 CFR 205.16 (Nondiscrimination in disaster assistance). Consistent with SBOE Policy II.P, Lewis-Clark State College is committed to maintaining an environment which supports equal rights for all individuals. Lewis-Clark State College will not discriminate on the basis of race, color, age, sex, national origin, disability, veteran status, or sexual orientation. This policy applies to all programs, services, and facilities, including applications, programs, admissions, services and employment. Concerns or questions regarding the application of discrimination laws and regulations may be directed to:

Affirmative Action Officer  
Lewis-Clark State College  
Lewiston, ID 83501  
(208)792-2269

#### 7. ICS/EOC Relationship

The EOC does not exercise command authority over the IC. EOC decisions may affect incident management, because the EOC may prioritize incidents and allocate scarce resources. The IC may work directly under the authority of the College President for an LCSC- managed incident but it is possible that the LCSC ERT may also be tasked to support an IC from an external agency.

#### 8. Limitations

No guarantee of a perfect system is implied by this plan. As resources and personnel may be overwhelmed, LCSC will endeavor to make a reasonable effort to respond to each emergency

based on the situation and on information and resources available at the time.

#### 9. National Incident Management System (NIMS)

In June 2010, Idaho's Governor issued Executive Order No. 2010-09, which is authorized by Chapter 10, Title 46 of the Idaho Code. Executive Order No. 2010-09 provides that each state agency will: Develop and maintain an agency emergency operations plan to carry out the agency's response and recovery support functions. Agency plans will assign disaster emergency duties to all subdivisions and personnel and will provide capability to support the Idaho Emergency Operation Center (IDEOC), Emergency Support Functions (ESF), and the National Incident Management System (NIMS) as required by the Idaho Emergency Operation Plan and the National Response Plan. Such support includes:

- Assigning an ESF coordinator to interface with the IDEOC;
- Providing situation reports, incident action plans, resource status, financial status, geospatial data, and organization/staffing/contact information to the IDEOC;
- Providing personnel and resources to staff the ESF;
- Providing personnel to staff the IDEOC, this may also require involvement of agency directors and emergency coordinators;
- Providing personnel and resources for field deployment; and
- Accepting IDEOC mission assignments to provide resources for response and recovery actions.

## **F. Threat Summary for LCSC**

The LCSC EMP identifies potential hazards to the College, both local and region-wide, that could cause major disruption of operations, injury or loss of life, and/or major property and monetary loss. The plan anticipates the effects these hazards would have on LCSC facilities, utilities and operations, including a determination of a benchmark hazard level from which to base and establish plans, an evaluation of how to minimize or eliminate these effects, and, if there is an effect, the College's response.

Potential hazards for the LCSC include:

#### Natural hazards

- Wind
- Flood
- Earthquake
- Volcanic Eruption
- Fire
- Snow
- Temperature Extremes
- Outbreaks of Disease

#### Human Caused and Technological Hazards

- Utility Failure
- Hazardous Material Release – (note: the closest Level A State Hazmat team is located in Lewiston)
- Explosions (Including Bomb Threats)
- Terrorist Acts, Criminal Activities, and Civil Disturbance
- Active Shooter / Lockdown / Hostage situations

The EMP may also be activated during a community or regional crisis that may impact LCSC personnel or business operations. For example, a utility outage in the nearby area may necessitate EMP activation to coordinate safety precautions or emergency information and support services for personnel.

## **G. Assumptions and Infrastructure**

### 1. General

- a. All areas of LCSC are subject to the effects of a disaster.
- b. Essential services will be maintained as long as conditions permit.
- c. Natural or man-caused emergencies may be of such magnitude and severity that state and federal assistance is required; however, such support will be available only after local resources have been utilized.

### 2. College Specific

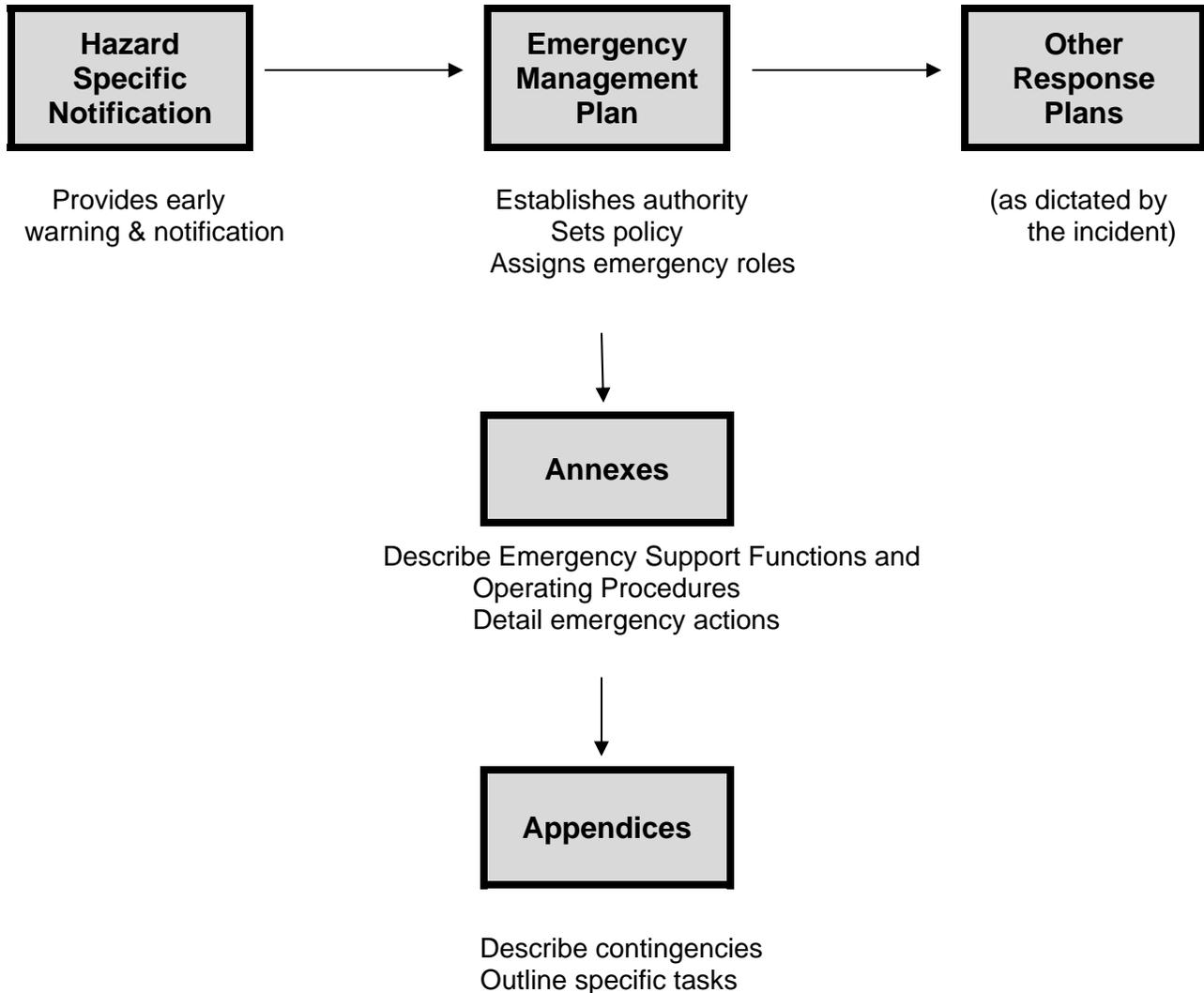
- a. The Lewiston campus of Lewis-Clark State College is located on Normal Hill in the northwestern part of the City of Lewiston.
- b. The main campus is comprised of approximately 46 acres and includes 25 major buildings. The College maintains a steam distribution system, computing, and communications infrastructure systems. Primary power is purchased from Avista, and the College contracts with Verizon to provide for central telephone switching services. The College would depend on support from utility providers if these services were disrupted in a disaster.
- c. The College population includes approximately 3,000 students at the Lewiston campus, 470 at the Coeur d'Alene campus, 250 faculty, and 290 staff. The student population fluctuates with the academic calendar; fall months have the most students, while summer months have the fewest. There is capacity for approximately 313 students to reside in 4 residence halls located on or near campus. There are 20 off-campus apartments/houses, mostly housing single students, with 2 properties for families with children. Currently these off-campus units house about 45 students. During the summer, up to 300 summer program participants may be simultaneously located in LCSC residence halls, most of whom are juveniles.
- d. The College has the capability of providing meals for a large number of people through Sodexo food services, a private contractor, located in the Edward V. Williams Student Union Building. Sodexo does not, however, keep regular hours or maintain full staffing during holidays and summer. Dining facilities might be available in the event of a disaster, but Sodexo personnel would need to be contacted.

- e. Primary electric power enters the campus through one major entry point, located at the northeast corner of the intersection of 4<sup>th</sup> Street and 9<sup>th</sup> Avenue. Avista delivers 3 phase power approximately 60 Hertz AC not exceeding 2,500 kW.
- f. Water is provided by the City of Lewiston and the water mains are located under streets and avenues throughout the perimeter and interior of campus.
- g. A natural gas boiler is located at the Power Plant Complex in the basement of the Art Building (812 5<sup>th</sup> St). Natural gas fuel is delivered by pipeline directly to the campus; the main meter is located at the north side of the boiler room.
- h. The College's main communication center is located in the basement of the Sam Glenn Complex. A partial redundancy site is located on the first floor of the Library. Backup services are completed via tape and disk. Tape backups are located in the Administration Building vault and a bank deposit box located in the Lewiston Orchards. Disk backups are located in the Library.
- i. Campus Security, located in Meriwether-Lewis Hall room 110, employs four full-time and approximately seven part time officers. The Director of Campus Security is on duty during business hours, and uniformed Campus Security officers provide routine 24 hour patrol and services to the campus community. LCSC would rely on external law enforcement agencies in a serious emergency. Police services are provided through the Lewiston Police Department and the Nez Perce County Sheriff's Office.
- j. Student Health Services (SHS), located in the Sam Glenn Complex, room 205, provides minor outpatient care during normal business hours five days a week. The SHS center is staffed by a full-time registered nurse, a part-time nurse practitioner, administrative assistant, and a technical records specialist. In-patient care and emergency services are provided at local or regional medical facilities. The College is located near the Saint Joseph Regional Medical Center (SJPMC) which would be utilized during a major medical emergency. LCSC nursing staff and facilities might be used to augment external response agencies in an emergency.
- k. College communications capabilities include Fisher system to 16 buildings on campus, Security hand-held radios, e-mail, phone-trees, and cellular phones.
- l. The Activity Center has a seating capacity of approximately 4,500 and the auxiliary gym would be able to seat an additional 300. Capacity would be reduced if the facility was used for shelter.

**H. Plan Organization**

**1. Schematic**

The following schematic represents the organization of the LCSC Emergency Management Plan and supplemental documents:



These major components of LCSC’s disaster management system are described in detail in the following pages.

## 2. Hazard Specific Notification

Two hazard-specific notification guides have been developed to augment the emergency management plan. Their purpose is to shorten response time through the completion of preparatory actions by affected departments/organizations/agencies.

- a. Hazard-Specific Emergency Notification Guide. The first line of disaster response is usually the communications specialists in local law enforcement dispatch centers, who receive warning information. After validation, as appropriate, an event is classified as Level I, II, or III, using the guide. Each level has a list of people to contact. This results in a tiered response as follows:

**Level I:**

These events can be controlled by the normal organization and procedures of LCSC. These are potential emergencies, and the EOC is not activated.

**Level II:**

These events are limited emergencies. They involve a greater hazard or larger area of impact which pose a potential threat to life and property. Response by multiple departments is usually required, and may use specialized resources. Limited evacuation may be required. The EOC may be activated.

**Level III:**

These events are full emergency conditions requiring the coordinated response of all levels of government to protect lives and property. Larger evacuations are often required, and assistance from city/county and state/federal agencies is needed. The EOC will be activated for level III events.

- b. Homeland Security Threat Condition Guide.

DHS will coordinate with other federal entities to issue detailed alerts to the public when the federal government receives information about a credible terrorist threat.

(National Terrorist Advisory System) NTAS alerts provide a concise summary of the potential threat including geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, actions being taken to ensure public safety, as well as recommended steps that individuals, communities, business and governments can take to help prevent, mitigate or respond to a threat. NTAS Alerts will include a clear statement on the nature of the threat, which will be defined in one of two ways:

- Elevated Threat: Warns of a credible terrorist threat against the United States
- Imminent Threat: Warns of a credible, specific, and impending terrorist threat against the United States

### 3. Emergency Management Plan Outline

The EMP is the College's basic reference for overall disaster management. The EMP establishes authority and sets policy. The EMP contains annexes and appendices.

The annexes are the Emergency Support Functions (ESFs), which detail emergency actions, and are summarized as follows:

- a. **ESF- 1 - Transportation** (Lewis-Clark State College Point of Contact (POC): Director of Campus Security)

ESF-1 ensures effective utilization of all available transportation resources during an emergency/disaster. It also addresses the inspection of facilities for structural condition and safety, the temporary repair of essential College facilities, and the removal of unsafe structures, debris and wreckage clearance.

- b. **ESF - 2: Communications** (Lewis-Clark State College POC: Public Information Officer/Campus Communications Coordinator (PIO/CCC))

ESF-2 describes the College communication systems and communication sources, policies, and procedures to be used during emergency situations. It also describes warning systems for public safety, including the emergency alert system.

- c. **ESF - 3: Public Works and Engineering** (Lewis-Clark State College POC: Director of Physical Plant)

ESF-3 describes the primary responsibilities that Physical Plant assumes in an emergency/disaster to coordinate with outside agencies responsible for the College's infrastructure.

- d. **ESF - 4: Firefighting** (Lewis-Clark State College POC: Director of Campus Security)

ESF-4 provides for the coordination of fire-fighting activities to ensure the safety of life and property within the College. This includes the detection and suppression of structural fires resulting from, or occurring coincidentally with a significant disaster condition. Fire services at LCSC are provided by the Lewiston Fire Department.

- e. **ESF - 5: Emergency Management** (Lewis-Clark State College POC: ESSO)

ESF-5 addresses procedures and activities to operate the LCSC EOC in a major disaster or anticipated disaster. During EOC activation, the initial focus is to provide current information and timely needs assessment.

- f. **ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services** (Lewis-Clark State College POC: Vice President of Student Affairs)

ESF-6 encompasses a broad range of services during the response and recovery phases of a disaster. Initial response activities focus on meeting urgent needs of disaster victims on a mass care basis. These services may include providing shelter, food, and emergency first aid assistance to those impacted by a disaster. It also provides counseling services in the recovery phase.

- g. **ESF-7: Logistics Management and Resource management** (Lewis-Clark State College POC: Director of Human Resource Services)

ESF-7 supports the following activities:

1) Resource support ensures that the needs of emergency responders and College personnel are prioritized so that additional resources can be located, secured, distributed, and used in the most effective manner possible during response and recovery operations.

2) Volunteer coordination manages volunteer availability and services and to expedite the assignment of volunteers.

- h. **ESF-8: Public Health and Medical Services** (Lewis-Clark State College POC: ESSO)

ESF-8 provides coordinated assistance in response to public health and medical needs following a significant natural disaster or man-caused event. It also provides for liaison with local medical facilities.

- i. **ESF-9: Search and Rescue** (Lewis-Clark State College POC: Director of Campus Security)

ESF-9 describes procedures for the coordination and utilization of local, state, and federal personnel, equipment, services, and facilities to aid in search and/or rescue operations. Search and rescue (SAR) operations include the location, recovery, extrication, and medical treatment of victims who become lost or trapped as the result of a major disaster or life threatening emergency.

- j. **ESF-10: Oil and Hazardous Materials Response**  
(Lewis-Clark State College POC: Director of Campus Security)

ESF-10 provides guidance for LCSC operations in response to emergencies resulting from the manufacture, use, storage, and transfer of hazardous materials in the LCSC community.

- k. **ESF-11: Agriculture and Natural Resources** (Lewis-Clark State College POC: Director of Campus Security)

ESF-11 addresses emergency issues associated with sources of food and water, plant and animal disease and/or protection, and protection of cultural resources and historic property resources during an incident.

- l. **ESF-12: Energy** (Lewis-Clark State College POC: Director of Physical Plant)

ESF-12 addresses essential utility and fuel needs at LCSC and coordinates their restoration during an emergency or disaster. These include electric power, water resources, natural gas, and petroleum products. Coordination is emphasized, since responsibility and control of utilities is spread among a variety of organizations and jurisdictions, including local and state agencies, and private businesses such as energy suppliers and distributors.

- m. **ESF-13: Public Safety and Security** (Lewis-Clark State College POC: Director of Campus Security)

ESF-13 coordinates security and law enforcement activities in and around LCSC, to include traffic control, search and rescue, providing public safety and security of property during a disaster.

- n. **ESF-14: [Reserved for Future Use]**

- o. **ESF-15: External Affairs** (Lewis-Clark State College POC: PIO/CCC)

ESF-15 describes the means, organization, and process by which city, county, state, and federal officials will coordinate the provision of timely, accurate, and useful instructions to area residents during emergencies. ESF-15 provides for public information activities during an actual or pending emergency and actively solicits information from all ESFs and municipal liaisons to ensure current and complete information is being disseminated.

- p. **ESF-16: Military Support** (Lewis-Clark State College POC: ESSO)

ESF-16 applies to military support for emergencies on College property that are beyond the capabilities of local authorities to control. It does not include planning and support for fires, except when the Idaho National Guard is ordered to State Active Duty for fire operations.

The appendices to the Emergency Management Plan detail emergency actions for specific hazards.

#### 4. Other Response Plans

Public safety organizations in Nez Perce County and the City of Lewiston have additional response plans. This plan does not supersede these plans; rather, it may be used in conjunction with them.

## LEWIS-CLARK STATE COLLEGE

### EMERGENCY MANAGEMENT PLAN

#### SECTION II. EMERGENCY MANAGEMENT PLAN

##### A. General Overview

Lewis-Clark State College has established an EMP consistent with its authority under the Idaho State Disaster Preparedness Act, Section 46-1009: Local and Intergovernmental Disaster Agencies and Services, and Executive Order 2010-09. Organized under the authority of the State Board of Education and agreement with the City of Lewiston, the Emergency Management Organization includes, at a minimum, those LCSC and city officials necessary to assure that critical emergency services are efficiently and effectively provided.

Direction and control of emergency activities are coordinated through the College's EOC utilizing NIMS. Effective emergency management requires the cooperation and coordination of LCSC and other agencies, special service districts, and impacted organizations. Activation of the Emergency Management Plan assumes that emergency conditions exist which are impacting or may impact a large portion of the College. Several separate emergency service agencies will likely be involved, and critical resources may become scarce. Prioritization of resources will be based on the ability to do the greatest good for the largest population at risk. College, public and volunteer resources will be deployed according to the following priorities:

- 1. Protection of life**
  - a. Responders
  - b. At risk populations
  - c. College/Public at large
- 2. Incident Stabilization**
  - a. Protection of response resources
  - b. Isolation of the impacted area
  - c. Containment (if possible) of the incident
- 3. Property conservation**
  - a. Protection of College facilities and infrastructure essential to life or emergency response
  - b. Protection of the environment where degradation will adversely impact public safety
  - c. Protection of College-owned resources and property
  - d. Protection of private property only as it alleviates a risk to public safety or negative impact on College property.

##### B. Concept of Operations

###### 1. Readiness

Emergency situations can arise with advance notice or with no warning. As a result, the organization and operations procedures outlined in this Plan shall be maintained in a status appropriate for immediate implementation. This Plan shall be exercised at least annually.

###### 2. Disaster Declaration

When a disaster is imminent or has occurred, the LCSC President has primary responsibility and will respond to preserve life and property. Local officials may implement emergency statutes and ordinances and may declare a local state of emergency that will permit mobilization and commitment of emergency resources. When local resources become overwhelmed and cannot meet the needs created by a disaster, a local government that is signatory to mutual aid compacts may call for the aid of any and all other signatories.

The College cannot declare a disaster but can request a disaster declaration from the Mayor of Lewiston or the Chairman of Nez Perce County Commissioners, as applicable.

Requests for disaster declaration, after approval by the President, will be forwarded to the appropriate jurisdiction (city or county). Requests will be handled in an expedient manner (i.e., verbal followed by hard copy).

a. All disaster emergency declarations shall:

- 1) Indicate the nature of the emergency;
- 2) Identify the area or areas threatened;
- 3) Identify the area subject to the proclamation;
- 4) Explain the condition(s) that are causing the disaster emergency; and
- 5) Define the incident period as it applies to each area affected.

b. City/County Government

- 1) Upon receipt of the request for a proclamation of a local disaster emergency from an LCSC Executive Group member, the Mayor/Chairman of the Board of County Commissioners will provide available assistance requested to contain the incident and notify the BHS that a situation exists that may require the proclamation of a disaster emergency.
- 2) In the event a situation exists at LCSC that may affect lives and property, the City of Lewiston or Nez Perce County may take necessary measures to bring the situation under control, utilizing all city/county government resources.
- 3) If the situation, at LCSC overwhelms the capability and resources of the College to control, the Mayor/Chairman of the Board of County Commissioners may proclaim a local disaster emergency in accordance with Idaho Code §46-1011.
- 4) The County Emergency Management Director will notify the Idaho BHS that LCSC has requested a declaration of disaster emergency, and that the College has implemented its Emergency Operations Plan. The notification should also state that the College has committed all available resources to the response. If state supplemental assistance is needed to assist the College's response effort, the type of assistance should be clearly stated. The declaration and request for state assistance may be provided orally, and then submitted in writing to BHS.

c. State Government

- 1) The BHS Director will evaluate and process the College's request for assistance submitted to the Mayor/Chairman of the Board of County Commissioners and request for a Governor's declaration of a disaster emergency as appropriate.
- 2) Upon notification that the College is seeking state assistance, the Governor may proclaim a State of Disaster Emergency and implement all or portions of the Idaho Emergency Operations Plan.
- 3) The Governor may also declare a Disaster Emergency in the absence of a College request.
- 4) Only the Governor can originate the request for a (U.S.) Presidential Declaration.

### **3. Coordination**

Coordination of College emergency management and external partners is critical during an emergency. External partners may include the PVOs, nongovernmental organizations (NGOs), and governmental agencies.

#### **a. LCSC, PVOs and NGOs**

PVOs and NGOs may play important roles before, during, and after an incident. For example, NGOs provide shelter, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. These groups often provide specialized services that help individuals with special needs, including those with disabilities.

Responding to disasters or emergencies frequently exceeds the resources of government organizations. Volunteers and donors can support response efforts in many ways, and it is essential that governments at all levels plan ahead to effectively incorporate volunteers and donated goods into their response activities.

#### **b. Mutual Aid Agreements**

Mutual aid agreements are a means for one jurisdiction to provide resources, facilities, services, and other support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual aid agreement with other jurisdictions that may receive or provide assistance during an incident. Mutual aid agreements normally involve neighboring or nearby jurisdictions and private sector and NGOs.

#### **c. Local and Intergovernmental Agencies**

Counties are responsible for disaster emergency management within their jurisdictional boundaries and conduct disaster emergency operations according to the plans and procedures contained in applicable county plans.

Counties generally operate through a Disaster or Emergency Management Department, and often coordinate local response through a multi-county, district level Local Emergency Planning Committee.

When activated, the County EOC will be staffed as appropriate for the severity of the situation. The County EOC is normally the location where disaster emergency information is received and disseminated, coordination of resources occurs, and public safety/protection decisions are made.

d. State Government

1) Bureau of Homeland Security (BHS):

- I. The Bureau of Homeland Security is responsible for the coordination of the State response to an emergency or disaster.
- II. The primary emergency management responsibility of the BHS is not that of an initial responder, but rather a key partner and central point of coordination to provide support to local governments. This is accomplished through the acquisition, prioritization, and distribution of State, private, and, if needed, Federal resources to meet the needs of local governments.
- III. BHS is also responsible for the organization and operations of IDEOC for both emergency and non-emergency operations.
- IV. If the disaster situation is large enough to require federal assistance, BHS will function as the primary coordination agency for this assistance.
- V. BHS is responsible for assisting local government emergency management in the development and maintenance of emergency operations plans, procedures and checklists. BHS provides standards and criteria, reviews local and intergovernmental disaster plans, and fulfills other needs (Idaho Code §46-1006(6)).

Other state government responsibilities are described in the Idaho Emergency Operations Plan.

<http://www.bhs.idaho.gov/Pages/Plans/Documents/Idaho%20Emergency%20Operations%20Plan.pdf>.

#### 4. Phases of an Emergency

For purposes of implementation of this Plan, activation of the emergency organization will be based on the evolution of an emergency through a series of time phases. Not all phases may be identifiable in an emergency occurrence (i.e., there may be no warning period; the recovery phase may not be required). Tasks assigned within a certain phase in this Plan are not intended to be restrictive, but rather to provide guidance in outlining activities that may be required during the entire course of an emergency.

- a. **Mitigation Phase:** The time phase during which organization, planning, training and exercising are carried out to develop an effective emergency management system. Tasks to be accomplished during this phase include those actions to prevent the emergency from happening or to limit the consequences of an emergency event. Mitigation activities often increase during the response and recovery phases to take temporary or permanent actions to prevent further or recurring damage. Activities may include revision of land use or building codes, elevation or relocation of facilities, retrofitting of critical facilities, etc.
- b. **Preparedness Phase:** The time phase during which preparations are made to enable effective and efficient response to an emergency. Tasks common to all public safety agencies to be accomplished in this phase include:
- 1) Conduct a review to determine adequacy of existing policies, plans, and procedures;
  - 2) Develop departmental plans to determine critical functions, essential personnel, alternate work locations, reassignment of personnel and other issues critical to continued operations;
  - 3) Design and deliver training, education, and exercises;
  - 4) Identify sources of supplies and equipment that may be needed for emergency operations.
- c. **Response Phase:** The time phase, which may consist of three periods, requiring varying types and levels of emergency response during which the imminent occurrence of a serious emergency becomes known. Emergency operations may be initiated during any of the following three time periods:
- 1) *Warning Period*

***The period during which evaluation of all available information indicates that the impact of a serious emergency is highly likely or imminent.*** This period may be formally initiated over a period of time in slower developing emergencies (i.e. flood) or may not exist when the impact of the emergency occurs suddenly and without advance indication (i.e. earthquake). If not already done, the EOC should be activated during this phase if valid warning is issued. Tasks common to all emergency agencies to be accomplished during this period include:

    - I. Evaluate most probable consequences and resource requirements based on the nature of the threat.
    - II. Coordinate with County Emergency Management and/or EOC for dissemination of emergency instructions or information to the public.
    - III. Recall essential response personnel if it can be done safely.
    - IV. Stage resources near hazard area if situation warrants and it can be done without further threat to resources.
    - V. Send representatives to EOC.
    - VI. Initiate life saving measures (i.e. evacuation, shelter in place) as resources allow.

2) *Impact Period*

***The period during which a serious emergency is occurring.*** Impact may occur suddenly and be of limited duration or may follow a period of predictable buildup (warning) and last for an extended period. Tasks common to all emergency agencies to be accomplished in this period include:

- I. Take immediate protective measures for emergency personnel and resources.
- II. Provide damage information to the County Emergency Management or the EOC, if activated.
- III. Initiate response activities as conditions allow.

### 3) *Response Period*

***The period immediately following the impact of a serious emergency during which all resources are committed to the protection of life and property.*** If not previously accomplished, the EOC will be activated. Tasks common to all emergency agencies to be accomplished in this period include:

- I. Communicate with field personnel and the EOC to determine scope of emergency.
- II. Conduct field operations to save lives and protect property. Request mutual aid assistance, if required.
- III. Dispatch personnel to hazard areas to conduct cursory damage assessment.
- IV. If the emergency is of great magnitude with mass casualties or threatened populations, contact the EOC to determine response priorities.
- V. Send a representative to the EOC to assist in situation assessment analysis and coordination of public information, if appropriate.
- VI. Analyze resource needs, request additional support from the EOC.
- VII. Initiate short-term recovery activities (shelter, debris removal, building safety inspections).
- VIII. Maintain accurate records of all costs associated with emergency response, including expenditures for personnel, supplies, and equipment.

#### **d. Recovery Phase**

*The time phase following the response period during which activities are undertaken to effect long-term repair or recovery.* Tasks common to all emergency agencies to be accomplished in this phase include:

- 1) Analyze long-term restoration/recovery options.
- 2) Conduct detailed damage analysis.
- 3) Document and report emergency related expenditures to support requests for financial assistance.
- 4) Assist in the dissemination of information relative to federal assistance programs.
- 5) Effect long-term repairs including demolition, reconstruction, etc.

## **C. Levels of Response**

LCSC emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

**Level 1** is a minor incident that is quickly resolved with internal resources or limited help. Level 1 emergencies are generally within an individual room of a building or outside a building in a localized area capable of being controlled by a minimum number of personnel and requiring only limited (or no) evacuation of the building or area.

**Level 2** is a more significant emergency that impacts critical infrastructure, a building, or multiple buildings and that may potentially affect life safety or mission critical functions. At Level 2, the LCSC EOC may be activated in a limited form. Normally EOC members would convene at the emergency site or coordinate via cell phone/radio. Technical or support staff may assemble to coordinate information. Some emergency operational units may be activated when they are critical service providers, or they are affected by the event. Level 2 emergencies generally affect an entire floor of a building or outside a building in a large area. This level would normally involve evacuation of the building or area, affecting potentially large numbers of people, and interruption of normal operations for a limited period of time.

**Level 3** is a disaster that involves the entire campus and surrounding community. At Level 3, the EMP is activated, and the entire emergency management organization across the campus mobilizes. The LCSC EOC may be fully activated and/or LCSC personnel may be deployed to support an EOC established by the lead response agency. Level 3 emergencies generally affect a cluster of buildings within or outside buildings involving major portions of the campus, or events spilling over from the surrounding communities. This level will require the full scale implementation of the Emergency Management Plan to provide control until the incident is terminated. This level could typically involve evacuation of numerous buildings or areas, affecting all, or a major portion of the entire campus population, and potential interruption of normal operations throughout the campus for an unknown period of time. This level includes the potential of the campus being isolated from normal responding emergency personnel for an extended period of time. Self-sufficiency of the campus and individual building operations is to be expected during an incident of this magnitude.

## **D. Continuity of Operations**

Lines of succession to assure continuity of government under this plan are as follows:

Presidential succession: The succession of presidential authority for the Lewis-Clark State College is specified in <http://www.lcsc.edu/policy/Policy/1.101.pdf> and is, unless the President specifies otherwise:

1. Provost/Vice President for Academic Affairs,
2. Vice President for Finance and Administration,
3. Vice President for Student Affairs
4. Dean of Academic Programs,
5. Dean of Professional-Technical Programs,
6. Dean of Community Programs.

## **E. Emergency Staff Activation**

### 1. Assumptions

Emergencies can occur during or after work hours, on or away from campus. Each employee is encouraged to undertake a program of family preparedness to assure their safety during an emergency.

For emergencies that happen outside work hours:

- a. Mobilization of essential employees is critical to emergency response. If phones are available, they will be the first choice for contact. If phones are out, employees should take actions to ensure their family's safety and report to their normal job sites as soon as safe and practical to do so. Employees should pay special attention to conditions encountered while traveling to their work site to provide situation status information when they report.
- b. If unable to report to any College work site, critical employees should go to the nearest fire station and initiate contact with the dispatch center in Campus Security ((208)792-2226) or the EOC.

### 2. Designation of Departmental Essential Employees

As a part of their departmental planning, department heads should identify functions critical to emergency response. Essential employees should be designated. Department heads are responsible to advise essential employees of work expectations under emergency conditions, including reporting instructions.

## **F. Emergency Operations Center Organization & Operations**

### 1. Function

The LCSC EOC serves several functions. In a major disaster, it may serve all of these functions simultaneously. These include:

Support the President and, when applicable, the designated IC. In addition to resource support, the EOC:

- a. Provides a location from which College entities may coordinate the delivery of their own services during an emergency;
- b. Provides a facility from which discipline-specific emergency support activities (such as search and rescue) may be coordinated;
- c. Serves as a coordination point for the support of jurisdictions impacted by localized or area-wide emergencies requiring assistance from city, county, state, or federal agencies;
- d. Coordinates public safety messages and media releases;
- e. Serves as the interface between City/County governments and special districts and state and federal agencies during major emergencies or disasters.

## 2. Structure

The Lewis-Clark State College's Emergency Management Organization is comprised of two groups: the Executive Group and the Response Support Group. The Executive Group is directed by the President. The Response Support Group is directed by the IC.

The Executive Group is responsible for:

- a. Decisions regarding the College operation and policies
- b. Future institutional direction
- c. Academic affairs
- d. Economic status
- e. Legal responsibilities
- f. Institutional responses to the community
- g. Closure of the College

The Emergency Response Support Group is responsible for:

- a. Determining the magnitude of the emergency
- b. Coordinating its resolution or, if the emergency continues to develop, activating Level 3 response
- c. Determining the scope and impact of the incident
- d. Setting priorities for emergency actions
- e. Deploying and coordinating resources and equipment
- f. Organizing, staffing, and operating the EOC.
- g. Operating communications and warning systems
- h. Providing information and guidance to the students and staff
- i. Maintaining information on the status of resources, services, and operations
- j. Directing overall operations
- k. Obtaining support for LCSC and providing support to the City or other organizations as required
- l. Identifying and analyzing potential hazards and recommending appropriate countermeasures
- m. Collecting, evaluating and disseminating damage assessment and other essential information
- n. Providing the Executive Group with status reports, situational assessments, and possible courses of action.
- o. Providing status and other reports to local communities (cities and counties)

### **Executive Group Members**

(NIMS G-402; IS-700)

- President of the College
- Provost/Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice President for Finance and Administration

### **Emergency Response Support Group Members**

**(NIMS 700; IS-100; IS-800.B; IS-200)**

- Director of Institutional Planning, Research, and Assessment (IPRA)
- Director of Campus Security
- Director of Physical Plant
- Coordinator Student Health Services
- Budget Director
- Director of Information Technology
- Director of Residence Life
- Director of Human Resource Services
- Director of College Communications

### 3. Operations

The LCSC EOC is under the direction of President, and is managed by the ESSO. This function may be transferred to a more appropriate emergency official on the authority of the President.

Disaster field operations utilize NIMS. The IC is the first responder on scene until relieved by higher authority or by mutual agreement. Incident Command is responsible for the immediate tactical actions to control the incident. While the incident command system is employed at almost every response event, the EOC is activated only in those events which exceed the normal capabilities of responding agencies or involve multiple agencies and a coordination effort is required.

In these cases, on-scene response is likely to use a unified command system. This is mirrored in the EOC, where representatives of a number of involved emergency response organizations will participate in the direction and control of emergency operations by functioning as a unified team.

The EOC does not exercise command authority over ICs. EOC decisions may affect incident management, because the EOC may prioritize incidents and allocate scarce resources.

When a disaster affecting LCSC is being managed by an external agency, LCSC personnel may be assigned to support the external EOC and/or IC.

## **G. Americans with Disabilities Act Considerations**

Emergency preparedness and response programs must be made accessible to people with disabilities and are required by the Americans with Disabilities Act of 1990 (ADA).

Disabilities would include but not be limited to mobility, vision, hearing, cognitive disorders, mental illnesses, and language barriers.

Included in the College's planning efforts for those with disabilities are notification and warning procedures, evacuation considerations, emergency transportation issues, sheltering requirements, accessibility to medications, refrigeration and back-up power, accessibility to mobility devices or service animals while in transit or at shelter and accessibility to information.

**LEWIS-CLARK STATE COLLEGE**  
**EMERGENCY MANAGEMENT PLAN**

**SECTION III. TRAINING AND EXERCISES**

The LCSC staff and students are trained to help them respond to an emergency/disaster which is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery. The College incorporates pre-disaster awareness and education programs into student and staff orientations.

The College maintains an emergency preparedness website at: <http://www.lcsc.edu/emergency/>  
The website contains guidelines about what to do in emergencies that may occur at the College.

**Training and Exercise Program:**

The College's Emergency Management Organization supports regular training and exercising of College staff in the use of this plan and other specific training as required for compliance with NIMS. The ESSO is responsible for coordinating, scheduling, and documenting the emergency exercises. The Director of LCSC Campus Security will conduct emergency training which includes classroom instruction. All first responders who may participate in emergency response in the EOC are required to receive appropriate NIMS training.

LCSC will coordinate and conduct periodic training and exercises to ensure effective and complete planning for prevention, preparedness, response, and recovery from emergency incidents.

Exercises will meet NIMS compliance requirements.

## **Glossary of Key Terms**

This glossary contains definitions of terms and acronyms commonly used during emergency operations at LCSC.

**Agency** - A division of government with a specific function, or a non-government organization that offers a particular kind of assistance.

**Annex** - The annexes to the Emergency Management Plan are designated as Emergency Support Functions or ESFs, to be consistent with state and federal planning formats. The ESFs are organized by function. They provide supporting information regarding policies, responsibilities, guidelines and procedures used in the basic plan.

**BHS** - Bureau of Homeland Security.

**Civil Unrest** - Isolated instances of crowd or individual demonstrations and/or violence sparked by actual or perceived infringement on an assumed right.

**Critical infrastructure** - Systems and assets, whether physical or virtual, so vital that the incapacity or destruction of such systems and assets would have a debilitating effect on security, public health or the economy.

**Damage Assessment** - The appraisal or determination of actual effects of an incident, emergency or disaster has had on structures, roads and bridges, utilities, agriculture and waterways.

**DEQ** - Division of Environmental Quality, State of Idaho

**Disaster** - An occurrence of widespread or severe damage, injury or loss of life or property resulting from any natural or human cause, including (but not limited to), flood, thunderstorm, fire, explosion, chemical incident or pandemic.

**EAS** - Emergency Alert System

**Emergency Management Director** - The individual within a political subdivision with the responsibility for jurisdictional emergency management.

**EOC** - Emergency Operations Center. A pre-designated facility established to coordinate the overall jurisdictional response and support to a disaster.

**Epidemic** - A pronounced clustering of cases of disease within a short period of time; more generally, a disease whose frequency of occurrence exceeds the expected frequency in a population during a given time interval.

**ESF** – Emergency Support Function

**FIRST RESPONDER** – Emergency personnel (Fire, Police, Medical, etc) who are first on the scene.

**HAZMAT** - Hazardous materials. Any hazardous substances, including the following: explosives, gases, oxidizers, poisons, radioactive material, and other toxic chemicals.

**Incident Commander** - The individual responsible for management of all incident operations at the incident site.

**Isolation** - Separation of infected individuals from those who are not infected.

**JIC** - Joint Information Center. A facility where the PIO and staff can coordinate and provide information to the public, media and other agencies.

**LEPC** - Local Emergency Planning Committee. A committee made up of local citizens, government officials and industry representatives charged with the development and maintenance of emergency plans

**Liaison Officer** - A member of the EOC responsible for interacting with representatives from cooperative and assisting agencies.

**Mitigation** - Activities that eliminate or reduce the probability of an incident, emergency or disaster. They may also include those long term activities that lessen the undesirable effects of unavoidable hazards.

**Mutual Aid Agreement / Memorandum of Understanding** - A written agreement between agencies and/or jurisdictions in which they agree to provide assistance upon request, by providing personnel and equipment in an emergency situation.

**Pandemic** - A worldwide epidemic when a new or novel strain of pathogen emerges for which humans have little or no immunity, and develops the ability to infect and be passed between humans.

**PIO** - Public Information Officer. A member of the incident command staff or EOC staff responsible for interacting with citizens, the media, or other appropriate agencies requiring information relative to the incident or disaster.

**Preparedness** - Activities developed to improve emergency response capabilities, such as planning, training and exercising.

**Response** - Provision of emergency services during a crisis.

**Recovery** - The process of restoring vital services to the community, with the long-term goal of restoring the community to normal.

**SOP** - Standard Operating Procedures. Written instructions covering those operational activities that lend themselves to a series of definitive steps without loss of effectiveness.

**Unified Command** - A unified team effort which allows all agencies with responsibility for the incident (either geographical or functional), to manage an incident by establishing a common set of incident objectives and strategies.

## **Glossary of Abbreviations and Acronyms**

ACS	Auxiliary Communications Service
ADA	Americans with Disabilities Act
AFO	Area Field Officer
ARC	American Red Cross
BEC	Building Evacuation Coordinator
BEM	Building Evacuation Monitor
BHM	Bureau of Hazardous Materials
BHS	Bureau of Homeland Security
CCC	College Communications Coordinator (see also PIO)
CERT	Community Emergency Response Team
CIKR	Critical Infrastructure/Key Resources
CISM	Critical Incident Stress Management
COG	Continuity of Government
COO	Continuity of Operations
DEQ	Division of Environmental Quality
DHS	Department of Homeland Security
DOT	Department of Transportation
DSO	Disaster Services Office
DWI	Disaster Welfare Information
EAS	Emergency Alert System
EMP	Emergency Management Plan
EMS	Emergency Medical Service
ENS	Emergency Notification System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ESF	Emergency Support Function
ESSO	Emergency & Security Services Officer
EVRC	Emergency Volunteer Reception Centers
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
GIS	Geographical Information System
GPS	Global Positioning System
HAZMAT	Hazardous Material
HMERT	Hazardous Materials Emergency Response Team
HRS	Human Resource Services
HSEEP	Homeland Security Exercise and Evaluation Program
IC	Incident Commander
ICS	Incident Command System

IDAVOAD	Idaho Volunteer Organizations Active in Disasters
IDHW	Idaho Department of Health and Welfare
ING	Idaho National Guard
ISP	Idaho State Police
IT	Information Technology
ITD	Idaho Transportation Department
IVERT	Idaho Veterinary Emergency Response Team
JIC	Joint Information Center
LCSC	Lewis-Clark State College
LEPC	Local Emergency Planning Committee
LERA	Local Emergency Response Authority
MAC	Multi-Agency Coordination
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAIA	National Association of Intercollegiate Athletics
NIMS	National Incident Management System
NOAA	National Oceanic & Atmospheric Administration
NRF	National Response Framework
NAWAS	National Warning System
NWP	Northwest Pipeline Corporation
NWS	National Weather Service
OEM	Office of Emergency Management
OSHA	Occupational Safety & Health Administration
PCII	Protected Critical Infrastructure Information
PDA	Preliminary Damage Assessment
PIER	Public Information Emergency Response
PIO	Public Information Officer
PPE	Personal Protection Equipment
RACES	Radio Amateur Civil Emergency Service
RRT	Regional Response Team
RSVP	Retired Senior Volunteer Program
SAR	Search and Rescue
SBOE	State Board of Education
SDC	State Donations Coordinator
SHS	Student Health Services
SITREP	Situation Report
SNS	Strategic National Stockpile
SOP	Standard Operating Procedure
SVC	State Volunteer Coordinator
VOAD	Voluntary Organizations Active in Disasters
WMD	Weapon of Mass Destruction

**LEWIS-CLARK STATE COLLEGE – EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION-1**

**TRANSPORTATION**

**PRIMARY AGENCY (Lewiston Campus)**

Lewis-Clark State College:  
 Campus Security  
 Physical Plant  
 Emergency & Security Services Officer  
*or College employees performing similar functions*

**PRIMARY AGENCY (Coeur d’Alene Center)**

Lewis-Clark State College (CdA) Liaison  
 University of Idaho Emergency Operations Center  
 North Idaho College Emergency Operations Center

**SUPPORT AGENCIES**

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**Independent Highway Districts**

Highway district having jurisdiction

[http://itd.idaho.gov/planning/GIS/MapBook/2008MapBook/Section3Maps/ITD\\_LocalHighwayDist.pdf](http://itd.idaho.gov/planning/GIS/MapBook/2008MapBook/Section3Maps/ITD_LocalHighwayDist.pdf)

**County**

Nez Perce (or applicable) County Dispatch  
 Nez Perce (or applicable) County Sheriff’s Office  
 Nez Perce (or applicable) County School Districts  
 Disaster Services Office

**Municipalities**

Lewiston (or applicable) Police Departments  
 Lewiston (or applicable) Public Works  
 Highway Districts  
 School Buses

**State**

Idaho Transportation Department  
 Idaho State Police  
 Idaho Bureau of Homeland Security

**Federal**

US Department of Transportation

**Business**

Lewiston (or applicable) Sanitation Department  
 United Parcel Service  
 Federal Express  
 Public Transit

**Volunteers**

Civil Air Patrol

## **PURPOSE**

This function describes procedures to manage ingress and egress of College property in the event of an emergency (i.e. traffic control, barricading, evacuation routes); to support requests from applicable county and state authorities to participate in emergency transportation needs that affect communities surrounding College property; and to repair and/or restore the College's transportation infrastructure on a temporary basis. The intent will be to ensure safe and effective use of available transportation corridors during an emergency/disaster.

## **DIRECTION AND CONTROL**

ESF-1 *Transportation* is under the operational control of the Response Group during level II and III emergencies which will exercise direction and control of the actions contained in this ESF.

## **ADMINISTRATION AND FINANCE**

See SA-1 – *Financial Management*

## **ANNEX MAINTENANCE**

The Director of Campus Security will annually review this annex and appendices and update and modify, if necessary. Modifications will be reviewed by emergency management Executive Group and Response Group.

## **REFERENCES (held on-record with Institutional Planning, Research and Assessment)**

1. Applicable local emergency plans
2. Idaho Transportation Department Emergency Highway Traffic Regulation Plan

## **SCOPE**

ESF-1 is not responsible for the movement of goods, equipment, animals, or people.

Level I Incidents will be controlled and managed through normal department operating procedures. Level II and Level III Incidents will be controlled by the Response Group which will provide a coordinated effort and frequently require the activation of the College EOC. During Level II and Level III Incidents assistance provided by ESF-1 includes the following:

1. All requests for transportation support will be processed through the College EOC.
2. Physical Plant will assess the damage to the transportation infrastructure, analyze the effects of those damages, compile and report damage assessment information to the College EOC.
3. Campus Security will assist in the design, implementation and coordination of alternate transportation routes and methods.
4. Campus Security will advise the College EOC as to the College's capacity to assist surrounding communities with transportation services within the capability of the College.

## **POLICIES**

1. College EOC/ Logistics will use available College transportation resources to respond to an incident
2. Request additional resources from College EOC/Logistics if unable to provide services of ESF-1
3. The priorities for allocation of assets will be:
  - a) The protection of life.
  - b) Evacuating persons from immediate peril.
  - c) Coordinating and monitoring traffic movement for self-evacuation.
  - d) Clearing of debris and hazards for emergency responders.
  - e) Transporting materials, personnel, and supplies for the support of response activities.
  - f) Transporting relief supplies necessary for recovery from the emergency.

## **SITUATION**

A major emergency may severely damage the transportation system throughout the impact area. Many local transportation activities could be hindered by damaged facilities, equipment, damaged utilities, and disrupted communications. At the same time, the emergency will create increased demands on resources to provide relief and recovery. State assistance may be required to meet these demands for essential services, as well as provide assistance with clearing and restoring the transportation system.

## **PLANNING ASSUMPTIONS AND CONSIDERATIONS**

The amount of damage to College transportation systems may influence the means and accessibility of providing relief services and supplies.

It will be difficult to coordinate response during the immediate post-disaster period.

Equipment in the immediate area of the emergency may be damaged or inaccessible.

The requirement for transportation resources may exceed the capability of the College.

Public utilities may be damaged and be partially or fully inoperable.

Where the local ground, water, or air transportation systems have been severely disabled, local political subdivisions will act to restore transportation systems and equipment on a priority basis.

### **Lewiston campus**

In the event of a major disaster at LCSC, the LCSC EOC will assume the role of primary agency and provide a representative to coordinate with the City of Lewiston EOC. In the event of a major disaster on Lewiston city streets, the City of Lewiston will assume the role of primary agency and provide a representative to coordinate with the LCSC EOC.

The Lewiston airport is located fifteen minutes south of the campus.

### **Coeur d'Alene Center (CdA)**

In the event of a major disaster at Harbor Center (1031 N. Academic Way) where LCSC-CdA personnel and resources are located, the University of Idaho's EOC will assume the role of primary agency and LCSC-CdA will provide a representative to coordinate with the University of Idaho. In the event of a major disaster affecting North Idaho College (NIC) classrooms utilized by LCSC, the NIC EOC will assume the role of primary agency and LCSC-CdA will provide a representative to coordinate with North Idaho College.

Airports in the vicinity of LCSC-CdA include the CdA airfield (Boyington Field) and Spokane International Airport (GEG). The Moscow/Pullman regional (PUW) airport is located 90 minutes south of the CdA campus. The Lewiston airport (LWS) is located approximately two hours south of CdA.

### **Other College locations**

The Highway Districts are separate entities that must be contacted individually when an emergency occurs that requires their assistance, coordination and cooperation.

Report incidents and deployment of College resources to the LCSC ESSO.

## **CONCEPT OF OPERATIONS**

The transportation function may be activated either in response to an incident occurring on LCSC property, or an incident that occurs on transportation systems surrounding College property. To make sound decisions about employee safety and assistance to potential victims, the LCSC EOC will rely on information and assessments supplied by Security and Physical Plant employees (or other appropriate LCSC employees performing similar functions). In a level 2 or 3 emergency, the LCSC IC will need information to help determine safety considerations for College employees working under emergency conditions, such as setting up barricades or controlling traffic. If the incident occurs on LCSC property and involves victims, the IC would work with local first responders to determine actions the College can take to support the first responders' life-saving functions. The LCSC IC will need assessment of damages (if any) to transportation systems and recommendations regarding alternative transportation arrangements. If the emergency creates road blockages on College property, the next step would be to begin clearing and affecting temporary repairs to allow emergency vehicles access where needed. If transportation requirements exceed the capabilities of LCSC, the IC will direct Campus Security/Physical Plant to coordinate with public and private resources for emergency help. In coordination with primary and supporting agencies, the EOC and IC will determine alternative routes for emergency response and possible evacuation. If the emergency is widespread, the Executive Group can recommend evacuation of the College.

## **PREVENT**

Analyze hazards and determine Transportation ESF Annex requirements.

Recommend any needed actions to mitigate the effects of potential disasters or emergencies.

Be aware of roadwork or other planned development on College property that would hinder emergency vehicle access to and self-evacuation from a given site. Alternate routes around the inevitable congested sites should be considered before any emergency situation arises.

## **PREPARE**

Develop messages regarding transportation related notices that would be appropriate for our emergency notification system (ENS); communicate these messages to the ESSO; and review and update as needed.

Maintain an inventory listing of available equipment, personnel and materials.

Inspect and maintain equipment to ensure a timely response.

Participate as required in emergency training and exercises.

Identify local private contractors who can provide support during emergencies. Acquaint them with College emergency plans and procedures.

Review and maintain annotated maps showing roads, highways, and bridges.

Advise ESSO of any needed mutual aid agreements with municipalities, private industry, other government agencies and neighboring jurisdictions; develop and maintain such agreements.

Develop Standard Operating Guidelines (SOGs), checklists, and lists of equipment and supplies by location that may be needed in a disaster emergency.

## **RESPOND**

Immediately report any emergency conditions affecting LCSC transportation to the Emergency & Security Services Officer (ESSO).

Respond to requests from College EOC for transportation services within parameters of this ESF.

Identify the damage, complete damage assessment and forward information to the College EOC.

Clear path for emergency response vehicles.

Clear debris from transportation routes and facilities

Establish priorities to limit future damage and repair current damage

Close roads only to protect the safety of the public or to limit future damage.

Survey area for any stranded pedestrians or motorists.

Identify and implement detour or bypass routing if necessary.

Coordinate traffic control with Lewiston Police Department (LPD) and/or Nez Perce County Sheriff's Department (NPCS), Idaho State Police (ISP), and local highway jurisdictions.

Coordinate the utilization of private resources, equipment and manpower for transportation functions.

Erect signs and barricades to guide the movement of traffic as needed, in coordination with City Police and County Sheriff's departments.

Inform the public of closures and conditions through the PIO.

Document:

- a. All equipment, materials and personnel used
- b. An inventory of damaged locations.
- c. An estimate of the repair and replacement costs
- d. The amount of time the route will be closed

## **RECOVER**

Continue to direct emergency maintenance and debris clearing efforts.

Receive damage reports and assist the IC and EOC in preparation of damage assessments for situation reports.

When possible, restore transportation systems to normal operations.

## **ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

### **Primary Agency**

Perform actions listed above in "Prepare – Prevent – Respond – Recover."

Provide traffic control on campus and coordinate with local government to control movement of relief personnel, equipment, and supplies.

Assist local area emergency relief where possible and within the capability of the College.

Provide situation reports for the State Board of Education.

### **Support Agency**

### **Independent Highway Districts**

- Provide representative to coordinate with IC/EOC and other support agencies.
- Size up situation, coordinate and provide for removal of wreckage and debris.
- Provide temporary repair of damaged county roads and bridges as possible.
- Coordinate with Idaho Transportation Department for possible state assistance as deemed necessary.
- Assist with road closures and establishing detour routes.
- Assist with traffic control and barricade placements as requested.
- Establish and/or maintain evacuation routes as directed by the IC or LPD.
- Provide sand, gravel, trucks and drivers as needed.
- Perform other tasks as requested to mitigate further damage and return conditions to pre-disaster status.
- Coordinate with ISP and ITD when incident involves state and federal resources.

#### **Lewiston & Nez Perce County Dispatch**

- Provide initial notifications.
- Assist as requested.

#### **Lewiston Police & LCSC Campus Security Dept.**

- Assist with road closures and establishing detour routes.
- Assist with traffic control.
- Establish and/or maintain evacuation routes.
- Coordinate with ISP when incident involves state and federal resources.

#### **Lewiston Sanitation**

- Provide support and coordination for emergency solid waste disposal.

#### **Nez Perce County School Districts**

- Provide representative if requested.
- Provide emergency mass transportation by using the school bus system as a means of transporting victims and volunteers to and from the incident site.

- Provide other means of transportation if available and requested by emergency services.

#### **Disaster Services Office**

- Coordinate with IC to assess situation.
- In coordination with IC, advise EOC on the need to activate the EMP and/or issue a City Emergency Declaration.
- Coordinate Emergency Alert System (EAS) with the City of Lewiston/Nez Perce County when deemed necessary.
- Assist IC with the coordination of primary and support agencies.
- Assemble damage assessment data.
- Submit damage assessments to Idaho Bureau of Homeland Security (BHS).
- Assist with planning, mission request, communication, and other appropriate tasks to mitigate the emergency.
- Assist with training programs when appropriate.

#### **Municipal Police Departments**

- Perform routine law enforcement.
- Coordinate and assist law enforcement agency of jurisdiction when requested.

#### **Municipal Public Works**

- For incidents affecting the municipality perform damage assessment and provide information to the IC and EOC.
- Size up situation, provide and coordinate for removal of wreckage and debris.
- Assist with road closures and establishing detour routes.
- Assist with traffic control.
- Perform other tasks that would mitigate and return conditions to pre-disaster status.

#### **United Parcel Service**

- Provide delivery service that would allow for the provision of medical or emergency resources needed to assist emergency responders.

**Federal Express**

- Provide delivery service of medical or emergency resources needed to assist emergency responders.

**Civil Air Patrol**

- Assist with damage assessment from the air and provide information to the IC and the EOC.

**Idaho Transportation Department**

- Coordinate transportation resources in support of local IC.
- Provide assistance in accordance with signed Mutual Aid Agreements/Memorandum Of Understands with local agencies.
- Provide damage assessment information to the IC and the EOC.
- If authorized by a gubernatorial proclamation, ITD may offer assistance beyond state highways through a request from the Idaho Bureau of Homeland Security.
- Assistance provided would include, but not be limited to:
  - 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.
  - Provide engineering services for traffic control, signing, detours, and the repair and maintenance of highways, bridges, and airfields.
  - Provide and coordinate the use of state-owned aviation assets for transportation of personnel and cargo evacuation, search and rescue operations, aerial radiological monitoring, and other aviation activities. Assist to coordinate air space restrictions over disaster emergency areas.
  - Ensure transportation related resources meet Idaho codes and statutes, such as state highway road closures and motor vehicle laws.
- Following a natural disaster emergency, an immediate survey of the road network shall be made to determine the extent of physical damage. Necessary signs and barricades will be erected to protect and reroute traffic.

**Idaho State Police**

- In the event of a disaster on a state highway, ISP would initiate IC or Unified Command and coordinate with local law enforcement and the Independent Highway District having jurisdiction.
- Perform law enforcement duties in coordination with local law enforcement and according to protocol.
- Assist with damage assessment and provide information to the IC and EOC when appropriate.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.
- Consult, coordinate, and act as state liaison for the IC and the EOC.
- Activate State EOC to support the county as needed.
- Assist with the coordination of state and federal agencies to provide support to the county.
- Assist with training programs and exercises as needed.

**LEWIS-CLARK STATE COLLEGE – EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION-2**

**COMMUNICATIONS and EMERGENCY NOTIFICATION SYSTEMS**

**PRIMARY AGENCIES (Lewiston Campus)**

Lewis-Clark State College:  
 Public Information Office (PIO)  
 Emergency Operations Center (EOC)  
 Information Technology (IT)  
 Human Resource Services (HRS)  
 President & Executive Group  
*or College employees performing similar functions*

**PRIMARY AGENCY (Coeur d’Alene Center)**

Lewis-Clark State College (CdA) Liaison  
 University of Idaho Emergency Operations Center  
 North Idaho College Emergency Operations Center

**SUPPORT AGENCIES:**

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**County**

Nez Perce (or applicable) PIO in a joint or unified command  
 Nez Perce (or applicable) Dispatch  
 Fire districts  
 Nez Perce (or applicable) County Sheriff’s Office  
 Nez Perce (or applicable) County Disaster Services Office  
 Nez Perce (or applicable) County Information Services

**Municipalities**

Lewiston (or applicable) Police Department  
 Lewiston (or applicable) Fire Department

**State**

Idaho Transportation Department  
 Idaho State Police  
 Idaho Department of Health and Welfare  
 Idaho Bureau of Homeland Security  
 Idaho State Communications

**Federal**

National Weather Service

**Business**

Telecommunications Utilities  
 Print, Television and Radio Media

**Volunteers**

Amateur Radio

## PURPOSE

ESF-2 *Communications* provides guidance for the effective management of emergency radio, electronic communications and dissemination of warning information during an emergency/disaster. Emergency communications needs include the following actions:

- Emergency notifications
  - Notify the campus community of a threatened or actual emergency
  - Continue to communicate with campus community, other concerned groups (i.e. parents), and the public, through a variety of media to inform of emergency actions.
- Internal communications - Facilitate emergency response communications of the Executive and Response groups
- External communications - Facilitate and coordinate communications between LCSC, other PIOs, first responders, state, and federal groups
- Public Information Officer (PIO) duties – Direct and manage emergency communications to provide accurate, coordinated and timely information to all College constituents and the public

**This ESF applies to the communications and warning assets of LCSC and applicable county organizations including Nez Perce County Dispatch Center, telephone and cellular systems, fax services, National Warning System (NAWAS), Emergency Alert System (EAS), Mobile Communication Center (MCC), amateur radio, law enforcement and the fire districts and departments.**

*No guarantee of a perfect system is implied by this plan. LCSC will endeavor to make every reasonable effort to respond to an emergency or disaster based on the situation, and information available.*

## DIRECTION AND CONTROL

The LCSC PIO is under the operational control of the Response Group during declared emergency operations. The College will cooperate and coordinate with city emergency departments and applicable first responders.

## ADMINISTRATION AND FINANCE

See LC-SA-1 – *Financial Management*

## ANNEX MAINTENANCE

The **LCSC Public Information Officer** will annually review this annex update and modify, if necessary. Modifications will be reviewed by the Executive Group and Response Group (Command and Group Leaders).

## REFERENCES

**SEE ALSO ESF-15 *EXTERNAL AFFAIRS***

ESF-15 governs most governmental agencies' Public Information Officer (PIO) functions. The College has consolidated the PIO functions into ESF-2 (Communications) in order to provide maximum coordination of all College emergency communication functions.

Communications Checklists – [to be developed by the PIO].

Resource List – [to be developed by the PIO].

## **SCOPE**

Level I Incidents will be controlled and managed through normal operating procedures established by LCSC Communications. Level II and Level III Incidents require a coordinated effort and frequently require the activation of the EOC.

Communication includes transmission, emission, or reception of signs, signals writing, images, and sounds or intelligence of any natures by wire, radio, optical, or other electromagnetic systems.

The three functions within the scope of this ESF are:

### **1. Emergency Notification System**

Ensure that the institution has the ability to notify the campus community of threatened or actual emergency.

- Fisher notification system
- Emergency alerts on home page and other websites
- Emergency notification land line (208) 792-2226
- College, division and unit communication rosters
- Site-specific communications
- Hand-held 2-way radios

### **2. Communication and IT infrastructure**

Support the institution with the restoration and reconstruction of telecommunications equipment, computers, and other technical resources.

- EOC communications systems
- Phones, including land lines, cells, and pagers
- LCSC computing system, including data, server hubs, other hardware and peripherals, and software (i.e., Datatel)
- College websites

### **3. Public Information Officer (PIO)**

Support the institution by managing dissemination of information about emergency incidents, its impact on the College, and the College's response and recovery actions

- Responses to media and news conferences
- Appoint appropriate spokesperson(s)
- Direct and manage information released to College constituents
- Advise and coordinate with both Executive and Response groups regarding communication strategies
- Provide assistance to Response group for content of messages

## **POLICIES**

LCSC will maintain an emergency notification system supplemental to, not substituting for, the warning services provided by local, state, and federal agencies. Moreover, LCSC staff, faculty and students are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather, fire, or flooding. Consequently, and supplemental to information being provided by other sources, LCSC will attempt to make a reasonable effort to notify the College community of emergencies. The feasibility of the effort will depend on: the nature of the hazard, when the emergency management officials are made aware of the situation, the quality and quantity of information available, communications and warning resources available, media attention, and other situation dependent factors.

In the event of a sudden loss of power, IT's first emergency priority is the preservation of LCSC data and server hubs. As soon as practicable, IT will work on restoration of technical functions of the College.

Communications will advise LCSC emergency management regarding strategies to communicate emergency messages to College constituents and to the public.

The PIO will receive direction from the President and will exercise direction and control over the actions contained in this Support Function. The PIO will appoint support staff as needed. During a disaster, media releases will be cleared by the PIO through the President and coordinated with the Incident Commander (IC). There will be full coordination with all other Emergency Support Functions.

The PIO will serve as primary spokesman to the media.

The PIO will disseminate information concerning specific disasters, associated threats, and protective actions for students, staff and faculty, the news media, and the community-at-large.

The PIO will release public information concerning needed volunteers and donations, re-entry, and other recovery issues.

The PIO will ensure media are monitored for correct and consistent informational releases.

## **SITUATION/PLANNING ASSUMPTIONS/CONSIDERATIONS**

A sudden or anticipated disaster/emergency will cause major disruption in the day-to-day activities of those involved. Any particular emergency could cause distress across a wide threshold of services locally, regionally, or state-wide. Expect some or all of the following:

Damage to the commercial and/or county telecommunications system (landline & cell) due to the occurrence of a man-made or natural emergency/disaster.

Communications needed during a disaster will exceed capabilities.

Dispatch Centers will experience failures due to overwhelmed 911 phone systems.

Initial LCSC and government response will focus on coordinating lifesaving activities and reestablishing control in the emergency area.

Local emergency officials and LCSC staff will, in conjunction with the telecommunications industry, attempt restoration and reconstruction of telecommunications facilities.

Weather and other factors may restrict the deployment of telecommunications equipment.

Notification of a threatening or actual emergency incident may come from the Emergency Alert System (EAS), National Warning System (NAWAS), National Oceanic and Atmospheric Administration (NOAA) Weather Radio, the media, the amateur radio community, and the public.

County governments may also be notified of an impending threat by the Idaho State Alert & Warning System (ISAWS). LCSC Campus Security has subscribed to ISAWS.

Fragmented initial reports, which provide an incomplete picture of the extent of damage to LCSC and local infrastructure.

Rumors based on incomplete or erroneous reports which may lead to mass confusion or panic.

An overwhelmed emergency communication system reducing the ability of emergency responders to do their job in a timely fashion.

An aggressive program combining both emergency information and educational material could significantly reduce loss of life and property damage.

With the rapid convergence of communications, Internet, and information technology, LCSC IT, Communications, and emergency management must work closely together to support emergency communications. This convergence requires increased synchronization of effort and capabilities between the communications and information technology sectors.

There is a need for a single source of reliable information during an emergency for both the public and the media.

The media will immediately pursue information regarding the emergency.

Local media will cooperate in an emergency situation.

Government Joint Information Centers (JIC) may be activated.

Most LCSC locations are serviced by cable television, radio, and internet service.

Radio reception is good at most LCSC locations and should be reliable in most emergency situations.

Special needs populations will require extraordinary measures for alert/notification.

If telephone service is available, it may be necessary for LCSC to set up a temporary call center to handle increased telephone traffic.

Radio communication assistance may be available through other public agencies.

Amateur radio operators may be available to assist.

The County EAS can be activated by county emergency management.

Inter-agency coordination may be accomplished through use of the counties' *All Call* radio channel.

## **CONCEPT OF OPERATIONS**

This ESF provides guidance for managing emergency communications resources.

LCSC's ESSO is the point of contact for receipt of all warnings and notification of actual or impending emergencies or disaster.

The ESSO will notify the Executive Group and Response Group leaders of an emergency.

Landlines and cell phones will be the primary communications systems used by the Executive and Response groups.

Emergency communications center will be the College EOC.

Whenever LCSC emergency management officials are alerted to the threat or occurrence of an emergency, the EOC may be activated at the appropriate level for monitoring purposes.

Monitoring will consist of accumulation, display, and evaluation of relevant information by the Emergency Response Group, with notifications and referrals of policy decisions (i.e., closure) to the Executive Group.

Depending on the circumstances, monitoring may be a prolonged activity.

### **Emergency Notification System**

As soon as it is apparent that students, staff and faculty must take some action to prepare or protect itself, the Emergency Response Group will recommend that the ESSO activate the Emergency Notification System (ENS). In certain situations (i.e., armed intruder), the ESSO may choose to activate the ENS.

Notifications may include one or more of the following:

Activation of the Fisher ENS to disseminate immediate information.

Press releases to regional television, radio stations, print media, or other mechanisms, as appropriate.

Emergency notification land line: (208) 792-2226.

Emergency alerts on College websites.

Notifications will continue as needed or until the emergency has subsided. These notices may include:

- Evacuation notices and related information.
- Potential secondary hazards
- Protective actions
- Other information as determined by the event and factors

## **PREVENT**

Analyze emergency communications capability in relation to potential hazards and disaster conditions.

Develop priorities for communication improvements.

Fisher ENS will be tested at least once annually by LCSC Security.

Units should update their communications rosters as needed.

IT is responsible for the development, repair and maintenance of the LCSC communication infrastructure. This includes all phone services and the computer network system.

College Communications is responsible for both general and emergency communications with the media through their media specialists. College Communications will include emergency communications in their LCSC communications planning.

College Communications will assist LCSC emergency management, as requested, with public information programs for students, staff and faculty to increase personal preparedness for potential incidents, including personal protective measures.

## **PREPARE**

Identify emergency radio, telephone and other communications resources.

Develop implementation plans, procedures and mutual aid agreements.

Identify alternate (backup) power requirements and resources.

Train personnel in the use of communications resources.

Train personnel in notification protocols.

Coordinate communications capabilities with emergency management partners.

Participate in EOC exercises.

Develop messages appropriate to various emergency scenarios.

Review, maintain and develop EOC communications devices, including back-ups appropriate for power outages.

Provide for maintenance and repair of equipment.

Plan for emergency restoration of communications

Develop a system for communicating with disabled staff, students and faculty.

Develop a system of interoperable radios.

Prepare advance copies of emergency information packages for release through the news media during actual emergencies

Maintain current lists of radio stations, televisions stations, cable companies, websites, and newspapers to be utilized for public information releases

Maintain support agreements and liaison arrangements with other agencies and the news media, if needed;

Maintain arrangements to provide a briefing room for the media in the vicinity of the EOC or at the location of the disaster

## **RESPOND**

Gather, verify, coordinate, and disseminate emergency instructions and critical information

Provide the accurate and complete information regarding incident cause, size, status, resources committed, and potential short or long-term impacts

Address important inaccuracies before they are reported incorrectly a second time

Include items such as situation reports, notes, and protective actions recommendations, and contact information for pertinent community organizations and individuals.

Determine status of communications systems and brief the EOC staff.

Implement alternate systems. Establish and maintain communications with state, federal, and adjacent county agencies.

Activate the EOC message distribution system.

Refer media calls to the PIO.

Maintain a log of activities.

Maintain a record of expenses incurred.

Establish and maintain communication links and liaison with emergency responders, shelters, and lodging facilities.

Assist with dissemination of emergency notifications as requested by the Incident Commander (IC).

Local government agencies will utilize local governmental, commercial and/or private communications systems, as available, to meet their communications needs.

Cooperation and coordination between responding agencies and the use of their frequencies/systems may be necessary for timely mission requests and mission assignments.

Brief local news media personnel, campus officials, local, state, and federal agencies on College emergency response and recovery efforts

Coordinate with other local, state and federal PIOs and other emergency and/or elected officials regarding news releases and situation reports

Monitor the media to insure accuracy of information and correct inaccurate as quickly as possible

Plan and organize news conferences with the Governor's staff, if necessary

## **RECOVER**

The Emergency Response Group will reassess communication systems after the incident has ended and make recommendations regarding repairs and upgrades.

The Emergency Response Group will reevaluate the LCSC communication response to the incident and make recommendations as appropriate.

Provide information to the public about available campus disaster relief assistance and mitigation programs, or benefits for which they may be eligible.

### **Organization Roles and Responsibilities**

#### **Primary Agencies**

Provide initial notifications to College, county disaster services offices, and state.

Initiate emergency notification system.

Provide alternative communication methods as needed.

Assess damages to LCSC communication system.

Advise Emergency Response group of damage assessments.

Restore normal communications as soon as possible.

Manage communications with students, staff, faculty, parents, and the public.

### **Support Agencies**

#### **City of Lewiston (or appropriate agency) Dispatch (911)**

- Provide initial notifications to first responder agencies.
- Assist and coordinate communication needs for city emergency responders as requested.

#### **County Disaster Services Office (DSO)**

- Manage development, maintenance, restoration and utilization of the county's communication infrastructure.
- Develop and maintain procedures to provide communications and warning support when requested.
- When appropriate, coordinate with the county sheriff, municipal police, and state resources to implement the Emergency Alert System.
- Provide situation reports to elected officials.
- In coordination with the PIO and IC, recommend release of pertinent emergency information on a regular timetable.
- Request and coordinate external resources and assistance when communication systems become overwhelmed.
- Maintain communication with Idaho Bureau of Homeland Security (BHS) as required.
- In coordination with Nez Perce County Dispatch Center, conduct tests and exercises of the communication and warning systems.

#### **Nez Perce (or applicable) County Sheriff's Office**

- In coordination with the county disaster management, develop and maintain procedures to provide communications and warning support when requested.

- When appropriate, coordinate with the DSO to implement Emergency Alert System.

### **Fire Districts**

- Develop and maintain protocol to provide tactical frequencies for warning support and communication services.
- Maintain and repair fire services repeaters and provide pertinent frequency and status information to the DSO.

### **Municipal Police Departments**

- Assist first responder IC as appropriate with emergency communication needs.
- Maintain and repair police departments' repeaters and provide pertinent frequency and status information to the DSO.

### **Telecommunications Utilities**

- Utilize all appropriate means of repairing and restoring the public telecommunication services.

### **Print, Television and Radio Media**

- Communicate warnings to the community-at-large when EAS is implemented.
- Provide services that would assist emergency services efforts to notify the public of an impending or actual emergency/disaster situation.

### **Idaho Transportation Department**

- Provide additional communication resources to assist local emergency responders.
- In a State declared emergency, Microwave Services will deploy personnel to assess the communications needs. Initial communications will be achieved through the Idaho State Police (ISP) communications network, with additional resources from the Idaho Transportation Department (ITD).

### **Idaho State Police**

- Coordinate with local law enforcement and assist with emergency radio communications as necessary.

### **Idaho Health and Welfare**

- Provide radio communication equipment.

- Provide trained volunteers to assist with communication equipment.

### **State Communications**

- Provide emergency communication services and coordinating resources.
- Relay information between responding units that might not have radio contact with each other due to low-powered mobile radios and terrain.

All reports of hazardous materials (hazmat) releases are reported to the Communications Center. The Communications Specialist notifies the appropriate agencies when requested, coordinates the response of emergency teams and facilitates conference calls. Each hazmat report results in an initial conference call with the on-scene Commander, Department of Environmental Quality (DEQ), Idaho Bureau of Hazardous Materials (BHM), and the appropriate Regional Response Team (RRT).

### **Idaho Bureau of Homeland Security**

- Monitor emergency incident.
- Consult, coordinate, and act as State liaison for IC and the DSO/EOC.
- Activate State EOC to support the County as needed.
- Assist in coordination of state and federal agencies to provide support to the County.
- Assist with training programs and exercises as needed.

### **National Weather Service**

- Provide weather and hydrologic reports to IC and DSO/EOC as deemed necessary or when requested.

**LEWIS-CLARK STATE COLLEGE - EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION-3**

**PUBLIC WORKS AND ENGINEERING**

**PRIMARY AGENCIES (Lewiston Campus)**

Lewis-Clark State College Physical Plant  
*or College employees performing similar functions*

**PRIMARY AGENCY (Coeur d’Alene Center)**

Lewis-Clark State College (CdA) Liaison  
 University of Idaho Emergency Operations Center  
 North Idaho College Emergency Operations Center

**SUPPORT AGENCIES**

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**County**

Nez Perce (or applicable) County Dispatch  
 Disaster Services Office

**City**

Lewiston (or applicable) Public Works Department  
 Lewiston (or applicable) Water Services  
 Lewiston (or applicable) Wastewater Services  
 Lewiston (or applicable) Street Services

**State**

Idaho Transportation Department  
 Idaho Bureau of Homeland Security

**Federal**

US Department of Transportation

**Business**

Nez Perce (or applicable) Waste Management

## **INTRODUCTION**

### **PURPOSE**

ESF-3 *Public Works and Engineering* will provide coordination of agencies responsible for the LCSC infrastructure (buildings, grounds, roadways) during and after an emergency/disaster incident, in order to:

- Assess extent of damage to LCSC after a disaster
- Provide debris removal, within the capacity of the College
- Provide repair and maintenance

### **DIRECTION AND CONTROL**

LCSC's Physical Plant is under the operational control of the Response Group during declared emergency operations. LCSC will cooperate and coordinate with city emergency departments and applicable first responders.

### **ADMINISTRATION AND FINANCE**

See LC-SA -1 *Financial Management*

### **ANNEX MAINTENANCE**

The Director of Physical Plant will annually review this annex to update and modify, if necessary. Modifications will be reviewed by the emergency management Executive Group and Response Group.

### **SCOPE**

This ESF addresses necessary physical plant activities, within the capacity of the College, including, but not limited to, demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, inspection of facilities for structural condition and safety, and assisting in traffic control by providing barricades and signs, as necessary, to cope with an emergency or disaster.

Level I incidents will be controlled and managed through normal department operating procedures. Level II and Level III incidents require a coordinated effort and frequently require the activation of the EOC.

### **POLICY**

LCSC will respond to and mitigate damages caused to College owned facilities by an emergency/disaster.

Physical Plant will:

- A. Promote and develop mitigation strategies to prevent or reduce damage as a result of disaster.
- B. Coordinate needs/damage assessments immediately after an emergency by providing personnel for damage survey teams, in cooperation with other departments.
- C. Provide removal and disposal of debris from LCSC property.

- D. Ensure that LCSC's work is coordinated with local government efforts to mitigate any emergency situation procurement of construction equipment and personnel for essential facilities in conjunction with LC-ESF- 1 (Transportation).
- E. Provide emergency power to LCSC facilities. (Activity Center has the only emergency power generator on campus. Emergency power is not available in any other building. The ability for Physical Plant to provide emergency power to any other building is only possible if generators would be available for purchase or loan during an emergency.)
- F. Ensure that the College's efforts are coordinated with wider area efforts to respond to any emergency.
  - LCSC may need the cooperation and assistance of local public works departments and county emergency management. Idaho Code, Title 46, Chapter 10 provides guidelines through the State Disaster Preparedness Act of 1975.
  - The agencies that make up the county/municipal public works may coordinate with other county, state and federal agencies in a multi-agency response through the use of Mutual Aid Agreements and Memorandums of Understanding (MAAs/MOUs).

## **SITUATION**

In a major emergency, response and recovery operations may be beyond local response capabilities. Structures may be destroyed or severely weakened. College buildings and other critical infrastructure facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and roads impassable. Public utilities may be damaged and be partially or fully inoperable. A major emergency may affect response personnel and their facilities and prevent them from performing their emergency duties. Equipment in the immediate emergency area may be damaged or inaccessible.

(For the LCSC Coeur d'Alene Center). When possible, the staff at the CdA facility will provide any needed assistance to the University of Idaho, North Idaho College, or the City of Coeur d'Alene in the implementation of their emergency response plans.

Sufficient resources may not be available to meet emergency requirements. State and federal assistance may be required to ensure a timely, coordinated, and effective response. County, city, and other engineering resources necessary to accomplish emergency tasks may be supplemented by federal, state, adjacent county, city and private agencies when authorized by the appropriate authority.

## **PLANNING ASSUMPTIONS**

A natural disaster could severely damage roads, bridges, utilities, water systems, and sewage systems.

When key employees cannot be located, critical decisions will need to be made by designees regarding response and mitigation to an emergency incident.

If city-owned roads, bridges, buildings, and county or municipal water and wastewater treatment facilities are damaged in a major disaster, all agencies will work together while retaining their authority, responsibility, and accountability.

If state highways and bridges are damaged, as well as county/municipal infrastructures, a Unified Command System may be implemented with the Idaho Transportation Department (ITD) to coordinate mitigation of damages.

Previously inspected structures will require reevaluation if aftershocks occur following an earthquake.

Heavy equipment needed for response is located in the incident area and is damaged or inaccessible.

Normal routes of travel may be impeded by the emergency.

Access to the emergency areas will depend upon the reestablishment of ground and water routes. Debris clearance and emergency road repairs will be given top priority to support emergency response.

Early damage assessments will be general, incomplete, and may be inaccurate. Rapid assessment of the emergency area is required to determine critical response times and potential workloads.

To minimize threats to public health, emergency environment waivers and legal clearances will be needed to dispose of emergency debris and materials.

Wastewater treatment is generally done by municipal treatment facilities and private septic tank/drain fields.

Damage to water and waste treatment facilities could cause an environmental risk that may affect a hazardous materials (hazmat) response.

A damaged water main may necessitate the need to distribute drinking water in and around the incident site.

Streets and roads within municipalities are maintained and repaired by street departments (municipal public works), and the Independent Highway District. Municipalities. Water associations and private wells comprise the potable water sources for the majority of the county's population.

County and city road departments lack sufficient resources to cope with a large-scale disaster.

The emergency will require significant numbers of engineering and construction personnel, equipment, and materials from outside the disaster area.

County and city equipment and other engineering resources can be supplemented by federal, state, private agencies, and adjacent counties and cities.

## **CONCEPT OF OPERATIONS**

When this ESF is activated, Physical Plant will conduct the following activities:

- Make an initial damage assessment.
- Determine if buildings are safe or need to be closed.
- Coordinate with Campus Security to secure damaged buildings and adjacent areas that may be unsafe.
- Post appropriate signage to close buildings.
- Inspect buildings for structural damage.
- Assist in coordinating response and recovery.
- Prioritize and conduct debris removal.
- Activate the necessary equipment and resources to address the emergency.
- Coordinate with Risk Management for claims reports.

## **PREVENT**

A regular maintenance program should be conducted on all equipment that may be needed in an emergency.

## **PREPARE**

Maintain an inventory of locally available equipment, personnel and materials.

Workshops, simulations, and ongoing training programs will improve response efforts.

Identify private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures.

Develop and maintain mutual aid agreements with municipalities, private industry, other government agencies, and neighboring jurisdictions.

Develop a priority list of facilities to be repaired and maintained in case of a disaster.

## **RESPOND**

Direct physical plant activities from the EOC.

Alert physical plant personnel to stand by or call-up.

Maintain an events log.

Assess damage, determine requirements, and brief EOC staff on physical plant activity.

Activate any appropriate mutual aid agreements.

Remove or take actions to reduce any hazards that tend to endanger the public.

Coordinate with ESF-1 – Transportation, to close or restrict any portion of a transportation route whenever the condition of it is such that its unrestricted use or continued use will greatly damage it.

Coordinate with ESF-2 – Communications, for telephone service. Report information about power, water, and sewage systems as well as facilities closures and conditions.

Coordinate with ESF-4 – Firefighting, for fire department water needs to ensure adequate water supplies are available, functioning, and maintained.

Coordinate with ESF-7 – Logistics Management and Resource Management, for the use of private resources, equipment, and manpower for public works functions.

Coordinate with LC-ESF-8 - Health and Medical Services to, ensure garbage and solid waste collection and disposal are accomplished.

Coordinate with ESF-8 - Health and Medical Services, for potable water.

Coordinate with ESF-12 – Energy, for energy utilities.

Coordinate the emergency repair and maintenance of road, power, water, sewage systems, other vital facilities and ensure debris clearance and removal.

Erect signs and barricades to guide the movement of traffic if evacuation is needed. Coordinate with municipal law enforcement.

Maintain records of all equipment, materials and personnel used.

## **RECOVER**

Coordinate with the EOC and government/private agencies to support returning the LCSC infrastructure system to pre-disaster/emergency levels.

Continue to direct emergency maintenance and debris clearing efforts.

Receive damage reports and assist the EOC in preparation of damage assessments.

Coordinate and prioritize restoration of vital facilities.

Coordinate the provision of utilities to temporary housing sites.

Prepare a final report. Include comments and recommendations for future operations.

Participate in a critique of emergency operations.

Conduct safety inspections of damaged structures.

Conduct equipment inspections.

## **Organizational Roles and Responsibilities**

### **Primary Agency**

#### **Lewis-Clark State College Physical Plant**

- Provide representative to coordinate with the Incident Commander (IC), and the Emergency Operations Center (EOC).
- Report damage assessment information and cost estimates to the EOC.
- Coordinate with municipal street department.
- Coordinate with the Idaho Transportation Department for engineering or logistic support.
- Remove debris and hazards from roadways.
- Determine usable roads and alternate routes if necessary.

### **Support Agencies**

#### **Municipal Public Works**

- Provide representative to coordinate with the Incident Commander, and the Emergency Operations Center (EOC).
- Report damage assessment information and cost estimates to the EOC.
- Coordinate with municipal street department.
- Coordinate with the Idaho Transportation Department for engineering or logistic support.
- Provide temporary repair of damaged roads and bridges, if possible.
- Provide sand, gravel, personnel and trucks where needed.
- Remove debris and hazards from roadways.
- Determine usable roads and alternate routes if necessary.
- Provide flood control support with equipment and personnel.

#### **County and Municipal Dispatch Centers**

- Provide initial notifications and updates as necessary.

**County Waste Management**

- Provide representative to coordinate with the Incident Commander, and the Emergency Operations Center (EOC) as requested.
- Inspect and conduct damage assessment on the solid waste infrastructure of LCSC.
- Report damage assessment and cost estimates to EOC.
- Provide assistance and expertise for incident clean up.
- Assist responding agencies with equipment and personnel as needed.

**Disaster Services Office**

- Coordinate EOC activation and implement call-out of essential representatives.
- Coordinate with IC and provide logistical support.
- In coordination with IC and Public Information Officer (PIO), issue warnings to the public.
- Identify and coordinate training methods for responding agency personnel.
- Provide damage assessment to the IC and the EOC.
- In coordination with IC provide personnel and materials as required to facilitate transportation corridor repair.

**Municipal Water Services**

- When possible make available emergency supplies of potable water for emergency workers and victims.
- Provide damage assessment to the IC and EOC.
- Provide for temporary or permanent repairs.
- Monitor water treatment facilities for overloads and hazardous material spills.

**Municipal/Private Waste Water Services**

- Provide damage assessment information to the IC and EOC.
- Provide for temporary or permanent repairs.
- Monitor water treatment facilities for overloads and hazmat spills.

**Municipal Street Services**

- Provide damage assessment information to the IC and EOC.
- Provide personnel and materials as required to facilitate transportation corridor repair.

**Idaho Transportation Department**

- Coordinate transportation resources in support of local and voluntary agencies.
- Provide assistance in accordance with signed Memorandums of Agreement (MAAs) and Memorandums of Understanding (MOUs) with local agencies.
- Provide damage assessment information to the IC and EOC.
- Assistance provided would include, but not be limited to:
  - 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.
  - 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. Coordinate to establish restricted air space over emergency areas.
  - Coordinate transportation related resources to meet Idaho codes and statutes, such as state highway road closures and motor vehicle laws.
- Following an 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 Transportation Department (ITD) is the only agency that can close a state or federal highway. ITD has internal policies that go beyond the scope of this plan.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.
- Consult, coordinate, and act as state liaison for IC and the EOC.
- Activate State EOC to support the College as needed.
- Assist with the coordination of state and federal agencies to provide support to the College.
- Assist with training programs and exercises as needed.

**LEWIS-CLARK STATE COLLEGE - EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION-4**

**FIREFIGHTING**

**PRIMARY AGENCIES**

Lewis-Clark State College:  
 Campus Security  
 Emergency & Security Services Officer  
 Physical Plant  
 College Emergency Operations Center  
 College Communications  
 College IT  
 College HRS  
 College Emergency Executive Group  
*Or College employees performing similar functions*

**PRIMARY AGENCY (Coeur d’Alene Center)**

Lewis-Clark State College (CdA) Liaison  
 University of Idaho Emergency Operations Center  
 North Idaho College Emergency Operations Center

**SUPPORT AGENCIES:**

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**Municipalities**

Lewiston (or applicable) Fire Department  
 Lewiston (or applicable) Police Department

**County**

Fire districts  
 Nez Perce (or applicable) County Sheriff’s Office  
 Nez Perce (or applicable) County Disaster Services Office  
 Lewiston (or applicable) dispatch center

**State**

Idaho Type III All Hazard Incident Management Team  
 Region II All Hazard Incident Management Team  
 Idaho Department of Lands  
 Idaho Transportation Department  
 Idaho State Police  
 Idaho Bureau of Homeland Security

**Federal**

Bureau of Land Management  
 US Forest Service

**Business**

Telecommunications Utilities  
 Print, Television, and Radio Media

## **PURPOSE**

ESF-4 *Firefighting* provides coordination for fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during a fire or threat of fire.

## **SCOPE**

Level I Incidents will be controlled and managed through normal department operating procedures. Level II and Level III Incidents require a coordinated effort and frequently require the activation of the Emergency Operations Center (EOC).

Fire jurisdictions use the Incident Command System (ICS), and are best supported by a corresponding LCSC ICS structure (EOC and Response group).

## **POLICIES**

If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment. LCSC employees will call 911 for assistance with fires on College property.

The lives and safety of students, staff, faculty, and visitors is the first priority of LCSC. The College's second priority is protection of property. Members of the LCSC community are expected to put their personal safety before protection of College property.

Firefighter agencies' priorities (in order) are firefighter safety, saving lives, and protecting property.

Typically, fire jurisdictions activate Mutual Aid Agreements (MAAs) and Memorandums of Understanding (MOUs) if initial resources are inadequate or a particular district would make a quicker response to an adjoining district. When mutual aid and local resources are exhausted, the provisions for regional and/or state/federal fire mobilization apply.

Local, state, or federal agency will assume the full cost of protection made within their jurisdiction. For agencies responding outside their jurisdictional area it is necessary that the issue of financial limitations be clarified through MAAs/MOUs.

## **DIRECTION AND CONTROL**

College support of first responder fire agencies is under the control of the College EOC.

## **ADMINISTRATION AND FINANCE**

See UI-SA -1 – *Financial Management*

## **ANNEX MAINTENANCE**

The Director of Campus Security will annually review this annex and appendices and update and modify, if necessary. Modifications will be reviewed by emergency management Executive Group and Response Group (Command and Group Leaders).

## **PLANNING ASSUMPTIONS**

Fires may occur separately or coincidentally with a significant natural or man-made emergency.

The management of a large firefighting operation is complex, often involving many resources, agencies, and jurisdictions.

A major emergency may result in many urban fires. The damage potential from fires in urban areas during and after a major emergency (such as a wind storm) may exceed that of all other causes. Normally, available firefighting resources may be difficult to obtain and utilize because of massive disruption of communication, transportation, utility, and water systems.

Staff with limited training and equipment will assist with fire suppression if requested.

The City of Lewiston could have an overwhelming fire emergency that requires assistance from adjoining districts, state, and federal agencies. The emergency may impede municipal and county transportation corridors preventing timely assistance.

Under most circumstances the fire district of jurisdiction will act as primary agency for ESF-4.

Communications systems may become overwhelmed. Emergency response may be hindered due to a shortfall of personnel.

Incident Command (IC) is established by the first responding district/department.

Structural fires can occur on College property. Structural fires may be natural or man-caused events. In the event of a multi-structural or other significant event, large fires could be common.

Telephone communications may become difficult, resulting in the need for additional radios for adequate communications.

County Disaster Services Offices (DSO) may request Idaho Type III All Hazard Incident Management Team (AHIMT) through Idaho State Communications if local resources are exhausted or inadequate.

## **CONCEPT OF OPERATIONS**

LCSC will contact the local Fire Department if resources are needed to handle the situation, and will give the local Fire Department primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Hazardous Material Emergency Response Plan.) Fire department personnel who are not otherwise engaged in emergency response operations may assist the College in warning and alerting the public, evacuation, and communications as necessary and appropriate during an emergency situation. Within its capability, the College should provide any support requested by the local Fire Departments, including any requests for notification or evacuation.

The local Fire Department's Incident Commander (IC) may order an immediate evacuation prior to requesting or obtaining approval if, in his/her judgment, this action is necessary in order to safeguard lives and property. Warning and instructions will be communicated through the appropriate means. The College will use Campus Security and may ask local law enforcement to aid in the evacuation.

Under ESF-15, the Public Information Officer (PIO) will act as the official spokesperson.

## **PREPARE**

The Physical Plant Director is responsible for advising the College regarding effective fire suppression, alarms, monitors, and other applicable fire controls.

The Vice President for Finance and Administration (VPFA) is responsible for supervising contracts with fire suppression equipment vendors.

All LCSC units are responsible for cooperating with the VPFA to provide adequate fire controls, including fire prevention and suppression. Affected personnel should receive appropriate training regarding hazardous and radiological materials monitoring and decontamination procedures.

LCSC students and employees can seek training in the use of fire extinguishers from Campus Security, local fire departments, and the College's Professional Development Training (PDT). Employee's top priorities (regardless of whether they have received fire extinguisher training) are protection of life, notification to professional responders (call 911), and evacuation of the area.

Units and sites shall annually review and update emergency evacuation procedures.

The College will participate in tabletop exercises.

## **RESPOND**

LCSC EOC will establish communications with Fire Departments and receive status reports from the Fire Department.

The EOC will provide situation briefings to the EOC staff.

Maintain events records and logs.

The Public Information Officer (PIO) will act as the official and only spokesperson during a serious fire event.

EOC will provide the PIO with information to assist with warnings and notifications to affected members of the College.

Provide requested support to local Fire Departments.

Coordinate alternate shelter for resident students through the EOC.

Provide fire service personnel with shelter and/or lodging facilities.

Coordinate with local Fire Department in conducting evacuation.

Receive damage reports and assist the EOC in preparation of damage assessments.

Continue to direct decontamination efforts, if required.

Make recommendations on mitigation measures.

Provide temporary power and emergency lighting at emergency scenes when needed.

Coordinate with law enforcement to warn the public of evacuation routing, and/or traffic control.

## **RECOVER**

Continue EOC operations until it is determined that EOC coordination is no longer necessary.

Support recovery efforts as requested by the EOC or other support agencies.

Coordinate and complete incident documentation and cooperate in cost recovery procedure.

Evaluate operations and provide analysis to the DSO.

Update plans and procedures based on critiques and lessons learned during the event

## **Organizational Roles and Responsibilities**

### **Support Agencies**

#### **Fire Department of Jurisdiction**

- Provide, as possible, services and resources according to details contained in current MAAs/MOUs that may include:
  - Assisting primary agency with fire suppression.
  - Provision of emergency medical services.
  - Conducting light rescue efforts and other tasks that would protect lives and property.
  - Other tasks deemed appropriate as necessary for protection of lives and property.
- Make a representative available to coordinate with IC or DSO/EOC when requested.
- Provide initial and continuing situation assessments/analysis to the IC or DSO/EOC.
- Report damage assessment information to the IC or DSO/EOC.
- If appropriate, provide emergency medical services.

**Nez Perce (or applicable) County Sheriff's Office**

- When requested, coordinate with IC and provide law enforcement activities as deemed necessary to support fire suppression efforts.
- Assist in the identification of crime scenes and provide appropriate security.
- Assist with traffic control.
- Assist with evacuation efforts.

**Nez Perce (or applicable) County Dispatch**

- Provide initial notifications.
- Support as needed.

**Law Enforcement Agency of Jurisdiction**

- When requested, coordinate with IC and provide law enforcement activities as deemed necessary to support fire suppression efforts.
- Assist in the identification of crime scenes and provide appropriate security.
- Assist with traffic control.
- Assist with evacuation efforts.

**Disaster Services Office (DSO)**

- In coordination with IC and the Nez Perce (or applicable) Board Of County Commissioners (BOCC), activate the EOC to appropriate level.
- Advise Nez Perce (or applicable) BOCC on the need to issue a county emergency declaration.
- Coordinate with LCSC to implement the Emergency Alert System (EAS) if deemed necessary.
- Assist with the coordination of primary and support agencies.
- Collect damage assessment data.
- Submit damage assessments to Idaho BHS.

- Assist with planning, mission request, communication, or other appropriate tasks in support of Incident Commander (IC).
- Provide situation reports for elected officials.
- Keep the EOC open at an appropriate level as long as necessary.
- Assist with training programs when appropriate.
- Develop Delegation of Authority as needed for Idaho All Hazard Incident Management Team

### **Idaho Type III All Hazard Incident Management Team (AHIMT)**

- When activated during extended incidents, the Idaho AHIMT Team will assume management of fire suppression efforts.
- Provide situation reports to the IC or DSO/EOC.
- Coordinate with other support agencies as necessary.
- Receive Delegation of Authority from Nez Perce BOCC.

### **Region II Hazardous Materials Team**

- Assist fire districts/departments if fire incident involves hazardous materials. Refer to ESF-10, Hazardous Materials/WMD.

### **Idaho Transportation Department (ITD)**

Provide personnel and equipment as requested. These resources often include:

- Truck drivers with commercial driver's licenses.
- Traffic control crews.
- Water tenders or fuel trucks.

Assist with clearance of roadways and traffic control when necessary. Refer to ESF-1.

### **Idaho State Police (ISP)**

- Assist law enforcement of jurisdiction with communications and traffic control.

**Idaho Bureau of Homeland Security (BHS)**

- Monitor emergency incident.
- Consult, coordinate, and act as state liaison for the IC or EOC/DSO.
- Activate state EOC to support county as needed.
- Assist with coordination of state/federal agencies to provide support to the County.
- Assist with training programs and exercises as needed.

**LEWIS-CLARK STATE COLLEGE - EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION- 5**

**EMERGENCY MANAGEMENT**

**PRIMARY AGENCY**

Lewis-Clark State College:  
Emergency and Security Services Officer (ESSO)  
Emergency Operations Center  
Response & Executive groups  
*or College employees performing similar functions*

**PRIMARY AGENCY (Coeur d'Alene Center)**

Lewis-Clark State College (CdA) Liaison  
University of Idaho Emergency Operations Center  
North Idaho College Emergency Operations Center

**SUPPORT AGENCIES:**

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County	Nez Perce (or applicable) County Disaster Services Office
Municipalities	Lewiston (or applicable) Police Department Lewiston (or applicable) Fire Department
State	Idaho State Police (ISP) Idaho Public Health Districts Idaho Bureau of Homeland Security (BHS)
Federal	National Weather Service
Business	Telecommunications Utilities Print, Television and Radio Media
Volunteers	Local Emergency Planning Committee (LEPC) American Red Cross

## **PURPOSE**

ESF-5 *Emergency Management* identifies primary and support agencies that will gather, process, evaluate, distribute and employ information concerning a potential or ongoing emergency/disaster incident. This information will be used to mitigate and help return the affected area to pre-emergency/pre-disaster conditions. ESF-5 also provides the core management and administrative functions in support of emergency operations. ESF-5 directs, controls, and coordinates emergency operations from the College's Emergency Operations Center (EOC).

**SCOPE** Activities under ESF-5 include:

- Gathering information regarding an emergency, and reporting to the Emergency & Security Services Officer (ESSO) and EOC where it will be assimilated, analyzed, and appropriately used to plan for effective response and recovery.
- Coordinating the response of the College and the use of the College's resources to provide emergency response.

## **ADMINISTRATION AND FINANCE**

See LC-SA-1 *Financial Management*

## **ANNEX MAINTENANCE**

The ESSO will annually review this annex and appendices and update and modify, if necessary. Modifications will be reviewed by the emergency management Executive Group and Response Group.

## **POLICIES**

In accordance with the State Disaster Preparedness Act, Chapter 10, Title 46 Idaho Code, and the National Response Framework, the College is committed to the development and maintenance of a College-wide emergency management plan that substantially complies with state and national planning principles.

All LCSC emergencies will be managed utilizing the National Incident Management System (NIMS).

LCSC will first seek to respond to emergencies within its own capacity. If the emergency exceeds the College's capacity for response, the LCSC Emergency Operations Center (EOC) will coordinate with the appropriate county disaster services office for additional response support.

The College's EOC is operated through the Incident Command System (ICS). The Incident Command System can be used in any size or type of disaster to control response personnel, facilities, and equipment. The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, and manageable span of control, pre-designated facilities, and comprehensive resource management.

If requested, the LCSC EOC will supply appropriate representatives to joint or unified commands established at the county and state level.

During an emergency, central coordination is provided by the LCSC Emergency Operations Center (EOC). In an emergency, the College is managed by two emergency management teams, the Executive Group and the Response Group. The emergency management Executive Group focuses on continued management of the College. The emergency management Response Group focuses on the College's emergency response.

The Emergency Operations Center (EOC) is the physical location of the Command and Group Leader staff of the Response Group. The Response Group will compile, analyze, and prepare situation information and response strategies. EOC actions will be communicated to and coordinated with the emergency management Executive Group.

The President's office (or other location, when designated) is the physical location of the Executive Group. Executive Group policy decisions will be communicated to and coordinated with the emergency management Response Group.

The EOC's main duties include:

- **Assessment** – the extent of the emergency, damage assessments, status of College systems (i.e., communications, transportation, utilities), monitoring College resources
- **Response** – determining strategies for temporary repairs, emergency response priorities, support for first responders (police, fire, EMS), requesting assistance for emergencies beyond the capacity of the College
- **Information** – communicating information to the Executive Group upon which decisions can be based; communicating information within the Response Group so that actions can be taken, and communicating both general information and emergency instructions to the College community

The EOC will be activated by the ESSO or designee, upon coordinating responsibility with the Incident Commander (IC).

The primary role of the Incident Commander is coordination of the emergency both within the College and with local first responders, county EOCs, and joint or unified commands (if any).

LCSC's primary means of emergency coordination will be the activation and operation of the LCSC EOC.

## PLANNING ASSUMPTIONS

Many hazards have the potential for causing disasters that require centralized coordination.

Information that is used to formulate response and recovery plans during an emergency incident may come from several different sources: Emergency services, the public, Disaster Service Office (DSO)/EOC field personnel, and others.

Local government and state agencies are a vital source for immediate information regarding damage and initial response needs.

Information will originate from several sources and may contain conflicting data. It is critical to centralize information gathering and analysis in order to provide a complete picture of the emergency.

Officials involved in response and recovery efforts need immediate and continuously updated information about the developing or ongoing emergency.

There may be a need to rapidly deploy personnel to the emergency area to collect critical information about resource requirements or conduct an immediate situation assessment to determine initial response requirements.

Where possible, responsibility for the performance of emergency functions is charged to units or employees that do similar activities during routine operations. Where such an alignment of emergency and routine is not possible, emergency assignments may be given to those who are less likely to have increased duties during an emergency.

Appropriate personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command System (ICS) and will integrate those principles into all planning and response operations.

The Executive Group may close facilities, programs, and activities in order to 1) focus College resources on response operations and/or 2) ensure the safety of students, staff and faculty who are not involved in the emergency.

Units may be required to develop emergency plans based on the site-specific templates and aligned with College and appropriate local (site host and/or county) plans.

Students, staff and faculty remain personally responsible for their own welfare during an emergency.

## **EOC ACTIVATION POLICY**

### **The LCSC Emergency Operations Center may be activated:**

- On the order of the President of LCSC, or in his/her absence the highest ranking member of the Administrative Chain of Command available at the time, or
- On the order of the Incident Commander, upon the existence or threatened existence of an emergency situation on or near the campus.
- When local first responders (i.e. police, fire, public health), Sheriff, or appropriate county emergency services office have proclaimed a Local State of Emergency in an area including the College or any of its properties.

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems, and property
- Provide essential services
- Temporarily assign College staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the Emergency Operations Center

The LCSC EOC should be activated if an emergency/incident is:

- Beyond the ability to be controlled by standard operating procedures.
- Having an impact on a major portion of the Lewiston campus
- Declared an emergency by a host or local emergency responders at other College locations
- Life threatening or has the potential to be life threatening.
- Beyond the abilities of outside agencies to respond to or control it.

Anyone with knowledge of the above criteria should contact Campus Security at (208) 792-2226 or through the on-call cell at (208) 792-2815. Campus Security will evaluate the event according to the above established criteria. If one or more criteria are met, Campus Security will notify the President or his/her designee, according to the established call lists.

## CONCEPT OF OPERATIONS

### Major functions performed by personnel in the EOC include:

- Direction and control: The EOC is a single point where information is received and analyzed, decisions made, priorities confirmed, and resources allocated.
- Information collection, evaluation, and display: Evaluating information gathered at the EOC will enable review and analysis of the overall situation and addressing the key questions raised by an emergency, which are: (1) what has happened? (2) what is about to happen? and (3) what action needs to be taken?
- Coordination: Coordination of communications, resources and facilities among responding personnel, departments, and off campus agencies.
- Prioritization: Determining the urgency and order in which problems should be addressed.
- Resource management: Facilitating the acquisition, distribution, and use of personnel and material needed in an emergency.

### EOC and emergency response are scalable and grow with emergency level

When the College is threatened by an emergency, or when an emergency actually occurs, the EOC may be activated at an appropriate level. Both the EOC and the College's response can be expanded as necessary to support the emergency level (I, II, or III).

### College EOC integrates with Local EOCs

If the local county/city EOC is activated, the local EOC has the overall responsibility for coordinating and supporting emergency operations within the county. The LCSC EOC is responsible for coordinating the College's response with any county EOC operations. If the LCSC EOC is activated, the College EOC should notify the appropriate county disaster services office or operating EOC about:

- Activation of LCSC's EOC
- LCSC status reports
- Initial damage estimates
- Incident reports

**Location and features of LCSC EOC**

The Emergency Operations Center (EOC) is the location from which LCSC personnel will control operations during major disasters or Level III emergency situations too large to be effectively controlled from the field.

- The EOC provides a place from which emergency operations can be coordinated. The EOC has tables, phones, fax machines, radios, computers, maps, reference documents, building plans, operating procedures, and office supplies.
- The primary EOC is located at the Sam Glenn Complex (Room 210 – IVC Classroom). Alternate locations include the Activity Center conference room and the Library Commons. Space for briefing senior administrators and the press will be provided at the Emergency Operations Center.
- During an emergency, the EOC will be staffed 24 hours a day by the Incident Commander and appropriate members of the College Response Group.
- The EOC will have direct communication with the Lewiston Police/Fire Department Dispatch Centers and with the Nez Perce County Sheriff’s Department, as well as by radio and telephone to key College supervisors and units.

**ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

**PRIMARY AGENCY: Institutional Planning, Research, and Assessment (IPRA)**

1. Mitigation/Preparedness Phase:
  - a. Develop and maintain the LCSC Emergency Management Plan (EMP), in conjunction with units with primary ESF responsibilities.
  - b. Distribute the EMP and accompanying major revisions.
2. Impending threat: This is a transition to RESPONSE. General actions follow.
  - a. Notify appropriate units with ESF responsibilities regarding EOC activation and necessary response.
  - b. Activate and obtain resources for the EOC.
  - c. Coordinate hazard warning and communication with appropriate local, state, and volunteer agencies and organizations.
  - d. Place assets on alert or pre-position assets for quick response.
  - e. Coordinate with ESF-15 (External Affairs) for media release.
3. Response Phase
  - a. Coordinate and facilitate planning efforts
    - \_\_\_\_\_ Strategic plans
    - \_\_\_\_\_ Action plans

- \_\_\_ Policy review: confer with other officials as required
- \_\_\_ Review resource availability
- \_\_\_ Determine need to request for state assistance
- \_\_\_ Determine need to request assistance from public & private organizations

**PRIMARY AGENCY: Campus Security**

1. Mitigation/Preparedness Phase:

- a. Identify hazards and capacities for response in the jurisdiction.
- b. Identify critical facilities and provide a list to the Operations Group. Critical facilities are those needed for continuity of operation and safety.
- c. Review the Idaho Emergency Operations Plan and National Response Plan.
- d. Maintain the EOC in a state of readiness.
  - \_\_\_ maintain emergency communications systems
  - \_\_\_ maintain hard copies of essential information
  - \_\_\_ review readiness of backup power generation with Physical Plant
  - \_\_\_ procure display boards
  - \_\_\_ prepare standard templates for disaster declarations
- e. Coordinate communication resources with other agencies and organizations (e.g., 911 communications centers) to establish a hazard warning system.
- f. Identify resources and equipment to support agencies and organizations with ESF responsibilities.
- g. Conduct drills and exercises to evaluate EOC capability.

3. Response Phase: After EOC activation, activities may occur simultaneously:

- a. Activate EOC: Upon notification of a disaster, or impending disaster, or at the request of those designated to authorize action.

**NOTE:** For relocation to alternate EOC, see Appendix 1 to this ESF.

- b. For immediate consideration

- \_\_\_ Obtain latest status from members of Operations Group.

c. Coordinate analysis and assessment

- Threat assessment from law enforcement
- Identify boundaries of disaster impact
- Consolidate preliminary/forecasted damage assessments
- Status of critical facilities and infrastructure
- Consider requesting disaster declaration(s)

d. Coordinate message flow in the EOC

- Collect, process, display and report information

e. Schedule/announce status briefings

f. Status briefings: presentations by various ESF coordinators

- Threat assessment
- Weather/climate information
- Summary of response activities: actual and potential
  - Life and property losses
  - Health threats
  - Service interruptions
  - Infrastructure status
  - Shelters established
  - Overview of EOC priorities

h. Prepare and disseminate situation reports (SITREPS)

4. Recovery

a. Transition

- Consolidate records of expenditures and document resources utilized during response
- Establish revised staffing and/or closing date for EOC

- \_\_\_ Forward reports (damage assessments, expenditures, SITREPS)
- \_\_\_ Continue/terminate disaster declarations

b. Recovery operations

- \_\_\_ Serve as the applicant agent for processing state/federal disaster assistance for public infrastructure
- \_\_\_ Anticipate types of recovery information agencies will require
- \_\_\_ Establish a duty roster, phone lists, message flow and tracking
- \_\_\_ Identify resource requirements
- \_\_\_ Establish tracking of expenditures and document resources utilized during recovery
- \_\_\_ Collect and process information concerning recovery activities

**PRIMARY AGENCY: LCSC Information Technology (IT)**

1. Mitigation/preparedness phase

- a. Develop and maintain IT Emergency Response Plan
- b. Periodically backup critical databases

2. Response

- a. Proceed to EOC when notified.
- b. Assist with computer configurations
  - \_\_\_ Wireless connectivity, laptops, printers, software, etc.

3. Recovery

- a. Provide assistance for damage assessment and repair operations.
- b. Assist with recovery planning.

**SUPPORT AGENCY: Human Resource Services (HRS)**

1. Mitigation Phase/Preparedness Phase:

- a. Develop a current list of administrative staff volunteers.
- b. Coordinate with Emergency Management for periodic training of administrative staff.

2. Response Phase: Coordinate with Emergency Management for number of staff needed. Activities may occur simultaneously.

- a. Report to EOC at request of ESF-5 Coordinator
- b. Assist with EOC configuration
- c. Establish check-in procedures for EOC participants

- Log entry/exit
- Validate contact information: EOC and off-shift
- Issue ID badges

d. Organize and maintain a records management program to capture all activities related to response and recovery

e. Status boards

- Record initial information from emergency management/damage assessment
- Updates and expansion as incident matures. Coordinate event data with Emergency Management as required

f. Assist with information processing

- Message handling, if ESF coordinator unavailable
- Message routing, as required
- Update status boards and computers

g. Assist with status briefings

3. Recovery phase

- a. Collect remaining messages, then complete and close out logs.
- 

### **Appendix 1: EOC RELOCATION**

#### **Departure**

1. Announce EOC relocation to EOC staff
2. Each EOC member is responsible for:
  - a. taking their own checklists, status boards and other materials
  - b. personal radios/pagers/cell phones
  - c. personal materials
3. Move to alternate location

#### **Arrival at alternate EOC**

- \_\_\_ HRS: Contact next shift change personnel
  - \_\_\_ IT: Set-up communications/computer systems
  - \_\_\_ (all): Notify affected entities of EOC resumption at alternate location
-

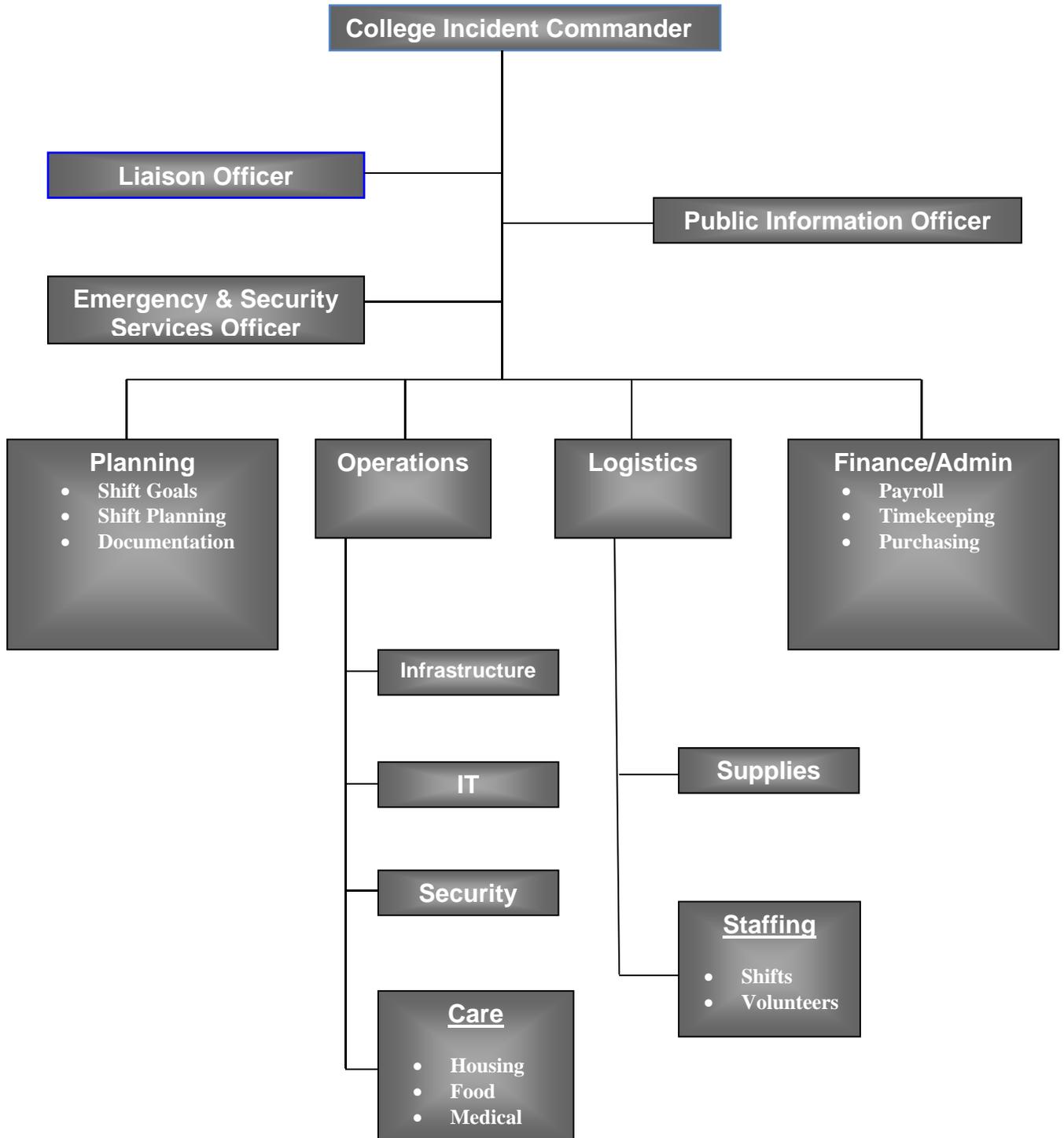
**Appendix 2: ORGANIZATION  
Functions and Members**

<p align="center"><b>EXECUTIVE GROUP FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Emergency LCSC closures (short &amp; long term)</li> <li>• Decisions regarding LCSC policies</li> <li>• Continuity of academics &amp; academic affairs</li> <li>• Economic status</li> <li>• Legal responsibilities</li> <li>• College responses to the community</li> <li>• Future College direction</li> </ul>	<p align="center"><b>RESPONSE GROUP FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Determine the scope and impact of the incident</li> <li>• If the emergency continues to develop, activates appropriate response level (1, 2 or 3)</li> <li>• Collect, evaluate, and disseminate damage assessment and other essential information</li> <li>• Identify and analyze potential hazards and recommend appropriate countermeasures</li> <li>• Organize, staff, and operate the Emergency Operations Center (EOC)</li> <li>• Direct overall operations</li> <li>• Set priorities for emergency actions</li> <li>• Deploy and coordinate resources and equipment</li> <li>• Operate communications and warning systems</li> <li>• Provide information and guidance to the students and staff</li> <li>• Maintain information on the status of resources, services, and operations</li> <li>• Obtain support for LCSC and provide support to emergency operations as required</li> <li>• Provide status and other reports to local communities (cities and counties)</li> </ul>
<p align="center"><b>EXECUTIVE GROUP MEMBERS</b></p> <ul style="list-style-type: none"> <li>• President</li> <li>• Provost/Vice Pres for Academic Affairs</li> <li>• Vice Pres for Finance &amp; Administration</li> <li>• Vice Pres for Student Affairs</li> </ul>	<p align="center"><b>RESPONSE GROUP MEMBERS</b></p> <p align="center"><b>For ICS chart, see appendix 2 For assignments, see appendix 3</b></p> <p><b>Command Staff</b></p> <ul style="list-style-type: none"> <li>• Director of Institutional Planning, Research, and Assessment (IPRA)</li> <li>• Director of Campus Security</li> <li>• Director of Physical Plant</li> <li>• Coordinator Student Health Services</li> <li>• Budget Director</li> <li>• Director of Information Technology</li> <li>• Director of Residence Life</li> <li>• Director of Human Resource Services</li> <li>• Director of Campus Communications</li> </ul>

**Groups**

- Planning
- Operations
- Logistics
- Finance & Administration

### Appendix 2: ORGANIZATION Response Group – ICS Chart



<b>Appendix 3: ORGANIZATION</b>	
<b>Assignments, Responsibilities, Required Training</b>	
<b>Position Assignment</b>	<b>Responsibilities</b>
<b>EXECUTIVE GROUP</b>	
<i>Required training: ICS 402, Executive Management</i>	
<b>President</b>	<ul style="list-style-type: none"> <li>• Basic plan – Executive Group functions</li> <li>• Emergency College closures (short &amp; long term)                             <ul style="list-style-type: none"> <li>○ Decisions regarding the College mission and policies</li> <li>○ Future Institutional direction</li> <li>○ Continuity of academics &amp; academic affairs</li> <li>○ Economic status</li> <li>○ Legal responsibilities</li> <li>○ Institutional responses to the community</li> </ul> </li> <li>• ESF-5 – Emergency Management</li> <li>• Liaise with Incident Command staff through Liaison Officer</li> </ul>
<b>Provost/Vice Pres Academic Affairs</b>	
<b>Vice Pres Finance &amp; Admin*</b> <small>*Also acts as ESSO and, if needed, Liaison with Incident Commander</small>	
<b>Vice Pres Student Affairs</b>	
<b>RESPONSE GROUP – Command Staff</b>	
<b>Incident Commander (IC)</b>	
<i>Required training: ICS 100, 700, 200, 800, 300, 400</i>	
<b>The nature of the emergency will determine the IC</b>	<ul style="list-style-type: none"> <li>• Coordinate decisions of Executive Group with response strategies</li> <li>• Implement College Emergency Mgmt Plan (EMP) Response Group functions</li> <li>• Direct Response Group Command Staff and Group Leaders</li> </ul>
<b>Campus Security</b>	
<i>Required training: ICS 100, 700, 200, 800, 300</i>	
<b>Director of Campus Security - Section Leader</b>	<ul style="list-style-type: none"> <li>• Coordinate and implement response safety for victims and emergency workers</li> <li>• ESF-4 – Firefighting</li> <li>• ESF-5 – Emergency Management</li> <li>• ESF-9 – Search and rescue</li> <li>• ESF-10 – Oil &amp; Hazardous Materials Response</li> <li>• ESF-13 – Public Safety and Security</li> <li>• SA-5 – Worker Safety &amp; Health</li> </ul>
<b>Liaison Officer(s)</b>	
<i>Required training: ICS 100, 700, 200, 800, 300, 400</i>	
TBD (as needed)	<ul style="list-style-type: none"> <li>• Liaison between Executive and Response groups</li> <li>• Liaison between College and external partners, and any joint or unified command</li> </ul>
<b>Public Information</b>	
<i>Required training: ICS 100, 700, 200, 800, 300, 400</i>	

<p><b>Director of College Communications - Section Leader</b></p>	<ul style="list-style-type: none"> <li>• Manage College internal and external emergency communications</li> <li>• ESF-2 – Communications</li> <li>• ESF-15 – External Affairs</li> </ul>
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**PLANNING**    *Required training: ICS 100, 700, 200, 800, 300*

<p><b>Director of Institutional Research, Planning, and Assessment (IPRA) - Group Leader</b></p>	<ul style="list-style-type: none"> <li>• Determine goals for each shift (8 hours)</li> <li>• Work with Logistics to arrange coverage</li> <li>• Document College executive decisions and response actions</li> </ul>
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**OPERATIONS**    *Required training: ICS 100, 700, 200, 800 - plus 300 for Group & Section Leaders*

**Vice President for Finance and Administration (VPFA) - Group Leader**

<p><b>Physical Plant</b> <b>Director of Physical Plant - Section Leader</b></p>	<ul style="list-style-type: none"> <li>• ESF- 1 – Transportation</li> <li>• ESF- 3 – Public Works&amp; Engineering</li> <li>• ESF-12 – Energy</li> </ul>
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<p><b>IT</b> <b>Director of Information Technology (Chief Technology Officer) - Section Leader</b></p>	<ul style="list-style-type: none"> <li>• ESF- 2 - Communications</li> </ul>
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<p><b>Care</b> <b>Dean of Student Services - Section Leader</b></p>	<ul style="list-style-type: none"> <li>• ESF-6 – Mass Care, Emergency Assistance, Housing, and Human Services</li> <li>• ESF-8 – Public Health &amp; Medical Services</li> </ul>
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<b>RESPONSE GROUP – Support Groups &amp; Sections</b>	
<b>LOGISTICS</b> <i>Required training: ICS 100, 700, 200, 800 - plus 300 for Group &amp; Section Leaders</i>	
<b>HRS Director – Group Leader [Staffing, Volunteers]</b>	<ul style="list-style-type: none"> <li>• ESF- 7 – Logistics Management and Resource Management</li> <li>• Support Annex- 4 – Volunteer &amp; Donations Management</li> </ul>
<b>FINANCE &amp; ADMIN</b> - Payroll, Timekeeping & Purchasing - <i>Required training: ICS 100, 700, 200, 800, 300</i>	
<b>Budget Director - Section Leader (Assisted by Controller and Purchasing Director)</b>	<ul style="list-style-type: none"> <li>• Support Annex-1 – Financial management</li> </ul>
<b>Coeur d’Alene Center</b> <i>Required training: ICS 100, 700, 200, 800 - plus 300 for Site Leaders</i>	
<b>LCSC-CdA Director – Site Leader</b>	<ul style="list-style-type: none"> <li>• Emergency management at LCSC-CDA</li> <li>• Coordination with College emergency management</li> <li>• Coordination with UI &amp; NIC as required</li> <li>• Coordination with local emergency partners (first responders and county disaster services)</li> </ul>

### **Appendix 3: National Incident Management Systems (NIMS)**

LCSC recognizes the NIMS and has incorporated NIMS concepts into this EMP, training and exercises.

The National Incident Management System (NIMS) is a system that was mandated by Homeland Security Presidential Directive-5. NIMS provides a consistent, nationwide approach for federal, state, local, and tribal governments; the private sector; and non-government organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among federal, state, local and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. Homeland Security Presidential Directive-5 (HSPD) identifies these as the Incident Command System (ICS); multi-agency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Six major components make up this systems approach:

#### **1. Command and Management**

NIMS standard incident command structures are based on three key organizational systems:

- ICS
- Multi Agency Coordination Systems
- Public Information Systems

#### **2. Preparedness**

Effective incident management begins with a host of preparedness activities conducted on a "steady-state" basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

#### **3. Resource Management**

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

#### **4. Communications and Information Management**

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information sharing at all levels of incident management.

#### **5. Supporting Technologies**

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

#### **6. Ongoing Management and Maintenance**

This component establishes an activity to provide strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

**LEWIS-CLARK STATE COLLEGE - EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION- 6**

**MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES**

**PRIMARY AGENCIES: (Lewiston Campus)**

Lewis-Clark State College:  
EOC, Response Group,  
Student Affairs  
Student Housing  
Food Services  
Student Health Services  
Counseling Center (Students)  
Student Affairs Office  
Registrar’s Office  
Human Resource Services  
*or College employees performing similar functions*

**PRIMARY AGENCIES: (CdA Center)**

Lewis-Clark State College (CdA)  
University of Idaho Emergency Operations Center  
North Idaho College Emergency Operations Center

**SUPPORT AGENCIES:**

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**County**

Nez Perce (or applicable) Disaster Services Offices  
Local Emergency Planning Committee (LEPC)  
School Districts

**Municipalities**

Lewiston (or applicable) Police Department  
Lewiston (or applicable) Fire Department

**State**

Idaho Department of Health and Welfare  
Idaho Type III All Hazard Incident Management Team  
Idaho Civil Support Team  
Idaho Bureau of Homeland Security  
Idaho Volunteer Organizations Active in Disasters (VOAD)  
Public Health Districts

**Volunteers**

American Red Cross  
Salvation Army  
Local Food Banks  
St. Vincent De Paul  
Local Churches

## PURPOSE

ESF-6 *Mass Care, Emergency Assistance, Housing, And Human Services* coordinates mass care, emergency assistance, housing, and human services:

- 1) within the College, or
- 2) the larger community if the College is called upon to assist with such services.

Care can includes services such as:

- Immediate care for residential students.
- Housing, food, medical services, and counseling for students, staff, and faculty who are victims of emergencies on LCSC property.
- Immediate care for children enrolled in our childcare programs.
- Establishment of systems to provide bulk distribution of emergency relief supplies to emergency victims.
- Collection of information for the purpose of reporting victim status and assisting families of students, staff, and faculty.

## SCOPE AND DEFINITIONS

Level I incidents will be controlled and managed through normal department operating procedures. Level II and Level III incidents require a coordinated effort and frequently require the activation of the LCSC Emergency Operations Center (EOC). If the emergency extends county-wide or beyond, this annex relies heavily on the abilities and capacities of volunteer agencies such as the American Red Cross (ARC) at its national, state, and local levels to act as first responders to the incident with regard to mass care activities and services. It is important to note that the duties and responsibilities of ARC are absolute and are based on the ARC's Congressional Charter.

### Housing

Shelter for emergency victims includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or the temporary construction of shelters, and use of similar facilities outside the emergency-affected area, should evacuation be necessary.

### Food Services

Meals will be provided to emergency victims and workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food. The College has limited and irregular food service.

### Emergency First Aid/Medical

Emergency first aid will be provided to emergency victims and workers at mass care facilities, and at designated sites within the emergency area. This service will be supplemental to emergency health and medical services established to meet the needs of emergency victims.

### Counseling for students, staff and faculty

The trauma related to an emergency can create both immediate and long-term needs for counseling to help students, staff, and faculty move through recovery and back to their normal capabilities. Student

counseling services will be provided through the College's Counseling Center. Counseling for employees is provided through the services of LCSC's Employee Assistance Program (EAP). In the immediate aftermath of an emergency, there may also be a need to offer a specialized type of counseling (CISM – Critical Incident Stress Management). The College EOC will cooperate with the local county emergency services office and county EOC to coordinate resources available for counseling.

#### **Information on Status of Students & Employees/Disaster Welfare Information**

Information about students and employees affected by an emergency will be collected by appropriate College units and managed and coordinated by the College Emergency Operations Center (EOC). If the emergency is county-wide or greater, the American Red Cross (ARC) will establish a Disaster Welfare Information (DWI) system. If the ARC establishes this information system, the College should cooperate to the extent legally possible with ARC. Through ARC, information regarding individuals residing within the affected area will be collected and provided to immediate family members outside the affected area through a DWI system. DWI will also be provided to aid in reunification of family members within the affected area who were separated at the time of the emergency. The DWI is managed and maintained by the ARC.

#### **Bulk Distribution of Emergency Relief Items**

Sites will be established within the affected area for bulk distribution of emergency relief items to meet urgent needs of emergency victims.

### **DIRECTION AND CONTROL**

ESF-6 is under the operational control of Response Group during declared emergency operations and will exercise direction and control of the actions contained in this ESF. The Response Group will take action to supplement staff and other resources as required. There will be full coordination with the College EOC.

### **ADMINISTRATION AND FINANCE**

See LC-SA -1 Financial Management

### **ANNEX MAINTENANCE**

The Vice President for Student Affairs will annually review this annex and appendices and update and modify, if necessary. Modifications will be reviewed by emergency management Executive Group and Response Group (Command and Group Leaders).

### **REFERENCES (held on-record with Institutional Planning, Research and Assessment):**

College Housing, Food Service, and Health Clinic emergency procedures (NOTE: To be developed by each department)

### **POLICIES**

ESF-6 will assist in coordination with impacted communities without regard to race, color, religion, nationality, sex, age, disability, limited English proficiency, or economic status.

All mass care activities and services will be provided in accordance with existing state and federal statutes, rules, and regulations, as well as the rules of the ARC.

ESF-6 will coordinate with the Idaho Department of Health and Welfare (IDHW) in planning activities upon a state declaration of a emergency.

The LCSC emergency services office coordinates with ARC whenever there is an immediate need to provide food, water, and shelter for victims of a disaster.

By virtue of a congressional mandate, the ARC is responsible for mass care and shelter of victims and evacuees during an emergency or disaster. If the ARC cannot provide all of the services needed, victims will be referred to The Salvation Army, Saint Vincent de Paul, various churches, or other social service shelters that may be opened. Available shelters will be identified through the EOC.

Service animals shall remain with the persons to whom they are assigned throughout every stage of disaster assistance. Pets shall be treated as the law requires.

## **PLANNING ASSUMPTIONS**

Incidents in which this plan may be initiated are affected by a number of factors, including the loss of public and private housing and/or substantial numbers of dead and injured, which also may leave special needs populations without support. Individuals or family members, such as children in school and parents at work; and/or transients, such as tourists, students, and foreign visitors, may be separated immediately following a sudden-impact emergency.

A major emergency occurs that produces significant casualties, substantial damage to public and private housing, and/or overwhelms the local infrastructure.

Mass care facilities will receive priority consideration for structural inspections to ensure safety of occupants.

Mass care operations and logistical support requirements will be given high priority by state and local agencies.

Individuals in areas of high risk are expected to have prepared for and be self-sufficient for a minimum of 96 hours.

LCSC and the ARC will, to the maximum extent possible, provide immediate feeding, shelter, and emergency first aid services in response to the emergency event under their own auspices and authorities.

The LCSC planning basis for sheltering is that a small percentage of the affected population will seek public shelter. Some victims will find shelter with friends and relatives, and some will leave the area.

A small percentage of the displaced population will require shelter for an extended period.

Depending on the nature of a disaster, local county emergency services offices may use LCSC facilities for mass care activities. An extremely large emergency could overwhelm the capabilities of the City of Lewiston to provide mass care or to provide resources for the management of shelters.

Voluntary disaster assistance organizations will not be available to provide emergency shelter and lodging services on a national basis in a war-caused disaster. Local volunteer disaster assistance organizations may function in certain area, supporting the county with qualified and trained manpower.

Usable food should be available at retail outlets.

There may be spontaneous evacuation from emergency-impacted areas to neighboring areas not impacted by the immediate emergency. This may create a need for a neighboring area to participate in mass care activities.

The opening of shelters for all jurisdictions will be coordinated through the Nez Perce (or applicable) emergency services offices and county Emergency Operations Center (EOC).

Mass care requirements during an emergency or disaster may overwhelm social service agencies.

LCSC EOC will contact the ARC to prepare for or respond to an emergency incident through the Inland Northwest Chapter of the ARC.

If possible a representative from the ARC may be made available to the LCSC EOC to assist with the coordination of mass care.

## **CONCEPT OF OPERATIONS**

Mass care priorities for the College include:

- Immediate first aid for victims of emergencies on LCSC property
- Food, shelter and water for LCSC residential students and for staff and faculty unable to leave College property due to an emergency
- Counseling for students, staff, and faculty affected by an emergency
- Organize collection of information on the status of affected students, staff, and faculty, and supply this information to the LCSC Emergency Operations Center

Provide sheltering for the surrounding community:

- 1) if the need is short-term and
- 2) within the College's capabilities.

If the campus is sheltering victims, survivors, or family members of an incident, the press should be located in a separate area to ensure privacy of those individuals.

Ensure that students are transported safely and sheltered safely off campus if necessary.

Secure evacuated areas and shelter areas.

Food services will be continued at the College's normal food sites, if possible.

Counseling services will be provided through normal College channels if this is appropriate based on the scale of the emergency and the capabilities of the counseling services. The College Emergency Operations Center (EOC) will request outside assistance if the advised by the Student Counseling Services and Human Resources that our normal array of services are not appropriate to the scale of the emergency, or if service providers are personally impacted by the incident.

Coordinate services provided with local, county, and state emergency services. LCSC Emergency & Security Services Officer and EOC are responsible for contacting the ARC to arrange for mass care services.

ARC Mass care services are usually provided for less than a week, and will be coordinated and managed by the ARC, in cooperation with local government.

ARC will provide mass care services in accordance with arrangements between the Inland Northwest Chapter of the ARC and LCSC.

Mass care shelters are temporary in nature and are designed for people displaced as a result of emergency incidents or disaster. All mass care and shelter services will attempt (but not guarantee), to meet current requirements for the Americans with Disabilities Act (ADA).

Mass care includes such basic human needs as:

- Emergency shelter
- Essential food and water provisions
- Clothing & toiletries when appropriate
- Referrals for clients to other agencies to assist with replacement of prescriptions.

Individuals/families arriving at shelter/mass care facilities in recreational vehicles (RV) may use their vehicle as temporary residence, supplemented by shelter resources, or utilize the shelters provided.

The LCSC emergency operations center and the ARC will record victims and disaster assistance inquiries, and act together as one voice for public releases.

In cooperation with the ARC, the LCSC emergency operations center will coordinate with local cities, agencies, churches, commercial facilities, and volunteer organizations for mass care resources, facility support and mutual aid.

The ARC will, when necessary, coordinate with other volunteer agencies such as; St. Vincent de Paul's, Salvation Army, Idaho Volunteer Organizations Active in Disasters (VOAD), local food banks, school districts, etc.

## **PREPARE**

Annually review and update Housing, Food Services and Student Health emergency plans.

Care Section should designate support staff and provide training on emergency responsibilities.

Determine appropriate mutual aid, and hold discussions with mutual aid partners. Engage Emergency & Security Services Officer and Purchasing/Contracts if formal agreements are developed.

Develop procedures for mass care (see Scope and Concept of Operations in this ESF). Include:

- Housing
- Food and water
- Evacuation
- Immediate first aid and medical care
- Counseling
- Information about status of students, staff and faculty

Coordinate this ESF with:

- ESF-1 Transportation
- ESF-2 Communications
- ESF-3 Public Works and Engineering
- ESF-7 Logistics Management and Resource Management
- ESF-8 Public Health and Medical Services
- ESF-13 Public Safety and Security

Develop a record keeping system to monitor all costs incurred while providing services.

## **RESPOND**

Determine impact of emergency on housing, food, water, first aid and medical care, and emotional trauma of our students, staff, and faculty.

Determine need to provide family and friends of students, staff and faculty with information on the status of individual students, staff and faculty.

If emergency impacts care of students, staff, and faculty, activate ESF-6 .

Designate and activate reception centers, shelters, lodging facilities, and mass feeding sites as required.

Implement emergency record keeping system.

Through the LCSC EOC, establish and maintain liaison with state, private, and volunteer support services for provision of resources and personnel required to augment staff.

Coordinate release of information regarding shelters, lodging, reception, mass feeding sites, self-protective measures, food stocks, and related information with the Public Information Officer (PIO) per ESF-2 Communications.

Provide for the registration of displaced students, staff, and faculty at the reception center.

Assign residents to mass feeding sites and shelter/lodging.

If needed, the LCSC EOC will ask the county EOC to contact the Inland Northwest Chapter of the ARC and request assistance.

If there is a need to open a shelter, the ARC will contact the College Care Section Leader (see ESF-5) and, in conjunction with the EOC, determine a time to open the shelter.

Coordinate with the PIO to announce the shelter opening.

The American Red Cross will begin staffing the shelter per ARC policies.

The American Red Cross will contact other support agencies as needed.

Compile census of students, staff, and faculty and submit the report to the College EOC for records purposes.

Maintain inventory of food supplies in all facilities.

Report deficiencies/surpluses of shelter/lodging space, supplies, equipment, and staff to the College EOC.

Coordinate with the ESF-3 Physical Plant to provide adequate water supply, emergency construction, engineering assistance, and sanitation and transportation support where necessary.

If applicable, arrange for the removal/storage of building contents to facilitate shelter arrangements.

Monitor preparation of mass feeding schedules, plans and menus.

Print and distribute registration forms and meal cards to reception centers, if needed.

Coordinate the marking and stocking of shelters, lodging, and mass feeding sites.

Obtain supplies as required through the ESF-7 Logistics Management and Resource Management.

Monitor lodging facilities and mass feeding sites and make adjustments as necessary to facilitate efficient operations and ease problems such as overcrowding, inadequate sanitation and potential hazards.

Activate communication links, if available, between shelter/lodging facilities and the LCSC EOC.

## **RECOVER**

ARC will maintain mutual aid as appropriate with local agencies that can provide volunteer personnel, facilities, and support resources.

ARC will continually seek funding of operations through donations and normal fund raising events.

Mass care activities continue until the College/community can return to normal housing, food, water and medical operations.

Continue providing updates on student, staff, and faculty status until normal operations resume.

Counseling services will review the College's long-term needs for supportive care and make recommendations to the Executive and Response groups of the Emergency Operations Center.

## **Organizational Roles and Responsibilities**

### **Support Agencies**

#### **Nez Perce County Disaster Services Office**

- Coordinate with support agencies regarding mass shelter, food and water distribution means for victims and emergency responders of the disaster.
- Advise ARC of safe locations and coordinate with ARC for mass shelter and staging areas.

#### **Public Health Idaho North Central District**

- Establish and monitor emergency environmental health standards for public shelters and/or congregate care facilities.
- Monitor and advise as appropriate care and shelter needed for contaminated victims.

#### **Nez Perce (or applicable) County School Districts**

- Provide school facilities to assist mass shelter operations.
- Utilize school district bus system to provide mass transportation operations.

#### **American Red Cross**

- Primary provider and coordinator of emergency service function of feeding, sheltering, distribution of bulk supplies, disaster welfare inquiry, and emergency assistance to families.
- Provide food, water and other resource distribution to victims and emergency services workers.
- If possible provide personnel to the EOC when requested.
- Provide crisis counseling within Red Cross guidelines.

#### **Salvation Army**

- Coordinate with ARC to assist with mass care operations.
- If requested, provide mobile canteen service to victims and emergency services workers.

#### **Local Food Banks**

- Collect and gather food resources to assist ARC as needed.

#### **St. Vincent De Paul**

- Coordinate with the DSO/EOC and ARC to assist with mass care operations.

#### **Idaho VOAD**

- Seek assistance for those victims affected by the emergency incident, who suffer from unmet essential needs that cannot be met by other responding agencies.

#### **Idaho Department of Health and Welfare**

- Provide crisis counseling.
- Provide names and addresses of homebound patients.

**Idaho Type III All Hazard Incident Management Team**

- Provide assistance with mass shelter operations that could include procurement of cots, tents, food, water, and kitchen facilities.

**Idaho Civil Support Team**

- Augment provisional needs to support mass shelter needs if requested. This may include but not be limited to:
  - Tents
  - Cots
  - Bedding
  - Lighting
  - Potable water
  - Latrine service

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.
- Consult, coordinate, and act as State liaison for IC and the DSO/EOC.
- Activate state EOC to support the College as needed.
- Assist with the coordination of state and federal agencies to provide support to the College.
- Assist with training programs and exercises as needed.

**LEWIS-CLARK STATE COLLEGE - EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION-7**

**LOGISTICS MANAGEMENT AND RESOURCE MANAGEMENT**

**PRIMARY AGENCY (Lewiston Campus)**

Response Group – Logistics  
LCSC Human Resource Services (HRS)  
*or College employees performing similar functions*

**PRIMARY AGENCY (Coeur d’Alene Center)**

Lewis-Clark State College (CdA) Liaison  
University of Idaho Emergency Operations Center  
North Idaho College Emergency Operations Center

**SUPPORT AGENCIES**

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**County**

Nez Perce (or applicable) County Disaster Services  
Nez Perce (or applicable) County Dispatch  
Fire districts  
Sheriff’s offices

**Municipalities**

Lewiston (or applicable) Police Department  
Lewiston (or applicable) Fire Department  
Other appropriate municipal services

**State**

Idaho Type III All Hazard Incident Management Team  
Idaho Department of Lands  
Idaho Transportation Department  
Idaho Department of Health and Welfare  
Idaho Bureau of Homeland Security  
Public Health Idaho North Central District

**Volunteers**

American Red Cross  
Idaho VOAD (Volunteer Organizations Active In Disasters)

**PURPOSE**

ESF-7 – *Logistics Management and Resource Management* provides guidance for the management of resources available to LCSC to support emergency operation needs. ESF-7 encourages LCSC to identify, procure, inventory, and distribute critical resources and personnel for use during an emergency.

To facilitate the gathering and centralizing of inventory data that identifies available emergency response resources in the community, information that is developed will be kept by the Response Group Logistics Group Leader before an emergency.

**DIRECTION AND CONTROL**

The Logistics Group Leader (see ESF-5) is under the operational control of the Response Group during declared emergency operations and will exercise direction and control of the actions contained in this ESF. The Logistics Group Leader will take action to supplement staff and other resources as required. There will be full coordination with other members of the EOC staff.

**ADMINISTRATION AND FINANCE**

See LC-SA-1 *Financial Management*

**ANNEX MAINTENANCE**

The Director of Human Resource Services (HRS) will annually review this annex and appendices and update and modify, if necessary, in coordination with the Emergency & Security Services Officer (ESSO).

Supporting documents, notification and resource lists, maps and demographic information, will be developed and maintained by the Logistics Group Leader. They will be reviewed annually and updated as necessary.

**SCOPE**

Level I Incidents will be controlled and managed through normal department operating procedures. Level II and Level III Incidents require a coordinated effort and may require the activation of the College Emergency Operations Center (EOC).

*Logistics Management and Resource Management* locates critical supplies and personnel needed by the College Response Group, first responders and other support agencies during response and recovery operations.

The Logistics Group Leader will determine what resources are available and identify potential sites for receiving resources if outside assistance is needed.

During an incident if demand for resources exceeds the institution's capabilities, then outside requests will be made based on Memorandums of Understanding, Mutual Aid Agreements, and LCSC policy.

## **POLICIES**

LCSC will use its own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation.

Individuals involved in distributing and/or obtaining resources will be aware of emergency procurement policies and have the authority to do so in an emergency situation

It is the responsibility of the Logistics Group to develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources. Each department with an emergency management role will be responsible for identifying its resources that could be used in an emergency and reporting these resources to the Response Group's Logistics Group Leader.

If resources outside the College are needed, the Logistics Group Leader will initiate the request based on local, state and federal guidelines.

The Logistics Group will prepare mutual aid agreements with local, and surrounding jurisdictions to aid LCSC.

Records of cost and liabilities of resources requested will be recorded by the EOC. The requesting agency is responsible for the payment or return of purchased or borrowed goods.

## **PLANNING ASSUMPTIONS**

Resources may become overwhelmed in an emergency incident. A need could develop for additional personnel and equipment beyond those that are readily available to the first responders.

Responders may require resources beyond their capacity; requests will be coordinated through the Emergency Operations Center (EOC).

All resource support will be prioritized for the immediate relief operations, e.g., initial lifesaving and life-support operations.

Requests will be handled on a case-by-case basis and allocation will depend on availability of both the resource and a means of delivery.

LCSC does not have all of the resources, either in type or quantity that may be required to combat the effects of all potential hazards.

At the county, state, and federal level, responding agencies will perform tasks and expend resources under their own authorities, including implementation of Mutual Aid Agreements (MAAs), as applicable, in addition to receiving tasking under the authority of the College's Emergency Management Plan (EMP).

The county disaster services offices usually maintain for immediate access database records that list vendors and agencies with the most commonly used or anticipated resources to combat given hazards.

The management and availability of resources is highly situational and is dependent upon flexibility and adaptability.

Outside resources may be delivered to LCSC by way of aircraft. Resources brought into the Lewiston Regional Airport will be mobilized to a staging area as near to the airport as possible, providing it is outside of the hazardous area.

Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and hence affect the availability and distribution of resources.

## **CONCEPT OF OPERATIONS**

Actions include the locating, reserving, obtaining, controlling, and distributing of local manpower, equipment, supplies, and facilities.

Potential sites for distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts.

Priorities will be set regarding the allocation and use of available resources.

Identify potential distribution sites for emergency response.

Identify policies and personnel responsible for obtaining resources.

Current inventory data should be provided to both the College Logistics Group Leader and county disaster services for use by the IC logistics function and resource procurement officer(s).

Areas of available resources include public and governmental agencies, private enterprises, public schools, church groups, and other volunteer organizations.

Resources and services most essential to the survival and recovery of the county are telecommunications, construction and housing, food, electric power, propane gas, medical and health, manpower, petroleum, transportation and water.

## **PREPARE**

Develop procedures to identify, reserve, obtain, allocate and distribute manpower, equipment, supplies, facilities, and other resources.

Identify and maintain a listing of local emergency resources and the agencies, businesses and volunteer groups available to provide them. This information may be available from the county Nez Perce County Disaster Services Office.

Develop letters of understanding and mutual aid agreements with liaison agencies.

Brief the Emergency Response Group about resource management procedures and requirements.

When alerted, notify mutual aid jurisdictions, private sector organizations, volunteers and other participants about possible need for assistance.

Participate in EOC exercises.

Develop procedures for conserving expendable resources.

Inventory fuel sources and storage capacities.

Develop Standard Operating Procedures (SOPs) to manage the processing, use, inspection, and return of resources coming to and going from LCSC.

Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated)

## **RESPOND**

The Incident Command System (ICS) requires priorities be determined prior to the procurement of additional resources.

Cost of procurement will be estimated prior to the ordering of additional resources, unless a life-threatening situation exists.

Field and/or Emergency Operations Center (EOC) logistics personnel will act in response to the IC requests for additional resources.

On-going communication and coordination are required between vendors, government agencies, the EOC, IC, and other appropriate agencies when requesting, tracking, procuring and accounting for needed emergency resources.

Coordinate delivery of resources to response units and disaster teams.

Provide lists to response agencies that identify sources of materials, equipment, personnel and other resources.

Maintain a log of Logistic activities. Record services and resources rendered.

Ensure needed manpower, equipment, facilities and supplies are provided.

Provide resource support policy guidance to the College EOC.

Ensure the continuing supply and management of resources to support the College.

Release information through the Public Information Officer urging cooperative support among all elements of the public and private sector for resource support.

## **RECOVER**

Coordinate recovery needs with EOC staff.

Estimate costs of providing resources.

Assess impact of emergency on available resources and identify repair, maintenance and replenishment needs on a priority basis.

Prepare a closing report to include the log, lists of resources provided, costs, other pertinent information and comments and recommendations for future operations to be given to the Emergency & Security Services Officer (ESSO).

Participate in a critique of disaster operations.

Emergency resources will be returned to original owner at the end of the incident. Payment for resources and liability will be subject to MOAs/MOUs between agencies.

EOC logistics will monitor and facilitate the coordination deemed necessary to assist agencies returning, or taking delivery of the additional resources used in the incident.

## **Organizational Roles and Responsibilities**

### **Primary Agency**

#### **Disaster Services Office**

- Coordinate with county, municipal, and private agencies for the procurement and maintenance of resource inventory lists. These inventory lists should be kept within the Logistics Section of EOC for reference in the event of an emergency incident.
- Coordinate, procure, and manage material, personnel, equipment, medical, shelter, and fiscal support of tactical operations and food service for field and EOC personnel during activation.
- Establish coordination between IC, EOC, staging areas, and incident sites to facilitate communications with the Logistics Section of the IC or EOC.
- In coordination with IC, request elected officials invoke temporary controls on local resources. Establish priorities to protect lives and property when a local State of Emergency is proclaimed.

### **Support Agencies**

#### **Nez Perce (or applicable) County**

- Develop resource lists of equipment that could be made available to other responding agencies and provide to EOC.
- Develop procedures to utilize all agency staff for emergency assignments and identify staff that could be released to assist other departments.

#### **Nez Perce (or applicable) County Sheriff's Office**

- Develop lists of resources and equipment that can be made available to other responding agencies; provide data to EOC.

**All County and Municipal Government Agencies**

- Provide to EOC a resource list of equipment that could be made available to other responding agencies.
- Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments.

**Public Health (Idaho North Central District)**

- Develop resource lists of vendors of medical care equipment and supplies, volunteer physicians, nurses, and aides, available inventories of potable water, food, and essentials that could preserve and protect lives.
- Update lists of trained and available volunteers for use during an emergency incident.

**Lewiston (or applicable) Police Department**

- Develop resource lists of equipment that could be made available to other responding agencies and provide to EOC.

**Lewiston (or applicable) Fire Department**

- Develop resource lists of equipment that could be made available to other responding agencies and provide to EOC.
- Develop procedures to utilize all agency staff for emergency assignments and identify staff that could be released to assist other departments.

**American Red Cross**

- Provide volunteer workers when and where needed as requested.

**Idaho Volunteer Organizations Active In Disasters**

- Develop resource lists of equipment that could be made available to other responding agencies and provide to EOC.
- Provide volunteer workers when and where needed as requested.

**Idaho Type III All Hazard Incident Management Team**

- Provide to EOC a resource list of equipment that could be made available to other responding agencies.
- Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments.

**Idaho Department of Lands**

- Provide to EOC a resource list of equipment that could be made available to other responding agencies.
- Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments.
- Provide radio kits, repeaters, satellite phones as requested.

**Idaho Transportation Department**

- Provide to EOC a resource list of equipment that could be made available to other responding agencies.
- Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments.
- "Plan Bulldozer" is a MOU between the Idaho Transportation Department (ITD) and the Idaho Branch and Inland Empire Chapter of the Associated General Contractors.

“The memorandum states that, in the event of, or to prepare for, a disaster in the State of Idaho, the ITD may contact the Associated General Contractors of America (AGC) local offices. The AGC office staff shall produce a current list of equipment according to ITD need, identified location of such equipment, availability in or near the affected area, names, addresses, and telephone numbers of owners or lessees. ITD will then negotiate all agreements with individual contractors.”

- Develop lists of resources and equipment that can be made available to other responding agencies; provide data to EOC.

**Idaho Department of Health and Welfare**

- Provide radio communication equipment and trained personnel to operate it if requested.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.
- Consult, coordinate, and act as State liaison for the EOC.
- Activate state EOC to support the College as needed.
- Assist with the coordination of state and federal agencies to provide support to the College.
- Assist with training programs and exercises as needed.

**LEWIS-CLARK STATE COLLEGE – EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION-8**

**PUBLIC HEALTH AND MEDICAL SERVICES**

**Primary Agency:**

Emergency & Security Services Officer (ESSO)  
North Central District Health Department

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**Partners:**

St. Joseph Regional Medical Center  
Nez Perce County Coroner

**Support Agencies:**

Lewiston Fire Department  
Idaho Division of Environmental Quality  
North Idaho Animal Health Inspector  
North Central Hazardous Materials Emergency  
Response team  
Lewiston Police Department  
Nez Perce County Sheriff  
Nez Perce Tribal Indian Health Services  
Funeral Directors Association  
American Red Cross: Lewis-Clark Branch  
Lewiston School District  
Lewiston-Nez Perce County Office of Emergency  
Management

## PURPOSE

The Purpose of ESF-8 *Public Health and Medical Services* is to provide coordinated assistance in response to public health and medical needs following a significant natural disaster or man-caused event. Health and medical assistance provided under this ESF will be coordinated by the Director, North Central District Health Department or designee.

## SCOPE

North Central District Health Department serves the five counties of north central Idaho.

A. Public health refers to the:

- services, equipment and staffing essential to protect the public from communicable diseases and contamination of food and water supplies,
- development and monitoring of health information,
- inspection and control of sanitation measures,
- inspection of individual water supplies,
- disease vector and epidemic control,
- immunization, and
- laboratory testing.

B. Medical care refers to the resident medical system in place, including staff, pharmaceuticals, and equipment.

C. Mortuary services refer to the identification and disposition of human remains.

## ANNEX MAINTENANCE

The ESSO will annually review this annex and appendices and update and modify, if necessary. Modifications will be reviewed by emergency management Executive Group and Response Group (Command and Group Leaders).

## POLICIES

**NOTE: The role of the health and medical services annex coordinator in the EOC is incident-dependent, and may be operational (direction and control) or support (coordination).**

**NOTE: Emergency Medical System aspects of disaster management are in ESF-4.**

### Operations:

- A. Response in the operational role will be under the North Central District Health Department *Public Health Response Plan*, with EOC annex coordinator participation determined by this annex coordinator. Examples include:
- An incident involving actual or potential biological terrorism,
  - A public health incident (disease epidemic, etc.), which develops slowly, with threat

origin unknown. The incident may be initially managed in-house by the North Central District Health Department. As the incident evolves, the annex coordinator may activate the EOC to facilitate coordination among a variety of emergency response agencies.

- B. Disaster response operations will use the Incident Command System. Agencies responding under mutual aid remain under the command of the parent agency, but will perform and coordinate activities in compliance with the in-place Incident Command Structure.
- C. Media releases will be through the Joint information Center under the lead of the North Central District Health Department PIO (see ESF-15).
- D. Volunteer organizations managed by the North Central District Health Department are directed and controlled by them.

**Support:**

- A. Response in a support role will be as described in the “ORGANIZATIONAL ROLES AND RESPONSIBILITIES” section of this annex.
- B. Media releases will be through the Joint information Center under the lead of the EOC PIO (see ESF-15).
- C. Appropriate information on casualties and patients will be provided to the Sheriff.

**SITUATION AND ASSUMPTIONS**

- A. Disasters typically impact community health standards. Wastewater, solid waste, potable water, health supplies and health services are commonly affected. This necessitates health advisories and interventions, including disease control measures.
- B. North Central District Health Department has first-line responsibility for response to public health emergency issues.
- C. Disruption of sanitation services and facilities, loss of power, and gathering of people in shelters may increase the potential for disease and injury.
- D. During a major disaster, mutual aid commitments may supplement local resources. Additionally, auxiliary civilian forces (Medical Reserve Corps, etc.) may be called upon.
- E. Public health incidents (disease epidemic, etc.), may develop slowly, with the origin unknown.
- F. Federal law enforcement agencies may assume command if an incident is determined or suspected to be a terrorist act.
- G. Further guidance on biological terrorism response is contained in the Idaho Hazardous Materials/Weapons of Mass Destruction Incident Command and Response Support Plan.

## CONCEPT OF OPERATIONS

### A. North Central District Health Department

1. Provide a representative to coordinate activities under ESF-8
2. Role in the Emergency Operations Center.
  - a. Operational role: The annex coordinator directs and controls rapid response to health and medical issues related to natural or man-made threats and disasters.
  - b. Support role: The annex coordinator coordinates public health, medical and mortuary needs following a major disaster or emergency.
3. Organization
  - a. Regional: As specified in Idaho Code, North Central District Health Department provides public health services to the five counties in north central Idaho.
  - b. Support and partner agencies: There are a number of public and private and volunteer organizations that may assist in the delivery of health and medical services. These agency roles and responsibilities are discussed in the next section.
  - c. State government: The Idaho Department of Health and Welfare and other state agencies provide support and guidance to local health and medical programs. State resources beyond those provided on a day-to-day basis may be requested through these channels. During a declared disaster, these resources may also be requested from the State ESF-8 Coordinator through the Lewiston—Nez Perce County Office of Emergency Management and Idaho Bureau of Homeland Security.
  - d. Federal government. The Federal government may provide a variety of health and medical resources during a declared major emergency or disaster. These may include:
    - o Disaster Medical Teams deployed under the National Disaster Medical System.
    - o Disaster Mortuary Teams
4. Line of Succession.

Succession of authority within North Central District Health Department shall be as assigned by the Director, North Central District Health Department.

### B. Nez Perce County Coroner

1. The Coroner has jurisdiction over fatalities, and has overall responsibility for care, identification, and disposition of human remains. Procedures may vary if an incident falls under the jurisdiction of the FAA or the military.

## 2. Role in disaster response and recovery

- a. Provide a representative to the EOC upon request of the ESF-8 annex coordinator.
- b. Assume overall responsibility for the care, identification, disposition of the dead, and notification of next-of-kin.
- c. Determine the manner and cause of death. Coordinate information with ESF-8 coordinator and the Nez Perce County Sheriff.
- d. Line of Succession. Succession of authority for the County Coroner shall be the Nez Perce County Sheriff or designee.

### C. Hospitals, Nursing Homes, Health Care Facilities

- a. These facilities respond to a disaster according to their established emergency response plans.
- b. These facilities maintain procedures and protocols for reducing patient population for events that may require evacuation, and procedures for continuing medical care for those who cannot be evacuated.
- c. St. Joseph Regional Medical Center will provide a representative to the EOC upon request of the ESF-8 annex coordinator

### D. Support agencies/organizations provide technical assistance as requested by the ESF-8 annex coordinator.

## ORGANIZATIONAL ROLES AND RESPONSIBILITIES

### PRIMARY AGENCY: North Central District Health Department

#### 1. Mitigation/Preparedness Phase:

- a. Systematically inventory and evaluate non-medical health department supplies. Seek funding to further develop inventory to support response capabilities.
- b. Identify, train, and provide technical assistance to professional staff and volunteers of public and environmental health services.
- c. Participate in and/or conduct exercises and trainings.

#### 2. Response Phase—Support: **NOTE: Response in an operational role will be under the North Central District Health Department *Public Health Response Plan*.**

Response in a support role includes the following:

- a. Proceed to EOC when notified. Location \_\_\_\_\_
  - \_\_\_ Contact lists
  - \_\_\_ Cell phone
- b. On arrival at EOC, check in with Logistics Group
- c. Assessment: Determine immediate requirements & response
  - \_\_\_ Review status board / event log
  - \_\_\_ Update from emergency management / Damage Assessment
  - \_\_\_ Establish event log. Document all calls/actions
  - \_\_\_ HAZMAT: Review physiological effects of exposure (Orange Book or MSDS)
  - \_\_\_ Coordinate surge capacity issues with StateComm and affected hospitals
    - \_\_\_ SJRMC
    - \_\_\_ Tri-State
    - \_\_\_ Place adjacent county hospitals on standby if required
  - \_\_\_ Determine additional EOC staff needs
    - \_\_\_ Coroner
    - \_\_\_ Hospital liaison
    - \_\_\_ DEQ
    - \_\_\_ Place Public Health personnel on standby

Advise them to have:

- \_\_\_ Personal protection: masks, gloves, boots, etc.
- \_\_\_ Photo ID and medical license
- \_\_\_ Long-sleeved shirts
- \_\_\_ Insecticides/mosquito repellents
- \_\_\_ Consider placing technical support personnel on standby

d. Set up work station in assigned area

- Notify your work place of your location and phone number
- Notify family members of your location and phone number

e. Prepare media release information for EOC Public Information Officer

- Health advisories: Review examples on PIO computer
- Public can call \_\_\_\_\_ at \_\_\_\_\_ for information or assistance

f. Operations - Health

- Coordinate mass food and water needs with the Mass Care, Emergency Assistance, Housing, and Human Services Coordinator (ESF-6)
- Obtain portable toilets for distribution as needed
  - Incident scene for emergency responders
  - Shelters and other community facilities
- Determine environmental health and emergency sanitation requirements
  - Disease and disease vector surveillance
  - Anticipate fly control requirements
  - Contamination monitoring requirements
  - Surface/ground measurements
  - Air sampling
  - Water sampling
  - Sewage
- Review technical support to place on standby for the above
- Monitor Epi (epidemiology) surveillance for sudden increases in cases of a particular disease or appearance of an unusual disease.
- If disease is detected:

- Determine cause to extent possible
  - Epi investigate and report to State
  - Research & prepare advice for precautionary and treatment measures
  - If homeless pet animals band together to create a threatening nuisance in emergency areas, advise law enforcement to deal with them, as appropriate
  - Coordinate health requirements with the Mass Care, Emergency Assistance, Housing, and Human Services Coordinator (ESF-6)
- Contact shelter manager to:
- Emphasize health and sanitation practices
  - Ensure shelter residents with communicable diseases are quarantined
  - Coordinate visit by health dept to ensure sanitary standards

g. Operations - Medical / Hospital issues: Coordinate with hospital liaison (if activated).

h. Operations - Mortuary / Coroner issues: Coordinate with County Coroner (if activated).

i. Periodically monitor evolving health, medical, and mortuary requirements of special needs groups by coordinating with the responsible agency

- District II Area Agency on Aging
- Established shelters (see Mass Care Coordinator)
- Local governments
- Home Health organizations
- Elderly care / retirement centers
- Day Care centers
- Opportunities, Inc.
- Formula availability for babies

j. Update status charts

- Continue patient tracking for notification with relatives by ESF-6
- Continue monitoring environmental & emergency sanitation requirements

k. Prepare for update briefing

l. Personnel management: Determine shift change requirements

m. Termination:

- Sign and turn-in all logs to EOC administration staff
- Cleanup work area
- Debrief (as required)

**PARTNER AGENCY: Hospital liaison (St Joseph Regional Medical Center)**

1. Mitigation Phase/Preparedness Phase:

- a. Develop emergency response plans.
- b. Participate in exercises

2. Response Phase

- a. Report to EOC at request of ESF-8 Coordinator
- b. Review incident.
- c. Establish contact with hospital disaster control centers
  - SJRMC
  - Tri-State
  - Adjacent county hospitals if activated
- d. Establish alternate medical facilities if required
  - District Health Dept
  - Nursing Homes
  - Schools
- e. If mass casualty:
  - Consider patient distribution of minor injuries/illnesses/Triage

“green tag” to urgent care facilities, clinics, and doctor’s offices

\_\_\_\_ Coordinate decision with EOC fire/EMS Coordinator. Consider transportation of above patients with vehicles from government agencies or schools

f. Monitor inventory levels of medical supplies, equipment & drugs with hospitals and affected clinics

\_\_\_\_ Determine vaccine availability

\_\_\_\_ Determine water purification supplies and process

\_\_\_\_ Determine blood availability

g. Work with Red Cross liaison (ESF-6) to coordinate patient tracking for Disaster Welfare Inquiries

h. HAZMATs:

\_\_\_\_ Review potential near-term concerns, especially respiratory

\_\_\_\_ Review vulnerable populations

**PARTNER AGENCY: Nez Perce County Coroner**

1. Mitigation Phase/Preparedness Phase:

a. Develop a current list of mortuaries, morgues and alternate facilities for care of the dead. Coordinate with these services.

b. Develop and coordinate standard operating procedures for mass casualty disaster responsibilities.

c. Develop inventory and resource lists for additional supplies, such as body bags, tags and technical assistance.

2. Response Phase

a. Report to EOC at request of ESF-8 Coordinator

b. Review incident. Determine capabilities & limitations of

\_\_\_\_ Transportation

\_\_\_\_ Personnel

\_\_\_\_ Body bags

\_\_\_\_ Refrigeration

\_\_\_\_ Fluids

c. Consider activating Valley Funeral Directors Association

d. Coroner decisions

- Need for autopsies?
- Can casualties be removed from scene?
  - If crime scene is involved, coordinate with law enforcement.
  - If airplane accident, coordinate with airport manager
  - Coordinate decision with EOC Operations
- Determine assistance needed
- Temporary morgue needed?
- Casualty removal from accident scene. Ensure personal protective measures are used. Coordinate with EOC Operations and funeral directors (if activated)
  - Location(s) where remains are to go
  - If HAZMAT, coordinate decontamination requirements
  - Qualified personnel to assist in the identification of remains

e. Track casualties. FAX when possible

- Coordinate with law enforcement
- Coordinate with ESF-6

**SUPPORT AGENCIES:**

**Lewiston Fire Dept Ambulance Service**

The Lewiston Fire Department Ambulance Service is certified to the paramedic level, and provides pre-hospital treatment, transport, and patient decontamination for their designated area of service. These activities are discussed further in ESF-4, Fire Fighting.

**Idaho Division of Environmental Quality**

Report to and operate from EOC upon request of annex coordinator air/water/soil sampling and analysis as requested by annex coordinator.

**North Idaho Animal Health Inspector**

Animal disease management

**St. Joseph Regional Medical Center**

Definitive medical treatment; patient loading/tracking  
Provide liaison to EOC on request of annex coordinator

**Funeral Directors Association**

Assist with mass casualty management as requested by annex coordinator

**American Red Cross: Lewis-Clark Branch**

Identify and coordinate shelter health & medical needs

**LEWIS-CLARK STATE COLLEGE - EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION-9**

**SEARCH AND RESCUE (SAR)**

**PRIMARY AGENCIES**

LCSC Campus Security  
College EOC, Operations & Logistical, to support local fire departments and search & rescue groups *or College employees performing similar functions*

**SUPPORT AGENCIES:**

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**County**

Nez Perce or other applicable county Sheriff's Offices  
Nez Perce County Dispatch  
Local applicable dispatch authorities  
Fire Protection Districts  
Disaster Services Office

**Municipalities**

Lewiston Police Department  
Lewiston Fire Department

**State**

Idaho Department of Lands  
Idaho Fish and Game  
Idaho Department of Correction  
Idaho Bureau of Homeland Security

**Federal**

Bureau of Land Management  
US Forest Service

**Volunteers**

Search and Rescue Volunteers  
Search and Rescue Teams from other jurisdictions  
Amateur Radio  
Civil Air Patrol

## **PURPOSE**

This annex describes procedures for the coordination and utilization of local, state, and federal personnel, equipment, services, and facilities to aid in search and rescue operations. Search and rescue (SAR) operations include the location, recovery, extrication, and medical treatment of victims who become lost or trapped as the result of a major disaster or life threatening emergency.

## **ANNEX MAINTENANCE**

The Director of Campus Security will annually review this annex and appendices and update and modify, if necessary. Modifications will be reviewed by emergency management Executive Group and Response Group (Command and Group Leaders).

## **SCOPE**

The College is susceptible to many different natural and technical hazards that may result in the damage or collapse of structures. County Search and Rescue volunteers must be prepared to respond to emergencies and provide specialized assistance. Operational activities can include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. Students, staff and faculty may be lost, missing, disoriented, traumatized, or injured in which case Search and Rescue teams must be prepared to respond to these incidents and implement appropriate tactics to assist those in distress or imminent danger.

Search and Rescue consists of two components:

**Urban Search and Rescue (USAR)** activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures or underground mines.

**Non-urban SAR** activities include, but are not limited to, emergency incidents that involve locating missing persons, finding downed aircraft, locating boats lost on inland waters, swift water rescue, and first responder medical treatment /first aid for victims

## **POLICIES**

The College has no Search and Rescue (SAR) capabilities. The role of the College is to support governmental and volunteer organizations as requested, to supply any needed information, and to communicate with the families of any College victims, to the extent permitted by SAR.

The Nez Perce or appropriate County Sheriff's Office is responsible for SAR coordination and deployment; trained volunteers perform the field operations.

The College Emergency Operations Center (EOC) provides guidance for managing the acquisition of Search and Rescue resources. All requests for Search and Rescue will be submitted to the College's EOC for coordination, validation, and/or action. The College will request SAR from local county authorities.

In accordance with Idaho Code §31-2229 Search and Rescue, the applicable County Sheriff shall:

- Be the official responsible for command of all search and rescue operations within their jurisdiction; and
- Prepare and keep current a plan to command the search and rescue capability and resources available within the County

In the event that an incident results in the need for specialized skills of SAR, the applicable county will call upon local, state, and federal private and public agencies to accomplish search and rescue missions.

Search and rescue task forces are considered federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.

## **SITUATION AND ASSUMPTIONS**

Emergencies may cause conditions that vary widely in scope, urgency, and degree of devastation. Large-scale emergencies, such as a downed civilian aircraft in the back country or the collapse of a large building, may result in several lost and/or injured persons. Substantial numbers of people could be in life-threatening situations requiring prompt rescue and medical care. Because the mortality rate will dramatically increase beyond 72-hours, search and rescue must begin immediately. SAR volunteers must be prepared to seek out, locate and rescue such persons.

The circumstances may necessitate activation of the Emergency Operations Center (EOC) to coordinate the deployment of emergency services and the numerous volunteers.

A missing person is always considered to be alive and in need of rescue until such time that a person of authority (such as the Sheriff) concludes that there is no chance of survival.

Each county, and some cities, will operate a local rescue organization. The safety of the rescue personnel is foremost in any operation.

Local search and rescue organizations will respond within their capability.

Local residents, workers, and volunteers will initiate activities to help SAR operations.

Inclement weather may be a factor in any SAR operation, restricting the types of resources to be used, the length of time they can be used, and the locations to be searched.

Access to damaged facilities and search areas may be restricted.

The effects of earthquakes, aftershocks, secondary devices, and other disaster emergencies may threaten survivors and search and rescue personnel.

Responders must consider their safety and victims' safety under severe weather conditions such as temperature extremes, snow, rain, and high winds.

If local resources are depleted, the county Disaster Services Office (DSO)/EOC can request additional resources through Idaho Bureau of Homeland Security (BHS).

Mutual Aid Agreements (MAAs) and Memorandums of Understanding (MOUs) may exist between SAR units of neighboring counties and states. These agreements should define fiscal responsibilities and liabilities between signatories. This MAA/MOU should be documented and kept within SAR records and provided to the DSO.

If Urban Search and Rescue (USAR) is required, only those trained in such rescue tactics may participate in the actual rescue attempt.

The Federal USAR Team may be activated by request from the state (i.e. Idaho BHS, the Governor, or their designees, etc.) through the Federal Emergency Management Agency (FEMA).

If activated, the Federal USAR Team will provide assistance to local command.

SAR volunteers not certified in USAR could be used to support the USAR efforts where requested.

## **CONCEPT OF OPERATIONS**

During a search and rescue operation of an emergency, the College will call upon local Sheriff's offices, fire, and law enforcement departments to assist in the operation.

The local Sheriff's office will manage and coordinate the SAR/USAR efforts according to protocol.

Trained SAR volunteers will be called from a member list to assist with the operation.

The County's EOC may be activated to provide technical and administrative assistance to support SAR operations.

The Civil Air Patrol (CAP) may be contacted to assist with normal SAR operations including locating missing or overdue civilian aircraft.

Documentation of volunteers' hours and SAR assets used during an incident should be recorded, and duplicates provided to the DSO/EOC to facilitate cost reimbursements.

If the capability of SAR is overwhelmed, MOUs/MAAs with neighboring counties/states may be activated to provide additional manpower and resources.

The Incident Commander (IC) will advise the DSO/EOC if a search and rescue effort has overwhelmed local capabilities and assistance from state or federal agencies is needed.

## **PREPARE**

The College should be prepared to assist SAR teams.

Within its capabilities, the College may need to provide staging areas for SAR teams and their equipment, and for emergency medical treatment and pre-hospital care to the injured.

The College can assist with the warning, evacuation, and relocation of citizens during a disaster.

The College can encourage safety and emergency planning practices for its operations, to decrease the probability of a need for SAR resources.

## **RESPOND**

College notifies local county Sheriff and disaster services office of need for SAR.

Sheriff's office will:

1. Conduct initial needs assessment.
2. Assess and assign local SAR resources.
3. Identify SAR shortfalls.
4. Request assistance from county disaster services.
5. Establish operational priorities.
6. Provide a point of contact, situation briefings, and assignments for all incoming state or federally sponsored SAR resources.
7. Ensure adequate communications between SAR assets and the local Incident Command Post.

County disaster services office contacts the IDEOC to request assistance.

The Idaho BHS will coordinate with the requesting agency in preparation for the arrival of SAR resources.

Idaho Collapse Search and Rescue Teams (ICSAR): Idaho has developed Idaho Collapse Search and Rescue Teams (ICSAR). The ICSARs are technical rescue teams that can respond to locate, rescue, and recover individuals trapped in a structure or buried in structural collapse. The North Idaho ICSAR Team is in Coeur d'Alene.

When necessary, local hospitals or care facilities are advised of potential and/or incoming victims.

## **Organizational Roles and Responsibilities**

### **Primary Agency**

#### **Nez Perce County Sheriff's Office**

- Initiate IC.
- Manage and coordinate SAR efforts.

### **Support Agencies**

#### **Nez Perce County Dispatch**

- Provide initial notifications and dispatches.
- Provide additional support as needed.

#### **Fire Protection Districts**

- Assist with communications and logistics support as requested.
- Assist with search and technical rescue requirements if qualified.

#### **Disaster Services Office**

- If tactical operations support is requested, activate EOC to an appropriate level.
- Provide emergency communications as requested.
- Provide additional volunteers as requested.
- Coordinate resources and agencies as required.
- Coordinate with IC and assist SAR efforts as needed.

#### **Municipal Police Department of Jurisdiction**

- Assist with traffic control around staging area.

#### **Search and Rescue Volunteers**

- Report to staging area upon call-out.
- Supply trained volunteers for SAR efforts.
- Mobilize SAR resources as appropriate at staging site.

### **SAR Teams from other Jurisdictions**

- As per agreed upon MAAs/MOUs with LCSO, report to staging area to receive SAR instructions, and coordinate with IC.
- Provide trained volunteers for SAR efforts.
- Mobilize SAR resources as appropriate at staging site.

### **Idaho Bureau of Homeland Security**

- Monitor emergency incident.
- Consult, coordinate, and act as State liaison for IC and the DSO/EOC.
- Activate State EOC to support the County as needed.
- Assist with the coordination of state and federal agencies to provide support for USAR efforts.
- Assist with training programs and exercises as needed.

**LEWIS-CLARK STATE COLLEGE - EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION-10**

**OIL AND HAZARDOUS MATERIALS RESPONSE**

**PRIMARY AGENCIES**

LCSC Campus Security  
Physical Plant  
College EOC  
*or College employees performing similar functions*

**SUPPORT AGENCIES:**

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**County**

Fire districts  
Nez Perce Sheriff's Office  
Nez Perce or applicable County Dispatch  
Independent Highway Districts  
Local Emergency Planning Committee (LEPC)

**Municipalities**

Lewiston Fire Department  
Lewiston Police Department  
Lewiston Street Department

**State**

StateComm  
Region2 or appropriate Hazardous Materials Team  
Idaho Bureau of Hazardous Materials  
Idaho Transportation Department  
Idaho State Police  
Idaho Department of Fish and Game  
Department of Environmental Quality  
Idaho Civil Support Team  
Idaho Bureau of Homeland Security  
Public Health

**Federal**

Environmental Protection Agency  
U.S. Coast Guard  
U.S. Department of Energy  
U.S. Department of Transportation  
Federal Emergency Management Agency

**Volunteers**

Amateur Radio

## REFERENCE

*Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.*

## PURPOSE

ESF-10 will provide coordinated disaster emergency response and recovery support when there is a major actual or potential discharge and/or release of hazardous materials. It attempts to provide the appropriate response actions to prevent, minimize, or mitigate a threat to public health, welfare, or the environment. This ESF includes both incidents that originate from actions of the College and incidents that originate from actions of other entities. ESF-10 also coordinates response and recovery support in case of the use or potential use of a weapon of mass destruction (WMD).

LCSC Campus Security is the College's primary department for HAZMAT response. Coordination of response and support will be provided by the College's Emergency Operations Center (EOC).

The local fire department should be contacted immediately and the Fire Chief will likely assume primary operational control of all hazardous materials incidents.

Other departments at the College may provide support to the fire department, depending on their capabilities.

## SCOPE

Level I Incidents will be controlled and managed through normal department operating procedures. After College employees engage in normal containment procedures, larger or escalating incidents are normally handled by the local fire department.

Level II and Level III Incidents require a coordinated effort and frequently require activation of the EOC. Other state agencies may be called upon depending on the nature of the incident.

For the purposes of this ESF, the level classifications are:

### LEVEL I

1. Spills that can be contained and absorbed by equipment and supplies immediately available to College staff, faculty, and students.
2. Fires that can be extinguished with the resources immediately available to the first response agency.
3. Leaks that can be controlled using equipment and supplies immediately available to the College.
4. Incidents that do not require evacuation.

## LEVEL II

1. An incident involving an area or hazard greater than Level I that poses a potential threat to life, property and/or the environment.
2. An incident involving a toxic substance that may require evacuation of citizens.
3. A HAZMAT incident which requires assistance from outside agencies to work with evacuees, coordinate with medical facilities, treat casualties and coordinate with agencies concerned with environmental impact.

## LEVEL III

1. A major HAZMAT incident requiring resources beyond those of local departments and requiring expertise or resources of state, federal, or private agencies and/or organizations in the first response community.
2. Any HAZMAT incident involving evacuation.

## **POLICIES**

Any HAZMAT incident must be reported to LCSC Campus Security.

Depending on the nature of the incident, Campus Security, working with the College EOC, will alert the appropriate county emergency/disaster services office (DSO). The county will alert appropriate state agencies, such as Idaho Bureau of Homeland Security (BHS), Idaho State Communications, Idaho Department of Environmental Quality (DEQ), and the Local Emergency Response Authority (LERA).

The College's EOC, upon advice from Campus Security, is asked to:

- Notify the campus community of the need to evacuate or shelter in place.
- Implement mutual aid agreements.
- Establish communications with ESF- 5 and ESF-15.

The Idaho Hazardous Materials/WMD Incident Command Response and Support Plan provides detailed guidance during the disaster emergency phase of the incident. In the event of a hazardous materials/WMD incident, incident commanders shall use the Idaho Hazardous Materials/WMD Incident Command Response and Support Plan as the primary guidance for response and recovery.

## **ADMINISTRATION AND FINANCE**

See the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.

## **ANNEX MAINTENANCE**

The Director of Campus Security will annually review this annex and appendices and update and modify, if necessary. Modifications will be reviewed by emergency management Executive Group and Response Group (Command and Group Leaders).

## **PLANNING ASSUMPTIONS**

1. A natural or technological mistake or accident could result in single or multiple situations in which hazardous materials are released into the environment.
2. Transported hazardous materials may be involved in rail accident, roadway collisions, waterway, or aircraft mishaps.
3. Terrorists may intentionally release biological and/or chemical agents into the environment targeting water and/or air quality. If nuclear in nature, the effects would likely extend beyond the region.
4. Hazardous materials, including agricultural and laboratory chemicals, are commonly produced, stored and used at College locations. Hazardous chemicals are regularly transported over roadways. Railroads, airlines, and pipelines, also carry these materials through our region. HAZMAT incidents occur frequently, although most are minor.
5. A natural, technological, or terrorist caused disaster could result in single or multiple incidents in which hazardous materials are released into the environment.
6. An accidental or intentional release of bio-hazardous material or certain other hazardous materials may not be immediately known or apparent.
7. First responders could be targets of anti-government terrorist to hinder them from responding to other terrorist incidents.
8. Local targets of terrorists might include transportation companies or facilities that store, generate, utilize, or manufacture hazardous materials.
9. Nitrate fertilizers are used extensively throughout the farming communities of Idaho. Because nitrate fertilizer represents a powerful explosive component and may attract criminal notice, there is risk to individuals and companies who transport or store this agent.
10. Damaged or ruptured pipelines transporting hazardous materials are a potential crisis and must be properly engineered and routinely tested to help protect the population from an emergency incident.
11. Fixed facilities (e.g., chemical plants, tank farms, re-fueling depots, laboratories, and industries operating hazardous waste sites which produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.

12. Emergency exemptions may be needed for transportation, storage, and disposal of contaminated material during and after a hazardous material emergency.
13. Laboratories responsible for analyzing HAZMAT samples may be damaged or destroyed in a disaster.
14. First responders (fire, EMS, police) will first seek to contain the incident and keep it from spreading to other potential areas and victims. This may delay treatment for any victims of the incident.
15. Local hospitals may have limited hazardous material treatment capability. Specialized treatment will require transport to larger regional medical centers in Boise, Spokane, Portland, or Seattle.
16. Both first responders (police, EMS, fire) and hospitals may require certain decontamination procedures before removing any victims from the scene, which may delay medical treatment.
17. Treatment may also be delayed while information is sought regarding the substances involved in any HAZMAT incident.
18. Idaho State Police will respond to all hazardous materials transportation incidents on state and federal highways. If requested by the county, they will respond to incidents on county roads to offer technical and/or enforcement assistance.
19. In larger incidents, all responders will be overwhelmed by the complexity and resource demands of the response effort to assess, mitigate, monitor, clean up, and dispose of hazardous materials/WMD released into the environment.
20. There may be numerous incidents occurring in separate locations.
21. Standard communications (phone lines, radios, etc.) may be compromised.
22. The area of the incident may be difficult for response personnel and equipment to reach.
23. Additional response personnel and equipment may be needed to relieve those on duty.
24. A major natural disaster such as an earthquake or flood could cause an uncontrolled release of toxic materials.
25. In the event of a serious hazardous materials incident, residents in the risk area may choose to evacuate spontaneously without official order or recommendation.
26. There may be various quantities of dangerous materials, such as those used in agricultural activities, not covered by regulations or not placarded.
27. A hazardous materials incident may require the evacuation of residents.
28. Hazardous materials entering the sewage system may necessitate the shutdown of sewage plants. This may result in the release of untreated sewage.

29. The amount of time available to determine the scope and magnitude of the incident will impact recommendations regarding protective actions.
30. Facilities identified under the Emergency Planning and Community Right-To-Know Act of 1986 will provide Material Safety Data Sheets and inventory forms to the appropriate fire departments.
31. Private agencies involved in the manufacture, use, storage and transport of hazardous materials will cooperate with local governments in preparing for and responding to hazardous materials incidents.
32. Weather may impact response time.

## CONCEPT OF OPERATIONS

- A. Once a potential or actual hazardous materials incident is suspected or identified, the Incident Commander will call Idaho State Communications at 1-800-632-8000.
- B. All follow-on actions will be in accordance with the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.

The Incident Commander (IC) or Unified Commander will be implemented to coordinate responses to a major HAZMAT emergency.

The Emergency Operations Center (EOC) may be activated to assist with coordination of responding agencies and communications.

Local emergency responders will provide services as allowed by their level of training such as, but not limited to:

- Identification of hazardous materials
- Rescue
- Emergency medical treatment of victims
- Initial isolation of affected areas or zones
- Transporting the injured to emergency care centers
- Evacuation of persons at risk
- Field decontamination of individuals
- Fire suppression
- Spill or leak containment

The IC will ensure that all applicable notifications to local, state, and federal agencies are made as required by law, regulation, and plan.

The IC shall ensure that an Incident Action Plan (IAP) is developed as presented in local, state, and federal law, regulation and plan.

The IC will be responsible for the coordination and management of the on-scene resources.

The IC will be the designated as the in-charge official from the first response agency or the designated in-charge official from the agency with jurisdictional authority for the area of the incident.

Initial actions will be coordinated with other first responders.

Federal or state agencies and resources will be requested and utilized if local capabilities have been exceeded and/or if federal response is required under federal law, regulation, or plan.

## **General**

### **Organization:**

The local Fire Chief or designee will assume primary operational control of all hazardous materials incidents.

Mutual aid agreements between the institution and the local government, if applicable, will be implemented.

The Fire Chief will determine the need to evacuate or shelter in place.

Campus security may coordinate the evacuation of the area. The institution's ESF-2 and ESF-15 will coordinate the dissemination of public information.

### **Actions/Responsibilities:**

- Review procedures for hazard material incident.
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property;
- Conduct training for personnel in hazardous materials response and mitigation;
- Follow established procedures in responding to hazardous materials incidents;
- Record expenses.

## **PREVENT**

All College students, staff and faculty should be aware of the potential dangers of substances with which they work or come into contact.

All units are required to implement safety programs (including job hazard analysis and appropriate training) to prevent or mitigate the impact of a HAZMAT incident. Units should work with Campus Security to develop robust safety programs.

All applicable units should include HAZMAT response in their Site-Specific Annexes to the College Emergency Management Plan. Include contact numbers for individuals knowledgeable about unit use of hazardous materials.

All applicable units are required to have quick and easy access to Material Data Sheets (MDS) regarding substances with which they work, so that the MDS may be shared with first responders.

Establish a system and decision making criteria for determining when an indoor protection strategy should be used rather than evacuation.

Preparedness actions by LCSC departments include:

- Maintain an inventory by type and storage location for reportable hazardous materials.
- Encourage operational readiness through emergency response planning, development, and updating.
- Coordinate with local government and private entities (bulk chemical users, chemical transporters, etc.) to develop appropriate emergency response plans and capabilities.
- Coordinate and participates in emergency response exercises, drills, and training.
- Coordinate with the city emergency services office regarding all matters that would contribute to preparedness, response, and mitigation efforts of a hazardous materials incident.

## **RESPOND**

Notify the City of Lewiston emergency services office of the incident.

Conduct damage assessment to determine any physical damage to property and the extent of the threatened area.

Coordinate with ESF-7 *Resource Support* to identify equipment and materials necessary to respond to a hazardous materials incident.

Coordinate with ESF-1 *Transportation* and ESF-13 *Public Safety and Security* on designating specific evacuation routes.

Coordinate with the ESF-2 *Communications* to warn and advise the students, staff and faculty.

Determine criteria in coordination with the College ESSO for reentry after an evacuation.

Coordinate with ESF-13 *College Safety and Security* to arrange for orderly reentry.

Coordinate with the ESF-2 *Communications* to develop an adequate and effective communication system for all potential first response organizations.

Coordinate with the ESF-2 *Communications* in conducting public awareness and education programs to make the public aware of appropriate precautions and actions in the prevention and/or event of a hazardous material incident.

Coordinate with the ESF-2 *Communications* to develop prepared messages designed for release over EAS at the time of a hazardous materials incident.

Coordinate with the ESF-3 *Public Works and Engineering* to provide protection to the water supply and sewage treatment systems.

Coordinate any medical operation with ESF-8 *Public Health and Medical Services*.

Contact the ESF-8 *Public Health and Medical Services* Coordinator to assist in the assessment of environmental and health effects of hazardous materials and to provide for the testing of water, air, soil, or food.

Be aware that at the city and state level, the following actions will take place:

- Once verified, all reports of Level I, II, or III HAZMAT releases are reported to the Emergency Medical Services (EMS) Communications Center at StateComm. The Communications Specialists notify the appropriate agencies when requested, coordinate the response of emergency teams, and facilitate conference calls involving multiple agencies. Each HAZMAT report results in an initial conference call with the IC, Department of Environmental Quality and an appropriate Regional Response Team (RRT) member, and if radiological, the Idaho National Laboratory (INL) Oversight Program.
- IC is implemented by the first emergency services responder on site.
- Emergency services will focus on the protection of lives, property, and the environment in that order.
- Law enforcement may be utilized as part of a Unified Command System if the emergency is criminal in nature.
- Area hospitals will be notified of casualties, type and degree of contamination, any field decontamination performed, and the possible impact to their facilities.

#### **Regional Response Team (RRT) for HAZMAT incidents**

The Local Emergency Response Authority (LERA) will be provided with notification of an emergency response to a HAZMAT release. If the capabilities of the jurisdictional responding agency are overwhelmed by the incident, the following entities may request deployment of the Regional Response Team (RRT):

- Idaho BHS
- LERA
- On-Scene IC
- Private industry having pre-arranged agreements

If capabilities of the RRT are overwhelmed, additional Regional Response Teams, the Idaho Civil Support Team (if chemical, biological, radiological, nuclear or explosive (CBRNE) incident) or the Idaho State Police HAZMAT Team may be requested.

If additional assistance is still required a second call will be coordinated by the EMS Communication Center at StateComm. Idaho BHS will make the decision regarding a call for federal HAZMAT teams.

RRTs for HAZMAT may provide technical expertise that includes specialists, chemists, and resource personnel to assist in on-scene operation set-up for local emergency service agencies.

Each Hazardous Materials RRT consists of three 5- person response team units who provide 24-hr coverage seven days a week.

Each unit consists of a team leader, assistant leader, intensive care paramedic, and two firefighters. Three alternates are on stand-by.

**The teams can provide the following services:**

- Emergency response anywhere in the State of Idaho or upon special request to adjoining states; capable of both ground response and fly-in response to almost any part of Idaho within a few hours.
- Two to five specialized technical support personnel; up to ten on special request for serious releases.
- Specialized equipment, resource information and instrumentation to assist local responders.
- Remote sampling of unknown chemicals and field-testing for immediate identification.
- Containment, neutralization, over-pack, and preparation for disposal of many isolated spilled chemicals.
- Load transfers up to 100 gallons per minute, and or assistance to transfer teams on larger operations transferring loads from unsafe storage containers.
- Advanced life support to victims of releases, including rescuers; on scene and in preparing them for transport without contaminating ambulances or medical facilities.
- Expertise on the latest wet or dry decontamination techniques for personnel and equipment at incidents.
- Provide and set up booms to contain spills in waterways.
- Assistance with training, emergency planning, and disaster drills for industry and communities.
- Assistance during the cleanup of spills requiring the highest levels of protection; assist with obtaining contractors for clean up.
- Technical expertise that includes specialists, chemists, and resource people to assist with on-scene operational set-up for local responders.
- The RRT will assist the on-scene IC and provide advice on evacuation or quarantine.

## **RECOVER**

Continue Response Phase and monitoring activities as required.

Prepare a final report for the Emergency Management Coordinator which includes the log of activities. Include comments and recommendations for future operations. The log will summarize the entire incident including the cause of the incident, damage assessment and all expenditures.

Participate in a critique of emergency operations.

The state will pay for the activation and cost of the State HAZMAT Team when properly set in motion. Response costs incurred by RRTs answering a hazardous substance incident, as defined in Chapter 71, Title 39, Idaho Code, are reimbursed by the state. The state, in coordination with the Idaho BHS, will pursue recovery of those costs from the spiller.

The liability for costs associated with a hazardous substance emergency is the responsibility of the spiller. The Idaho BHS is responsible for recovering costs from the spiller and, if the spiller is unknown, petitioning the State Board of Examiners for issuance of deficiency warrants reimbursing the responding entities for reasonable and properly documented costs.

Local counties may submit claims to Idaho BHS for recovery of certain documented costs incurred as a direct result of responding to and/or containment of a hazardous substance incident.

**LEWIS-CLARK STATE COLLEGE - EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION-11**

**AGRICULTURE AND NATURAL RESOURCES**

**PRIMARY AGENCIES**

LCSC ESSO  
Office of Research and Economic Development  
Food services  
*or College employees performing similar functions*

**SUPPORT AGENCIES:**

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**County**

Nez Perce or applicable County Disaster Services Office  
Noxious Weeds Department  
Nez Perce County School Districts  
Nez Perce County Fairgrounds

**Municipalities**

Municipal Police Departments  
Municipal Fire Departments

**State**

Idaho Transportation Department  
Idaho Department of Health and Welfare  
Idaho Bureau of Homeland Security  
Public Health Idaho North Central District

**Federal**

National Weather Service

**Business**

Local groceries and restaurants  
Local medical centers

**Volunteers**

American Red Cross  
Salvation Army  
Local Food Banks

## **PURPOSE**

This Agriculture and Natural Resources annex addresses emergency issues associated with sources of food and water, plant and animal disease and/or protection, and protection of cultural resources and historic property resources during an incident.

## **ADMINISTRATION AND FINANCE**

See LC-SA -1 *Financial Management*

## **ANNEX MAINTENANCE**

The Emergency Security & Support Officer (ESSO) will annually review this annex and appendices and update and modify, if necessary. Modifications will be reviewed by emergency management Executive Group and Response Group (Command and Group Leaders).

## **SCOPE**

Subject to the College's capabilities, the College will provide various types of assistance in the following areas:

### **Emergency food and water supplies**

- Obtain appropriate food supplies for residential students
- Assist affected communities with distribution of food assistance needs (i.e., volunteers, transportation, sites)
- Ensure safe food handling and water supplies for residential students and emergency workers

### **Animal and plant disease outbreaks**

- Assist with identification of outbreak of a highly contagious or economically devastating animal/zoonotic (i.e. transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease
- Assist with an integrated response to animal/plant disease outbreaks
- Coordinate with Public Health and Medical Services to ensure that animal/veterinary/and wildlife issues are supported

### **Assist with preservation of cultural resources**

- Participate in appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

## **POLICIES**

Each supporting agency is responsible for managing its assets and resources after receiving direction from the local county Emergency Operations Center (EOC).

### **Providing food and water:**

ESF-11 coordinates with and supports agencies responsible for ESF-6 – *Mass Care, Emergency Assistance, Housing, and Human Services* in order to provide mass feeding.

ESF-11 officials coordinate with the College and local EOCs to arrange for the transportation and distribution of food supplies.

This ESF encourages the use of mass feeding as the primary outlet for disaster food supplies. Food supplies secured and delivered are for household distribution or congregate meal service.

Transportation and distribution may be arranged by volunteer organizations.

Priority is given to moving supplies into areas of critical need and then to areas of moderate need.

### **Responding to animal and plant diseases and pests:**

ESF-11 coordinates with the Idaho Bureau of Homeland Security and the Idaho State Department of Agriculture (ISDA) for response actions in an animal or plant health emergency.

Animal depopulation activities and disposal will be conducted as humanely as possible; and ensure food safety.

ESF-11 coordinates with the Idaho Department of Health and Welfare and the North Central District Health Department concerning food safety and inspection.

ESF-11 coordinates with and supports agencies responsible for ESF-6 – *Mass Care, Emergency Assistance, Housing, and Human Services*, in providing for the safety of household pets.

## **PLANNING ASSUMPTIONS**

An emergency incident can occur that would cause evacuation, creating a need for shelter and congregate feeding. Food and water provisions for victims and emergency responders must be made available. Agencies that provide food should be prepared to respond when needed. There may be a need for ice or refrigerated trucks to store food provisions in the case of a power outage.

When necessary the Nez Perce County EOC will be activated at an appropriate level.

The American Red Cross (ARC) will make available provisions of food and water for victims and responders when necessary. Generally, support agencies will be able to procure a sufficient supply of food and water to meet the needs of emergency responders and victims during an emergency.

Providing safe food and water during an emergency incident may overwhelm the social service agencies in the counties.

Staging areas may be necessary for congregate feeding of victims and emergency workers.

Food and water may need to be delivered within quarantined or otherwise restricted areas.

## CONCEPT OF OPERATIONS

To the extent possible, the College will provide safe food and water for College victims of emergencies. The College will coordinate with local disaster services office for assistance with emergencies that deplete its capacity to feed residential students and emergency workers.

Local disaster services offices will coordinate with other local agencies, churches, institutions, commercial facilities, volunteer organizations, or other necessary suppliers for the preparation, distribution, and management of food and water.

To the extent possible, the College will provide for response to plant and animal disease for the lands and animals in their care, custody and control. The College will cooperate with appropriate authorities in the identification and response to plant and animal disease.

To the extent possible, the College will assist local emergency operations centers with the identification and response to plant and animal disease.

## PREPARE

Local disaster services offices promote public education on emergency preparedness methods and encourage the maintenance of a 96-hour disaster kit.

Local emergency services encourage residents to provide for their own needs for the first 72 hours of a disaster by providing informational pamphlets, utilizing print media, radio, or other methods to educate the public.

Assess sensitive areas on campus, such as plant and animal laboratories, to ensure protection from a threat of disease.

Implement protective measures as appropriate.

## RESPOND

### Providing food and water:

- Assess damage to College facilities and infrastructure
- Assist in determining the critical needs of the affected population
- Catalog available resources and locate these resources
- Ensure food is fit for consumption
- Assist and coordinate shipment of food to staging areas
- Work to obtain critical food supplies that are unavailable from existing inventories
- Coordinate and monitor the flow of food, water and ice supplies into the impact area.
- Consider special food concerns of impacted residential students, i.e. students with diabetes or other illnesses that require special diets, or those with food allergies.

**Responding to animal and plant diseases and pests:**

- Identify animal and plant disease outbreaks;
- Assist in providing inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected;
- Provide proper containment and disposal of contaminated food, animals, and/or plants.
- Assist with guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health;
- Assist handling and packing of any samples and shipments to the appropriate research laboratory;
- Provide information and recommendations to the Health Department for outbreak incidents;
- Participate in subsequent investigations jointly with other agencies;

**Coordination with other ESFs:**

The College EOC will coordinate and utilize agencies of other ESFs of this Emergency Operations Plan that may include but not be limited to the following:

- ESF-1 *Transportation* and ESF-7 *Logistics Management and Resource Management* for transportation resources or refrigerated trailers for food, water, and ice supplies.
- ESF-6 *Emergency Assistance, Housing, and Human Services* to identify the number of people in shelters or displaced in other ways in need of food and water.
- ESF-6 to identify the locations of all mass feeding and distribution sites.
- ESF-3 *Public Works and Engineering* and ESF-8 *Public Health and Medical Services* to monitor water contamination in the disaster area and estimate water needs and quantities needed for the short and long term.
- ESF-12 *Energy* to monitor power outages for estimated ice needs for food storage if no refrigerated trailers are available.

**RECOVER**

The College will continue to monitor and respond to food, water, and ice needs until the incident has passed.

The College will continue to monitor animal and plant health until notified by appropriate authorities.

## **Organizational Roles and Responsibilities**

### **Primary Agency**

#### **Disaster Services Office**

- In coordination with IC and Nez Perce County BOCC activate the EOC to appropriate level.
- Coordinate support agencies to ensure an ample supply and timely delivery of food and water resources for the EOC and congregate feeding areas.
- Coordinate with IC and support agencies for release of information regarding locations of food, water and shelter resources.
- Designate safe feeding areas away from possible hazards created by the emergency/disaster.

### **Support Agencies**

#### **Public Health Idaho North Central District**

- May inspect emergency food preparation facilities.
- May perform monitoring and inspections of food and water supplies.
- Provide public health education and related dietary information using agency outreach (informational pamphlets, etc.) and the public news media.

#### **Nez Perce County School Districts**

- Coordinate with the EOC and utilize personnel and facilities to prepare meals for emergency workers.

#### **American Red Cross (ARC)**

- Provide emergency food and water provisions for the first 72 hours of an emergency.
- Coordinate activities that will procure food and water.
- Coordinate with DSO/EOC to identify locations for congregate feeding and shelter.

#### **Salvation Army**

- Provide mobile cantina to be used in field operations for food preparation to feed emergency responders.
- Coordinate care issues with ARC.

#### **Local Food Banks**

- Gather and assemble donated food products to assist the ARC with food provisions.

#### **Local Groceries/Restaurants**

- Assist the ARC by collecting donated food resources for victims of the emergency.

#### **St. Joseph Regional Medical Center (SJRMC)**

- When possible, coordinate with the DSO/EOC and utilize personnel and facilities to prepare meals for emergency workers.

#### **Idaho Transportation Department**

- In coordination with the State EOC and the Idaho BHS assess the transportation routes needed for the delivery of food, equipment, and personnel.

**Idaho Department of Health and Welfare**

- Once declaration of a disaster has been made, provide food stamps per agency guidelines to victims of the disaster.
- Provide names of homebound patients who are affected by the disaster to the DSO/EOC.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.
- Consult, coordinate, and act as State liaison for IC and the DSO/EOC.
- Activate State EOC to support the County as needed.
- Assist with coordination of state and federal agencies to provide support to the County.
- Assist with training programs and exercises as needed.

**LEWIS-CLARK STATE COLLEGE - EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION-12**

**ENERGY**

**PRIMARY AGENCIES**

Physical Plant  
*or College employees performing similar functions*

**SUPPORT AGENCIES**

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**Independent Highway Districts**

Highway district having jurisdiction

[http://itd.idaho.gov/planning/GIS/MapBook/2008MapBook/Section3Maps/ITD\\_LocalHighwayDist.pdf](http://itd.idaho.gov/planning/GIS/MapBook/2008MapBook/Section3Maps/ITD_LocalHighwayDist.pdf)

**County**

Nez Perce or appropriate County Disaster Services  
Nez Perce or appropriate County Dispatch  
Fire districts  
Sheriff's offices

**Municipalities**

Municipal police departments  
Municipal fire services  
Other appropriate municipal services

**State**

Idaho Bureau of Homeland Security  
Idaho Department of Lands  
Idaho Transportation Department  
Idaho Department of Health and Welfare  
Idaho Bureau of Homeland Security  
Public Health Idaho North Central District

**Federal**

U.S. Department of Energy

**Business**

Avista Utilities – Gas, Electric

## **PURPOSE**

Emergency Support Function (ESF)-12 provides for coordination of emergency power generation and restoration of electric power, natural gas service, and petroleum products necessary to meet critical needs

## **ADMINISTRATION AND FINANCE**

See LC-SA-1 *Financial Management*

## **ANNEX MAINTENANCE**

The Director of Physical Plant will annually review this annex and appendices and update and modify, if necessary. Modifications will be reviewed by emergency management Executive Group and Response Group (Command and Group Leaders).

## **SCOPE**

This ESF outlines the procedures the College will take to assist energy and utility providers in providing essential services to the College during and recovering from emergencies and disasters.

Emergencies included under this ESF include both:

- Power outages
- Damage to utilities as a result of an emergency

ESF-12 will collect, evaluate, and share information on energy system damage.

Estimate the impact of energy system outages on the campus.

Provide information concerning the energy restoration process such as:

- Projected schedules,
- Percent completion of restoration,
- Determine schedule for reopening facilities

The incident may impact the institution only or it may be part of a larger incident that impacts the locality or the region. In the latter case, the institution will follow its plans, policies, and procedures, but ensure that they are also following local and regional plans.

## **POLICIES**

It is the policy of the College to

- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities
- Manage utility failures independently, until it needs additional resources
- Estimate the impact of utility outages/damages to the College and report findings to the Incident Commander

- Coordinate with utility companies regarding the methods to restore utilities to the College and return any damaged utility infrastructure to pre-emergency condition.
- Work with utility providers to set priorities for allocating commodities
- Provide for the effective use of available utilities to meet essential needs, and to
- Facilitate restoration of energy and utility systems affected by an emergency.
- Ensure that the institution has adequate fuel and equipment to sustain itself through an emergency.
  
- Make decisions about closings based on information about utility outage / damage, including but not limited to:
  - Duration of the outage
  - If portions or all of the institution are affected
  - Ability to be operational
  - Current weather conditions
  
- Coordinate utility outage / damage with other applicable ESFs

## **PLANNING ASSUMPTIONS**

It is expected that public and private utility providers, such as those that provide electrical power, natural gas, or petroleum fuels, have developed internal organizational procedures that will guide operations after a major incident. These procedures should outline protocol for situation assessment, damage assessment, response plan, and resource requirements. Damage assessment information should be provided to the IC, DSO, and EOC if activated.

Widespread and possibly prolonged electric power failures will likely occur within a major disasters impacted area.

Severe natural disasters or other significant events can sever energy and utility links hindering supply lines to impacted areas. This would likely affect other emergency response efforts such as; firefighting, transportation, communication and other essential support needed for public health and safety.

Delays in the production, refinement and delivery of petroleum-based products could occur as a result of transportation infrastructure problems and loss of commercial electric power.

Communications are frequently disrupted by power outages. Most business phone systems require electricity.

Emergencies and disasters (including a power outage) could damage the facilities and infrastructure, and disrupt the ability to distribute essential energy and utility supplies and services. These include electric power, natural gas, and petroleum products. Impacts from local as well as regional and out of area incidents may have adverse effects on the local capabilities.

Occurrences and activities out of the local area may have an adverse effect on local operations, capabilities and activities.

Priorities will need to be established and coordinated between the energy providers, College EOC, local governments and other appropriate authorities outside the local area to provide the most efficient utilization of available services and supplies.

There may be widespread and/or prolonged electric/natural gas power failure. In a major power failure communications, transportation, health care, business, law and order, and education may be greatly impeded.

Downed electrical lines will pose a life threatening hazard to those nearby and will hamper repair crews efforts.

Natural gas lines may break and erupt in an explosion, putting rescue workers in harm's way.

A gas pipeline could have an extensive structural failure due to a number of causes, either manmade or technological in nature. A major fracture in the gas line from Canada would likely cause a shortage of gas and electric power to the region. It could take an extended period of time to repair.

Within municipalities water pressure may be low or non-existent, hampering fire suppression efforts and impairing sewer system function.

The electric power industry within Idaho is organized into a network of public and private generation and distribution facilities. Through such networks, the electric power industry has developed a capability to provide power under even the most extreme circumstances.

Natural gas within Idaho is distributed by major natural gas companies through common pipelines originating in other states.

Each local energy and utility provider maintains and operates their respective systems.

Each energy, utility, and petroleum provider will provide services through their normal means based on established procedures to the maximum extent possible.

## **CONCEPT OF OPERATIONS**

Upon activation of the EOC, contact with utility providers may be established by the EOC to coordinate resources, assist with establishing priorities, assess and document damages and provide information to the public.

The EOC may initiate information programs to keep the public informed of utility status and any restrictions.

It is expected that public and private utility providers will perform the following tasks:

- Assess fuel and electric power distribution systems damage.
- Assess anticipated energy supply and needs for the public.
- Determine the requirements for service restoration.
- Report damage assessment information to IC/EOC.
- Coordinate closely with Environmental Health and Safety (EHS) regarding safety concerns

- Verify established energy restoration priorities for essential public services.
- Begin restoration process.
- Communicate with the EOC and appropriate support agencies for the coordination and deployment of temporary, alternative, or interim sources of emergency fuel and power.

Utility providers may send a liaison to the county EOC in support of IC and to provide coordination with other responding agencies and county essential services.

Generally utility providers' requests for assistance from other providers are made by utilizing existing mutual aid agreements/memorandum of understanding (MAA/MOU). The county EOC may assist with coordinating outside resources, upon request. Any requests for local, county, state, or federal resources must be made through the College EOC.

## **PREPARE**

Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of College critical facilities

Monitor the status of all essential resources to anticipate shortages

Maintain liaison with fuel distributors and local utility representatives

Implement local conservation measures

The College should work with its energy and utility providers to encourage them to design, locate, and install systems and facilities so that they are less vulnerable to known hazards. Typical components of utilities' mitigation activities include establishing redundancies, backup systems, and emergency interconnects. When repairing damage, every attempt should be made to reduce the likelihood and severity of future damage. Providers are encouraged to take preventive actions to reduce or eliminate the effects of natural hazards.

ESF-12 will work cooperatively with other ESFs to mitigate the effects of any emergency. This will include support agencies making known the availability of spare electrical generators that may be used for temporary power.

Coordinate College emergency plans with utility providers' emergency plans.

Ensure personnel are aware of emergency responsibilities and trained in emergency operations.

## **RESPOND**

Primary and support agencies will work around the clock if feasible to ensure a prompt return to pre-emergency conditions.

Compile damage assessment and situation reports and transmit them to College EOC.

Determine the status of energy sources available to the College.

Assess energy and utility service system capabilities.

Report collected information and recommendations to College EOC.

Coordinate emergency activities.

Coordinate with Campus Security concerning buildings that have life safety issues as a result of power loss.

Coordinate with ESF-2 - *Communications* regarding situation, expected duration of outage, remaining energy capacity and usage, and instructions regarding building evacuation and re-entry.

Work with the Public Information Officer (PIO) to prepare media releases and participate in media interviews.

The College EOC will coordinate with Executive Group on recommendations to partially or completely close the College.

Coordinate, as appropriate, with utilities to identify and establish priorities to repair and restore damaged systems.

Coordinate, as appropriate, with College EOC to request local, county, state, and federal assistance for situations beyond the resources of the College.

Coordinate sources of emergency fuel supplies for essential operations.

Assist with determination of the requirements for restoration. These assessments will be relayed to the College EOC for evaluation.

Identify emergency assistance needs that could be met through local or state agencies once College resources have been exhausted.

Establish priorities to repair damaged energy systems.

Coordinate with utilities to identify requirements to repair energy systems.

Establish procedures to identify and prioritize essential and necessary actions and operations.

Coordinate temporary, alternate or interim sources of emergency fuel and power.

## **RECOVER**

Coordinate with College EOC to determine priorities among users if adequate utility supply is not available to meet all essential needs.

If needed, request additional assistance through College EOC.

Assist in the administration of energy allocation programs.

Provide damage and operational capability reports to the College EOC.

Provide liaison between the utilities and College

Coordinate with ESF-2 *Communications*. Provide coordinated emergency public information from utility and energy providers to the College EOC's Public Information Officer.

Conclude analysis of damage assessments reported to IC during the emergency and make recommendations where appropriate.

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## **ORGANIZATION ROLES AND RESPONSIBILITIES**

### **SUPPORT AGENCIES**

#### **Disaster Services Office**

- Activate EOC to appropriate level.
- Compile damage assessment data from the energy, utilities, and petroleum providers.
- Compile damage assessment data regarding county essential services.
- Communicate assessment data requirements for public essential services to the utility providers.
- Provide liaison between energy and petroleum providers, essential public services, and local department of transportation.
- Identify emergency assistance needs that could be met through local or state agencies once available resources have been exhausted.
- In coordination with elected officials consider a declaration of a local energy supply alert or emergency.
- Maintain 24-hour emergency telephone access between energy provider and DSO/EOC.
- Coordinate information regarding assessment and restoration for public dissemination by the PIO.
- The EOC may assist with coordinating outside resources, upon request.
- Maintain the EOC until it is no longer deemed necessary.

#### **City of Lewiston Dispatch**

- Provide initial notifications.
- Provide pertinent information to the EOC.

#### **City of Lewiston Police Department**

- Assist with traffic control.
- Patrol blackout areas as appropriate to ensure public safety.
- Coordinate with the EOC to issue safety advisories and implement the EAS if deemed necessary.

**City of Lewiston Public Works**

- Assist the EOC by supplying logistical support for temporary power solutions to essential services. This may include:
  - Generators
  - Heavy equipment for removal of debris from roadways and power lines.

**Gas and Electric Utilities**

- Assess fuel and electric power distribution systems damage.
- Assess energy supply and demand.
- Determine the requirements for restoration.
- Report damage assessment information to IC or the DSO/EOC.
- Coordinate closely with local elected officials regarding the safety and to verify established energy restoration priorities for essential public services.
- Begin restoration process.
- Coordinate with the EOC and appropriate support agencies for temporary, alternative, or interim sources of emergency fuel and power.
- Monitor developing facts regarding damage to energy supply and distribution systems.
- Utility providers shall send a liaison to the EOC to facilitate coordination and shall provide communications equipment for contact with field units, when requested.
- Make requests from assistance from outside utility providers through existing mutual aid agreements.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.
- Consult, coordinate, and act as state liaison for IC and the DSO/EOC.
- Activate State EOC to support the county as needed.
- Assist with the coordination of state and federal agencies to provide support to the county.
- Assist with training programs and exercises as needed.

**LEWIS-CLARK STATE COLLEGE - EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION-13**

**PUBLIC SAFETY AND SECURITY**

**PRIMARY AGENCIES:**

LCSC Campus Security  
Emergency & Security Services Officer (ESSO)  
*or College employees performing similar functions*

**SUPPORT AGENCIES:**

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**County:** Nez Perce County Sheriff

**Municipalities:** Lewiston Police Department

**Partners:** Lewiston City Attorney  
Nez Perce County Prosecutor

**Support:** Idaho State Police  
Idaho Department of Fish and Game  
Federal Bureau of Investigation  
Transportation Security Administration

## INTRODUCTION

### PURPOSE

This Emergency Support Function provides for the continuous provision of public safety and law and order services during a disaster or emergency. It also includes provisions to supplement local capability through mutual aid.

This Emergency Support Function describes legal counsel to EOC annex coordinators.

### ANNEX MAINTENANCE

The Director of Campus Security will annually review this annex and appendices and update and modify, if necessary. Modifications will be reviewed by emergency management Executive Group and Response Group (Command and Group Leaders).

### SCOPE

This annex coordinates law enforcement activities within Nez Perce County, to include:

- Traffic control
- Search and rescue
- Security for vital facilities and supplies
- Controlling access to operating scenes and vacated areas
- Preventing and investigating crimes against people and property

Additional law enforcement functions located in other ESFs are:

- Disaster warning in ESF-2 *Communications*,
- Traffic control in ESF-1 *Transportation*

### POLICIES

- A. The Nez Perce County Sheriff and local Chiefs of Police are responsible for law enforcement within their respective jurisdictions.
- B. Law enforcement response priorities will be based on the life safety of emergency responders and the public, protection of critical infrastructure and facilities, and arrest and detainment of law breakers.
- C. Disaster response operations will utilize National Incident Management System (NIMS). Agencies responding under mutual aid remain under the command of the parent agency, but will perform and coordinate activities in compliance with the in-place incident command (IC) structure.
- D. All organizations that support this ESF are responsible for coordinating with other organizations from which they require local support and for developing and updating any needed letters of

understanding or mutual aid agreements for that support.

- E. Supporting documents such as SOPs, notification and resource lists, and other sensitive information will be maintained by appropriate departments, and not included this plan.

## **SITUATION AND ASSUMPTIONS**

### **A. Law enforcement**

1. The City of Lewiston and Nez Perce County Sheriff maintain 24-hour operational capability.
2. Law enforcement, criminal investigation, traffic control, and security activities are challenges faced daily by local law enforcement. These activities become even more intense during emergency/multi-hazard situations such as civil disturbances or evacuations, active shooter/hostage situations, widespread power outages/break-ins, etc.).
3. Such occurrences may cause need for specialized law enforcement activities.
4. Mutual aid commitments may supplement local resources. Auxiliary civilian forces (reservists, veterans, private security personnel, etc.) may be called upon. Each agency will maintain their own mutual aid agreements and SOPs for these situations.
5. Idaho State Police maintains jurisdiction for traffic enforcement and control on all state roadways within the county.
6. A rapid appearance of news media representatives, sight-seers, and the general public can be expected at a disaster scene. The need for access control is anticipated.
7. Federal law enforcement agencies may assume command if an incident is determined or suspected to be a terrorist act.
8. Legal. State laws pertinent to disasters include Idaho Code Sections 46-1001 through 1025 (The State Disaster Preparedness Act); 31-801, 31-828; 31-1608; 40-820; 67-2343 and 67-2808.

## **CONCEPT OF OPERATIONS**

- A. For disasters inside the City of Lewiston, the Lewiston Police Department Police Chief (or designate) will coordinate law enforcement activities from the Emergency Operations Center. For other areas in Nez Perce County, the Nez Perce County Sheriff (or designate) will coordinate law enforcement activities, in coordination with Nez Perce Tribal law enforcement where applicable.
- B. Search and Rescue within the City of Lewiston will be managed by Lewiston public safety agencies, and Lapwai public safety agencies, respectively, with assistance as requested, from support and partner agencies. The Nez Perce County Sheriff will conduct all other search and rescue operations, with assistance as requested, from support and partner agencies.

## ORGANIZATIONAL ROLES AND RESPONSIBILITIES

### PREPARE

#### LCSC CAMPUS SECURITY AND PARTNER LAW ENFORCEMENT AGENCIES:

Analyze hazards and determine law enforcement requirements.

Develop and maintain emergency plans, procedures, and supplies as they relate to emergencies and disasters.

Establish/review mutual aid agreements, as may be necessary, with law enforcement agencies and the private sector.

Nez Perce County Sheriff will develop a system for the emergency transporting and guarding of prisoners.

Assess traffic control needs and security requirements for critical facilities.

Periodically test communications nets.

Maintain programs to recruit, train, and assign auxiliary personnel.

Maintain contact list of law enforcement agencies.

### RESPOND

#### LCSC CAMPUS SECURITY:

Proceed to EOC when notified. Location \_\_\_\_\_

\_\_\_ Resource and contact lists

\_\_\_ Cell phone

On arrival at EOC, check in with Administrative Services

Obtain status update

\_\_\_ Review status board / event log

\_\_\_ Check with emergency management / ESF Coordinators

\_\_\_ Review Homeland Security Threat Condition guidance, if applicable

\_\_\_ Establish event log; document all EOC calls/actions

Assessment and Operations: Determine immediate requirements and response

- Assist in warning and evacuating populations in threatened areas and directing them to safer locations
- Provide security for critical infrastructure and facilities
- EOC
- Emergency Communications Centers
- Emergency shelters: Review shelter security, traffic and crowd control needs with Mass Care Coordinator (ESF-6)
- Other [as determined by the situation]

Identify additional resource needs

- Establish communications with appropriate area law enforcement agencies
- Consider placing appropriate teams on standby (deputies, HAZMAT, Search & Rescue, etc.).

Monitor emerging public safety / security needs

- Control access and ensure area security of operating scenes and evacuated/isolated areas. Limit traffic to authorized vehicles and persons.
- Provide special escort service as needed for emergency response vehicles or evacuation convoys
- Upon request by proper authorities, escort/deliver Strategic National Stockpile (SNS) medicines, and similar items
- Direct Search & Rescue operations as applicable

Traffic Control

- Determine any traffic control measures
- Coordinate with ESF-1 *Transportation* for signs and barriers
- Coordinate with PIO to announce traffic control measures which will affect local residents.
- Monitor traffic flow on evacuation routes
- Coordinate state highway traffic through ISP and ITD regional offices in Lewiston

- \_\_\_\_\_ Traffic control point coordination
- \_\_\_\_\_ Proposed changes in traffic routes
  
- \_\_\_\_\_ Continued coordination with PIO

Administrative: Maintain chronological log of your unit's activities/expenses

**PARTNER LAW ENFORCEMENT AGENCIES:**

- \_\_\_\_\_ Establish communications with appropriate area law enforcement agencies
- \_\_\_\_\_ Request or provide assistance as needed in accordance with established agreements
- \_\_\_\_\_ On-going coordination with appropriate area law enforcement agencies

**RECOVER**

**LCSC CAMPUS SECURITY:**

- A. Provide damage assessment information to emergency management.
- B. Provide financial receipts to *Logistics Management and Resource Management* (ESF-7).

**LEWIS-CLARK STATE COLLEGE – EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION #14**

**(RESERVED FOR FUTURE USE: CURRENTLY LEFT BLANK)**

**PRIMARY AGENCY**

**SUPPORT AGENCIES**

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**County**

**Municipalities**

**State**

**Federal**

**Business**

**Volunteers**

**PURPOSE**

**DIRECTION AND CONTROL**

**ADMINISTRATION AND FINANCE**

**ANNEX MAINTENANCE**

**REFERENCES**

**SCOPE**

**POLICIES**

**SITUATION**

**PLANNING ASSUMPTIONS AND CONSIDERATIONS**

**CONCEPT OF OPERATIONS**

**PREVENT**

**PREPARE**

**RESPOND**

**RECOVER**

**LEWIS-CLARK STATE COLLEGE - EMERGENCY MANAGEMENT PLAN****EMERGENCY SUPPORT FUNCTION-15****EXTERNAL AFFAIRS****[SEE ESF-2 COMMUNICATIONS]**

Most agencies in the state will use ESF-15 to describe the means, organization, and process by which county, state and federal officials will coordinate the provision of timely, accurate, and useful instructions to area residents during emergencies. ESF-15 provides for public information activities during an actual or pending emergency and actively solicits information from all ESFs and municipal liaisons to ensure current and complete information is being disseminated.

The College has consolidated the College PIO's activities under ESF-2, *Communications*

Generally, PIOs at the county level receive direction from the county commissioners and exercise direction and control over dissemination of information. The College PIO is expected to coordinate with county, state and federal PIOs and appropriate emergency officials. There will be full coordination with all other Emergency Support Functions.

If the emergency is widespread, a Joint Information Center (JIC) or Joint Information System (JIS) will be established, and all PIOs (including the College PIO) will cooperate with the JIC/JIS.

**ANNEX MAINTENANCE**

The **LCSC PIO** will annually review this annex update and modify, if necessary. Modifications will be reviewed by the Executive Group and Response Group (Command and Group Leaders).

*Typical county emergency plans include the information shown on the following pages (taken from Nez Perce County's plan). This information is provided to assist those College personnel involved in emergency management to coordinate functions with local, state, and government PIOs and emergency officials.*

**Primary Agencies**

<b>Agency</b>	<b>Responsibility</b>
Disaster Services Office	Establishes an information center to provide instructions and information to the public about emergencies or disasters and designates a PIO for the incident. Coordinates public information response through all phases of an incident. Develops messages in conjunction with other primary agencies to be distributed through the Emergency Alert System (EAS)
Designated Public Information Officer (PIO)	Prepares messages at the Emergency Operations Center for public distribution. The PIO must get approval on all messages prior to their delivery from the Board of County Commissioners (BOCC) and/or Prosecuting Attorney's Office
Elected Officials	Review and approve emergency public information messages and press releases prior to public delivery through broadcast media.

**Support Agencies**

<b>Agency</b>	<b>Responsibility</b>
All Pertinent Agencies	The following local support agencies are likely to provide general PIO support as requested to Emergency Management, EOC, JIC, or the lead state agency during response and recovery activities, should an emergency, disaster, or hazard specific incident occur:  Board of County Commissioners Nez Perce County Assessor's Office Nez Perce County Treasurers Office Law Enforcement Fire Departments/Districts North Central District Health Emergency Medical Services Public Works Nez Perce County Coroner
American Red Cross	Provides public information on the location of shelters and assistance centers for people affected by the emergency or disaster.
Idaho Bureau of Homeland Security (BHS)	Coordinates state-level information to the public following a natural or human-caused emergency or disaster. Coordinates with county, municipal, and other public information officers.
Federal Emergency Management Agency (FEMA)	Coordinates federal-level information to the public following a natural or human-caused emergency or disaster.
Department of Homeland Security (DHS)	Coordinates federal-level information to the public following an Incident of National Significance.

## **Policies**

- Life-safety information and instructions to the public has first priority for release.
- Mission assignments to departments or jurisdictions for public affairs should be agreed upon by those entities prior to an actual emergency or disaster.
- Emergency public information actions before, during, and following any emergency will be determined by the severity of the situation as declared by involved entities, or as perceived by the public.
- Local jurisdictions and other response organizations will be notified when an emergency or disaster has occurred that requires an emergency public information response.
- The Emergency Alert System (EAS) is activated as the principal means to disseminate emergency warnings and priority emergency instructions to the public.
- The function of the Joint Information System (JIS) is to coordinate information before its release to the public and the news media.
- External communication efforts shall be coordinated to support the dissemination of a unified message as directed by Nez Perce County Board of County Commissioners (BOCC).

## **Concept of Operations**

- Public affairs resources are coordinated by the Public Information Officer (PIO) at the Emergency Operations Center (EOC).
- The staff at the EOC coordinates messages with PIOs from all involved departments and agencies.
- The JIS also supports the third principle under the National Incident Management System (NIMS) public information system. Organizations participating in incident management retain their autonomy. The departments, local governments, organizations, or jurisdictions that contribute to the JIS do not lose their identities or responsibility for their own programs or policies.
- A rumor control section is established by the PIO to:
  - Answer inquiries from the public.
  - Act as a media monitoring group to monitor media broadcasts to ensure accuracy of released information.

## **Organization**

### **Emergency Management**

The Incident Commander (IC) or designee has the responsibility to appoint a staff member to the position of PIO. The IC or designee will utilize local agencies to distribute emergency information to the public and special populations.

### **Local Jurisdictions**

Local jurisdictions are responsible for providing its citizens with information on the event and what immediate protective actions they should take, such as taking shelter or evacuating. Local government is responsible for providing the public with information and intermediate protective actions designed to further save lives, protect property, economy and the environment, and long term recovery actions to restore the affected community, as nearly as possible, to its pre-incident condition.

## **Procedures**

Local jurisdictions should establish a PIO to provide public information before an emergency or disaster. Emergency Management has established a Public Information Officer position and is available to support any jurisdiction upon request. Local jurisdictions which have a designated PIO will coordinate information through the DSO. Nez Perce County assumes lead responsibility unless the event occurs in the incorporated community and the jurisdiction chooses to accept the lead role as PIO. Should the local jurisdiction choose to utilize their local PIO through a JIS a Joint Information Center is activated.

The PIO representative at the EOC, with assistance from emergency management staff, will coordinate public information actions with the state PIO. Messages will be coordinated through the establishment of a JIS, where agency representatives share information throughout the event. This enables local agencies to share information at the state and federal levels if necessary.

The Emergency Management PIO will coordinate the emergency public information response through all phases of natural or human-caused incidents, regardless of the size or extent of the incident. This will be conducted through all phases of the incident. This will be accomplished in collaboration with the Chief Elected Officials, the DSO, Incident Commander (IC), and the state PIO.

Emergency public information will be coordinated through the EOC. If a JIC is established, state emergency public information will be provided to the media and the public through the state EOC. The state PIO will coordinate the management of this information through all phases of the incident.

If the event is an Incident of National Significance, public affairs may be coordinated through a Joint Field Office (JFO), which is a coordinating center for Federal officials, officers, and resource coordinators.

**PREVENT****Mitigation Activities (Long-Term Pre-Incident Planning and Operations)**

Nez Perce County DSO will ensure procedures, programs, and contact information is up to date. The office discusses lessons learned from events and exercises with other coordinating agencies.

The Nez Perce County All-Hazards Mitigation Plan serves as the official mitigation plan of Nez Perce County and provides many strategies to reduce the risks to hazards associated with disasters. The Nez Perce County DSO maintains this plan, which is available for use by the primary and support agencies and the general public.

**PREPARE****Preparedness Activities (Prior to incident when notice has been given)**

In coordination with other ESFs, coordinating, primary and support agencies ascertain vulnerable critical facilities as a basis for identifying recovery priorities

Elected Officials and PIOs should participate in exercises to practice public affairs responsibilities. Press releases from exercises are often reviewed to ensure that appropriate protective actions have been recommended for the public.

Emergency Management has the capability to distribute public messages through the EAS for local emergencies. For more information about EAS, refer to ESF #2, Communication, Information Systems, and Warning.

The PIO will develop a program to educate the public and media concerning donations management operations.

**RESPOND****Response Activities (Post-Event Planning and Operations)**

Nez Perce County DSO gathers information from county departments and agencies to assess the scope and magnitude of social and economic impacts from the affected area. It provides information to the BOCC and facilitates hazard mitigation and recovery planning efforts. The department also encourages information sharing among agencies to coordinate early resolution of issues.

**LEWIS-CLARK STATE COLLEGE - EMERGENCY MANAGEMENT PLAN**

**EMERGENCY SUPPORT FUNCTION # 16**

**MILITARY SUPPORT**

**PRIMARY AGENCY:**

Lewis-Clark State College ESSO  
Nez Perce Dept of Emergency  
Management

**SECONDARY/SUPPORT AGENCIES**

Dept. of Military Affairs – Idaho  
National Guard  
Idaho Bureau of Homeland Security

**PURPOSE**

Emergency Support Function (ESF) #16 – Military Affairs is to assist and provide Military Support (Idaho National Guard) in times of a major or catastrophic disaster, and/or civil unrest.

**ANNEX MAINTENANCE**

The Emergency & Security Services Officer (ESSO) will annually review this annex and appendices and update and modify, if necessary. Modifications will be reviewed by emergency management Executive Group and Response Group (Command and Group Leaders).

**SCOPE**

This annex applies to military support for emergencies on College property that are beyond the capabilities of local authorities to control. It does not include planning and support for fires, except when the Idaho National Guard is ordered to State Active Duty (SAD) for fire operations.

**POLICIES**

The Commanding General–Idaho (CG-ID) commands all IDNG forces. Committed IDNG forces are commanded by military personnel. IDNG forces will not be placed under the command of federal, state, or local civil authorities.

Unit integrity will be maintained when feasible.

Military Support to Civil Authorities (MSCA) will supplement, not substitute for, local authorities.

IDNG soldiers who are members of fire, police, or other emergency services in any county or city affected by the disaster emergency may be excused from military duty to perform civilian duties

if requested by city or county officials and coordinated through the Commanding General.

The IDNG will normally be called upon for support after local, city, and county governments have exhausted all civilian resources. IDNG will withdraw troops and equipment as soon as possible.

The 101st Weapons of Mass Destruction Civil Support Team (101st WMD CST) is best deployed at or nearly the same time as the HAZMAT Regional Response Teams. The primary purpose is to speed deployment, analysis, and response in a WMD situation.

## **PLANNING ASSUMPTIONS**

Disasters can and will occur at any time with little or no warning.

Before military support is sought, the local County Emergency Operations and Response Plan must be implemented and the Board of Commissioners must declare a disaster.

Before military support is sought, the Idaho Emergency Operations Plan will be implemented and the Governor will declare a disaster in the affected area.

A properly constituted local, county, state, or federal government will remain in existence for the direction and control of government agencies.

IDNG resources for military support will be provided when requested by civil authorities through the Idaho Bureau of Homeland Security (BHS).

## **CONCEPT OF OPERATIONS**

### **General:**

The Idaho National Guard, when directed by the Governor of the State of Idaho, can employ Idaho National Guard personnel, equipment, and resources, through appropriate commanders, to assist civil authorities.

The Idaho National Guard will provide Military Support to Civil Authorities in accordance with the existing Idaho National Guard Operation Plan for Military Support to Civil Authorities.

The request will be coordinated with the Idaho Bureau of Homeland Security (in Nez Perce county, the North Central Area Field Officer responds), or if not available, with the Idaho Bureau of Homeland Security Emergency Operations Center.

Upon approval of request for military support, IDNG Task Force (TF) Commanders will establish liaison with the applicable County, conduct initial planning, and provide assistance.

In extreme emergencies when a delay may cause loss of life and/or major property damage, or when communications with higher headquarters is not possible, unit commanders in the affected area may commit IDNG resources.

If the incident may involve hazardous materials/weapons of mass destruction, the request process is managed in accordance with the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.

### **Organization:**

The Idaho National Guard is a support agency for the other Emergency Support Functions located in the Emergency Operations Center.

### **Responsibilities:**

- Provide Emergency Coordination Officer Representative on the State Emergency Response Team.
- Provide Military Support to civil authorities on a mission request basis, within the Idaho National Guard's capability, and within the limitations of existing State law, military regulations, and the applicable Governor's Executive Order.

### **Policies:**

In accordance with existing National Guard Bureau Regulations, it is understood that the primary responsibility for disaster relief shall be with the institution.

## **ORGANIZATION AND RESPONSIBILITIES**

### **I. Primary Agency**

The LCSC ESSO, working in cooperation with the Nez Perce County Department of Emergency Management:

1. Requests military support from the Idaho Bureau of Homeland Security through the appropriate Field Officer.
2. Coordinates response and support requirements with the IDNG TF Commander.
3. Facilitates withdrawal of IDNG forces when no longer required.
4. Participates in after action reviews.

### **II. Support Agencies**

#### **A. Idaho Bureau of Homeland Security**

1. Receives, reviews and approves requests for military support.
2. Forwards approved requests to the Idaho National Guard

#### B. Idaho National Guard Headquarters

1. Command and control all National Guard units.
2. Perform Idaho National Guard Reaction Force (NGRF) training to respond to State and Federal emergencies.
3. Provide personnel and equipment to support an Idaho BHS initial damage assessment team.
4. Identify and establish a Task Force and/or Joint Task Force to be deployed in support of an incident.

#### C. Idaho National Guard Task Force Commander/Joint Task Force Commander

1. Provides command and control of all state military assets deployed in support of civil authorities.
2. Works closely with the incident commander to maintain situational awareness of response actions.

#### D. 101st Weapons of Mass Destruction Civil Support Team (101st WMD CST)

1. On order, the 101st WMD CST deploys to support civil authorities at a Chemical, Biological, Radiological, Nuclear, high-Explosive (CBRNE) incident site by identifying CBR agents/substances, assessing consequences, advising on response measures, and assisting with requests for additional support.
2. The CST provides specialized resources and subject matter experts in the following areas:
  - a. Chemical, Biological, Radiological, Nuclear and high Explosive (CBRNE) response, detection, monitoring and analysis.
  - b. Medical liaison with emergency medical technicians and public health officials.
  - c. Hazard assessment, including hazard plume modeling.
  - d. Onsite technical decontamination for first responders.
  - e. Mobile communications interoperability platforms in support of secure and non-secure voice and data communications.
  - f. In-depth scientific presumptive and confirmatory scientific analysis in the field.
3. The CST will be prepared to provide a liaison officer to the County EOC.

#### E. National Guard Reaction Force (NGRF):

The NGRF provides quick reaction and rapid response capabilities for the following

missions:

- a. Providing site security.
- b. Establishing roadblocks and checkpoints.
- c. Assisting civil authorities in controlling civil disturbances.

## **LEWIS-CLARK STATE COLLEGE EMERGENCY MANAGEMENT PLAN**

### **SUPPORT ANNEX -1**

#### **FINANCIAL MANAGEMENT**

##### **Primary Agencies:**

Lewis-Clark State College EOC  
Lewis-Clark State College Budget Office

##### **Support Agencies:**

LCSC Controller's Office, Purchasing Department and all LCSC divisions/units

##### **Support Annex Maintenance:**

The LCSC Budget Director will annually review this annex update and modify, if necessary. Modifications will be reviewed by the Executive Group and Response Group (Command and Group Leaders).

## **INTRODUCTION**

### **I. Purpose**

The Financial Management Support Annex provides guidance for any College unit responding to emergencies under the provisions of this plan, in accordance with appropriate state and federal fiscal laws, policies, regulations, and standards.

### **II. Scope**

This annex is applicable to any College emergency response that may be applicable for receiving disaster assistance or emergency relief funding.

### **III. Policies**

- A. General: Any College unit involved in an emergency response must follow established College procedures and coordinate fiscal obligations with the College's emergency management plan and Emergency Operations Center (EOC). Funds to cover eligible costs for response activities may be provided through reimbursement by the Bureau of Homeland Security (BHS).
- B. Procurement: Procurement of resources will be in accordance with statutory requirements and established procedures and will be coordinated with the College's emergency management plan and Emergency Operations Center (EOC).
- C. Procedures for Reimbursement: Units will be reimbursed for expenses coordinated with and approved by the Finance group of the College EOC. Units must track all expenses so that the College can submit for eligible reimbursements from county, state, and federal sources.

- D. **Financial Records and Supporting Documentation:** All units must maintain records, receipts, and documents to support claims, purchases, reimbursements, and disbursements related to College emergency management. Reimbursement requests must be submitted with supporting documentation such as personnel time cards and payroll reports with benefit rates, equipment rates and operators, dates and locations of response activities, service contracts, travel, per diem, and other expenses specific to the assigned work.
- E. **Cost Estimates for Additional Appropriations:** After beginning their initial response operations, College units may need to estimate the total funding needs for the duration of the emergency response. These estimates shall be incorporated into revisions of College emergency management incident action plans as soon as it becomes apparent that costs will vary by ten percent (10%) of the original estimate.
- F. **Audit of Expenditures:** The expenditures of state/federal funds related to disaster emergencies will be subject to an independent audit in accordance with state/federal statutes and audit procedures.

## **SITUATION AND ASSUMPTIONS**

### **I. Situation**

- A. Disasters may have an immediate impact on local resources, resulting in shortages that may require the unplanned expenditure of funds. Coordination may be required between local, state and federal organizations to administer the funding programs.
- B. A Gubernatorial Emergency Declaration may permit funding. Additional funds may be made available by special appropriation of the Idaho State Legislature or through Gubernatorial Executive Order.

### **II. Planning Assumptions**

- A. Local governments are responsible for first response to emergencies affecting their jurisdictions including the application of fiscal procedures.
- B. State assistance may be available to jurisdictions which have declarations of emergency exceeding local budgets.
- C. The immediate expenditures of funds to support a response to an emergency may be required in order to save lives, protect property, and the environment.
- D. Financial operations will be carried out under emergency timelines, necessitating expedited procedures while requiring sound financial management and accountability.
- E. An incident where assistance is requested may result in a state or federal Declaration of Emergency.

## **CONCEPT OF OPERATIONS**

### **I. General**

Funding for state emergency response activities conducted pursuant to the Idaho Code may be made available from the State Emergency Account.

### **II. Response Actions**

- A. A disaster occurs or is imminent. The College commits all its resources in response.
- B. College resources are exhausted. The County or City approves an emergency declaration.
- C. If County and City resources aren't adequate to resolve the emergency, mutual aid is requested. If mutual aid is inadequate, the County or City will coordinate with the Idaho Bureau of Homeland Security for additional resources and the potential need for a Gubernatorial Disaster Declaration.
- D. When the Governor declares an emergency, the Idaho Emergency Operations Center (IDEOC) may utilize state agencies in their designated Emergency Support Function (ESF) roles identified in this plan. Upon receipt and verification of a local jurisdiction's request for assistance, the IDEOC will assign the appropriate state agency to provide required resources, services, or information. On occasion, it may be more prudent to negotiate with a local jurisdiction for a project agreement to fulfill a request for assistance.

### **RESPONSIBILITIES of**

- A. College Emergency Operations Center (EOC) – Finance Group
  - 1. Serves as the focal point for the College for coordination of all federal, state, local, and volunteer emergency response and recovery activities.
  - 2. Advises the Incident Commander and Executive Group on the fiscal impact of emergency, including recommending and preparing information to send to the County for assistance with an emergency declaration, and requesting additional resources when College capabilities are exceeded.
  - 3. Implements a financial system to track emergency related costs of the College.
  - 4. Submit to county / state / federal agencies all requests for reimbursement of expenses incurred during a declared state of emergency.
  - 5. Gather and retain records on total disaster costs.
  - 6. Retain all pertinent records for audit.

## **LEWIS-CLARK STATE COLLEGE EMERGENCY MANAGEMENT PLAN**

### **SUPPORT ANNEX-2**

#### **MUTUAL AID**

##### **Primary Agency**

Lewis-Clark State College (LCSC) Emergency & Security Services Officer (ESSO)

##### **Support Agencies**

All other LCSC Agencies, Divisions and Departments

##### **Support Annex Maintenance:**

The LCSC Emergency & Security Services Officer (ESSO) will annually review this annex update and modify, if necessary. Modifications will be reviewed by the Executive Group and Response Group (Command and Group Leaders).

#### **INTRODUCTION**

##### **I. Purpose**

This annex describes the policies and responsibilities for Lewis-Clark State College incident management activities involving the use of mutual aid agreements (MAAs) and memoranda of understanding (MOUs). For purposes of this Annex, mutual aid agreements (MAAs) and memoranda of understanding (MOUs) are interchangeable terms. In the remainder of this Annex, the term mutual aid agreement (MAA) will be used to apply to both types of agreement.

##### **II. Scope**

- A. Mutual aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident. This normally includes all neighboring or nearby jurisdictions, as well as relevant private sector and nongovernmental organizations.
- B. This annex applies to all College agencies operating under the Lewis-Clark State College Emergency Management Plan (LCSC-EMP) in incidents requiring a response that involves the use of mutual aid agreements.

##### **III. Policies**

- A. LCSC will participate in intrastate agreements that encompass those local jurisdictions that the College deems to be in its best interest. The College also has or may establish mutual aid agreements with private organizations, such as the American Red Cross, to facilitate the timely delivery of assistance during incidents.

- B. This annex does not alter existing LCSC or interagency responsibilities for emergency management under the law. This annex does not supplant existing contractual or other legal obligations.

## **SITUATION AND ASSUMPTIONS**

### **I. Situation**

A disaster emergency situation can occur that overwhelms LCSC's internal capacity to respond in an effective manner that saves lives, maintains public safety, minimizes damage, and reduces impacts.

### **II. Planning Assumptions**

- A. LCSC's capacity to respond is overwhelmed.
- B. Mutual aid from other agencies is available to assist the LCSC response.
- C. Mutual aid response will be timely and effective.
- D. Mutual aid resources will be released when no longer needed.

## **CONCEPT OF OPERATIONS**

### **I. General**

LCSC Campus Security/LCSC-EOC coordinates support to response activities and is the conduit for requesting assistance when an incident exceeds local capabilities.

### **II. Preparedness**

- A. Agencies that provide and receive mutual aid will negotiate formal mutual aid agreements.
- B. Mutual aid agreements will include the following elements or provisions:
  - 1. Definitions of key terms used in the agreement;
  - 2. Roles and responsibilities of individual parties;
  - 3. Procedures for requesting and providing assistance;
  - 4. Procedures, authorities, and rules for payment, reimbursement, and allocation of costs;
  - 5. Notification procedures;
  - 6. Protocols for interoperable communications;
  - 7. Relationships with other agreements among jurisdictions;

8. Workers' compensation;
  9. Treatment of liability and immunity;
  10. Recognition of qualifications and certifications;
  11. Sharing agreements, as required; and
  12. Other agreements, as required.
- C. Authorized officials from each of the participating jurisdictions will collectively approve all mutual-aid agreements.
- D. Mutual aid agreements will be reviewed and updated on a regular basis.

### **III. Response**

- A. The LCSC-EOC facilitates coordination with relevant private-sector entities.
- B. The LCSC-ESFs also implement established protocols with private sector counterparts at the state and regional levels.
- C. The LCSC-EOC and LCSC-ESFs will establish procedures and processes to:
1. Determine the impact of an incident.
  2. Establish communications that will facilitate a shared situational awareness of all sectors within the College.
  3. Coordinate and set priorities for the College and incident management support and response, and the prioritizing of the delivery of goods and services after an incident.
  4. Call for the implementation of mutual aid agreements under College authority. Recommend, as appropriate, the implementation of mutual aid agreements outside LCSC authority

### **IV. Recovery**

- A. Mutual aid resources will be demobilized and released when no longer needed.
- B. Agencies that provide and receive mutual aid will complete required reports.
- C. All agencies will participate in after action reviews and provide input to after action reports to improve response and recovery.

## **RESPONSIBILITIES**

### **I. Primary Agency: LCSC Emergency and Security Services Officer (ESSO)**

- A. Develops plans, processes, and relationships, and facilitates coordinated response planning at the strategic, operational, and tactical levels.
- B. Shares information, including threats and warnings, before, during, and after an incident.
- C. Facilitates the development and coordination of mutual aid agreements.
- D. Coordinates and conducts incident management functions.
- E. Develops, implements, and operates information-sharing and communication strategies, processes, and systems.

### **II. Support Agencies**

All other agencies within Nez Perce County/City of Lewiston are responsible for developing and maintaining working relations with their counterparts, formalizing mutual aid agreements with appropriate agencies, and implementing those agreements when necessary.

## **LEWIS-CLARK STATE COLLEGE EMERGENCY MANAGEMENT PLAN**

### **SUPPORT ANNEX-3**

#### **PRIVATE SECTOR COORDINATION**

##### **Primary Agency**

LCSC Emergency & Security Services Officer (ESSO)

##### **Support Agencies**

LCSC Departments and Divisions

##### **Private Industry**

Idaho Businesses and Industry

##### **Support Annex Maintenance:**

The LCSC Emergency & Security Services Officer (ESSO) will annually review this annex update and modify, if necessary. Modifications will be reviewed by the Executive Group and Response Group (Command and Group Leaders).

## **INTRODUCTION**

### **I. Purpose**

This annex describes the policies, responsibilities, and concept of operations for LCSC incident management activities involving the private sector. The private sector includes for-profit and not-for-profit organizations, including LCSC's critical infrastructure, key resources, other business and industry components, and nongovernmental organizations (NGOs) including those serving special needs populations.

### **II. Scope**

- A. This annex applies to all LCSC agencies operating under the LCSC Emergency Management Plan (LCSC-EMP) in incidents requiring a response that involves the private sector in any of the following ways:
  - 1. Impacted organization or infrastructure;
  - 2. Emergency resource provider;
  - 3. Regulated industry and/or responsible party; and
  - 4. Members of the LCSC emergency management organization.
- B. The LCSC-EMP Base Plan describes the private sector role in supporting incident management. This annex addresses those unique aspects of incident management involving the private sector.

- C. The roles and relationships of voluntary, not-for-profit organizations and potential donors of goods and services to governments and NGOs are detailed in the Volunteer and Donations Management Support Annex and the LCSC Emergency Support Function (LCSC-ESF) 6- *Mass Care, Emergency Assistance, Housing, and Human Services*.

### III. Policies

- A. This annex supports the LCSC commitment to ensure the reliability and availability of essential services.
- B. This annex does not alter existing private sector responsibilities for emergency management under the law. This annex does not supplant existing contractual or other legal obligations.
- C. LCSC encourages cooperation between private sector organizations and local authorities regarding prevention, preparedness, mitigation, response, and recovery activities. The College also encourages processes that support informed cooperative decision making. Engaging the private sector requires active involvement at the strategic and operational levels to ensure:
  - 1. Effective and efficient use of private sector and College resources.
  - 2. Timely exchange of information.
  - 3. Public and market confidence in times of crisis or catastrophe.
- D. The College treats information provided by the private sector in a manner consistent with applicable statutes and regulations. These handling procedures include Protected Critical Infrastructure Information (PCII), providing exemption from disclosure, to protect from unauthorized disclosure appropriately designated proprietary or otherwise sensitive company information.
- E. The College supports measures that ensure site accessibility for essential service providers responding to disasters or emergencies. These entities provide:
  - 1. Telecommunications services.
  - 2. Electrical power.
  - 3. Natural gas.
  - 4. Water and sewer services.
  - 5. Emergency medical services.
  - 6. Other essential services.

## **SITUATION AND ASSUMPTIONS**

### **I. Situation**

- A. The private sector plays a primary role in College response by ensuring the delivery of essential goods and services. Disruption of services could hamper the College's ability to respond and recover. Critical infrastructure and key resources are essential to local governments to save lives, maintain public safety, minimize damage, and reduce impacts. The private sector secures, defends, mitigates damage, and implements recovery efforts for its own facilities.
- B. Involving the private sector in planning and implementation is critical for the success of the LCSC Emergency Management Plan (LCSC-EMP) and subsequent efforts to recover.

### **II. Planning Assumptions**

- A. Private sector involvement with incident management is determined by the nature, scope, and magnitude of the incident.
- B. The private sector is encouraged to follow the concepts for incident management specified in the National Incident Management System (NIMS).
- C. Private businesses and industry associations develop, validate, exercise, and implement security and business continuity plans to ensure their capability to deliver goods and services.
- D. Private sector entities repair, restore, and secure their property, and first seek reimbursement for disaster losses from insurance or other sources. Federal disaster assistance may be available.

## **CONCEPT OF OPERATIONS**

### **I. General**

- A. LCSC ESSO will monitor and analyze incident-related reports and information. This management includes communications with the private sector. Private-sector incident management organizations may be established to assist local multi-agency coordination centers to facilitate interaction, communication, and coordination.
- B. The LCSC EOC coordinates response activities and is the conduit for requesting assistance when an incident exceeds local and private-sector capabilities. Private-sector organizations, either for-profit or not-for-profit, may be included in the LCSC EOC.

## II. Response Actions

The LCSC EOC initiates coordination with relevant private-sector entities. The LCSC-ESFs also implement established protocols with private sector counterparts. The LCSC EOC and LCSC-ESFs will establish procedures and processes to:

- A. Determine the impact of an incident.
- B. Establish communications that will facilitate a shared situational awareness across industry and infrastructure sectors and between the public and private sectors.
- C. Coordinate and set priorities for the College and incident management support and response, and the prioritizing of the delivery of goods and services after an incident.
- D. As needed, recommend priorities for business and industry resource allocations.
- E. Inform College decision makers to help determine appropriate recovery measures.

## RESPONSIBILITIES

### I. Primary Agency:

LCSC ESSO, supported by all LCSC units/divisions:

- A. Develops plans, processes, and relationships, and facilitates coordinated response planning with the private sector at the strategic, operational, and tactical levels.
- B. Shares emergency information, including threats and warnings, before, during, and after an incident.
- C. Informs and orients the private sector on the contents of the LCSC-EMP and encourages and facilitates private-sector planning.
- D. Coordinates and conducts incident management functions with the private sector.
- E. Develops, implements, and operates information-sharing and communication strategies, processes, and systems.

### II. Support Agencies:

Nez Perce County/City of Lewiston Departments and Districts are support agencies.

### III. Private Sector:

Private sector counterparts, through partnership committees or other means (e.g., LC-ESF -2, *Communications*, telecommunications industry; LC-ESF-10, *Oil and Hazardous Materials Response*, oil and hazardous materials industry; etc.) serve as support agencies.

Private-sector organizations support the LCSC Emergency Operations and Response Plan (LCSC-EMP) either through voluntary actions to ensure business continuity or by complying with applicable laws and regulations. To assist in response and recovery, private-sector organizations should:

- A. Identify risks and perform vulnerability assessments.
- B. Developing contingency and response plans.
- C. Implement prevention and protection programs.
- D. Coordinate with their suppliers and customers to identify and manage disruptive effects of disaster emergencies.
- E. Share information.
- F. Provide goods and services through contractual arrangements, government purchases, or mutual aid and assistance agreements.
- G. Facilitate donation of goods and services.

## LEWIS-CLARK STATE COLLEGE EMERGENCY MANAGEMENT PLAN

### SUPPORT ANNEX -4

#### VOLUNTEER AND DONATIONS MANAGEMENT

##### **Primary Agency:**

Lewis-Clark State College Emergency & Security Services Officer (ESSO), assisted by Human Resource Services and Dean of Community Programs

##### **Non-Governmental:**

Idaho Voluntary Organizations Active in Disaster (VOAD)  
American Red Cross  
Salvation Army  
Southern Baptist Disaster Relief  
Local Food Banks  
St. Vincent DePaul

##### **Support Agencies:**

Citizen Corps Council of North Central Idaho

##### **Support Annex Maintenance:**

The LCSC Emergency & Security Services Officer (ESSO) will annually review this annex update and modify, if necessary. Modifications will be reviewed by the Executive Group and Response Group (Command and Group Leaders).

## INTRODUCTION

### **I. Reference**

Idaho Emergency Operations Plan Support Annex-4, Volunteer and Donations Management

### **II. Purpose**

The purpose of this annex is to outline Lewis-Clark State College level responsibilities for the coordination of acceptance, storage, distribution and disposal of monetary and *unsolicited* in-kind donations, and for the coordination of the use of *spontaneous* volunteers.

- A. Unsolicited goods are donated goods that have not been asked for by professional donations specialists.
- B. Spontaneous volunteers, also known as *emergent volunteers*, are volunteers that are not formally associated with a voluntary organization active in the disaster operations.

### **III. Scope**

Following an emergency or disaster there may be a need to provide goods and services to the affected area. These commodities may be available commercially, provided by state or local jurisdictions, or donations.

### **IV. Policies**

- A. Lewis-Clark State College will have primary responsibility of the management of unsolicited goods and spontaneous volunteers.
- B. Lewis-Clark State College will look principally to those voluntary organizations with established volunteer and donations management structures already in place to receive appropriate volunteers and donated goods.
- C. Donors will be discouraged from sending unsolicited donations directly to the disaster site. Under no circumstances will pharmaceutical supplies, medications, or prepared foods be accepted from the public.
- D. Lewis-Clark State College encourages cash donations to recognized nonprofit voluntary organizations with disaster experience.
- E. Lewis-Clark State College encourages individuals interested in volunteering their personal services to participate through the North Central Idaho Citizen Corps Council, Idaho VOAD and/or affiliate with a recognized nonprofit voluntary organization in disaster relief efforts. Spontaneous volunteers will be discouraged from going directly to any disaster site.
- F. Personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command System (ICS) and integrate those principles into planning and response operations.
- G. All activities, functions, and services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- H. Full use of existing organizations volunteer and donations management resources are encouraged before assistance of the state government is sought.
- I. Distribution of large quantities of foodstuffs and commodities may have an adverse effect on the local economy. All efforts will be made to reduce that impact.
- J. All agencies should maintain logs and journals on all activities regarding financial matters, trip reports, matters of institutional knowledge and concern, recordings of vital data, and after action reports or critiques (lessons learned).

## **SITUATION AND ASSUMPTIONS**

### **I. Situation**

- A. A major, severe or catastrophic disaster will create the need to coordinate solicited and unsolicited donated goods and/or funds and spontaneous volunteer services.
- B. A united and cooperative effort between local government, volunteer organizations, the private sector and the donor community is necessary for the efficient and effective channeling of offers from the public.

## **II. Planning Assumptions**

- A. Uncoordinated, uncontrolled masses of donated goods and volunteers can interfere with disaster operations and cause a secondary logistical disaster.
- B. Donations will be managed to ensure that materials are received, safeguarded, documented and distributed in an appropriate manner.
- C. Distribution will be based on priority of needs.
- D. Public health concerns will be addressed before food items are distributed.
- E. Volunteer services will be managed to ensure that volunteers do not become victims or casualties or impede response and recovery operations.
- F. A media campaign will be coordinated as soon as a disaster is identified to encourage appropriate donation practices such as cash rather than goods to recognized charities.

## **CONCEPT OF OPERATIONS**

### **I. General**

This annex will be implemented in response to major emergencies or disasters that overwhelm local capabilities to manage unsolicited donations and spontaneous volunteers. This annex should not interfere with any private volunteer organization's policies concerning donations. The intent is to provide a means to coordinate donations and respond to the needs of disaster victims and affected governments in the most efficient and timely manner.

### **II. Donations**

- A. The Lewis-Clark State College ESSO will work with the State Donations Coordinator (SDC) to determine the initial needs assessment for donated goods and to identify operating facilities suitable as donation warehouses and distribution sites.
- B. The donation warehouse will receive and sort unsolicited items to be transferred to distribution sites for distribution to disaster victims.
- C. 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.

- D. 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.
- E. Unsolicited/undesigned donations are those that arrive at a reception center but have not been requested by or designated for a specific agency. Unsolicited and undesigned donations will first be directed to an agency that has agreed to accept such goods and services. If a donation arrives unsolicited, but can be used, it will be accepted and directed to the appropriate location/agency. Donations that cannot be used or that are deemed a health hazard may be rejected.
- F. Corporate donations are donations made by businesses and industry. Corporate offers of bulk items will be accepted if they can be used in the disaster response and relief efforts. Corporate donors will be referred directly to an agency if there is a known need for the offer in order to coordinate shipping and receiving of the items.
- G. International donations are items donated by countries or agencies located in countries outside the United States. Lewis-Clark State College will direct international donors to the Idaho SDC.
- H. Transportation and distribution of donations from the donor to the receiving organization will be the responsibility of the donor.
- I. Unsuitable and unneeded donations must be disposed of properly. Local laws will apply when disposing of hazardous materials. Unusable items will be recycled if possible. Usable goods will be redistributed to non-profit organizations if possible.
- J. An undesigned cash donation is money that has not been designated for a specific agency. Undesignated cash will be directed to the Lewis-Clark State College Controller's Office to be placed in a special disaster trust fund until distribution needs can be determined.

### **III. Spontaneous Volunteers**

- A. The Lewis-Clark State College Emergency Operations Center (LCSC-EOC) will determine the initial needs assessment for services and to identify operating facilities suitable as Emergency Volunteer Reception Centers (EVRC). When a large number of volunteers show up or are expected to show up at a disaster area, an EVRC will be set up to register the volunteers and connect them with an agency that is in need of their skills and services. If state assistance is required, the LCSC-EOC will work with the State Volunteer Coordinator (SVC).
- B. Volunteer organizations involved in disaster response may request public volunteers. The requesting agencies are responsible for the housing, feeding and needs of their requested volunteers.

### **IV. Public Information:**

LCSC-ESF-15, *External Affairs*, will develop a program to educate the public and media concerning donations management operations. This program will address the following:

- A. Contacting elected officials to educate them on the needs of donations management operations. The goal is to ensure that as elected officials speak to the media, they have a message that will assist the operation.
- B. The message will encourage cash donations.
- C. The target audience will be civic organizations, church groups, unions, media, private individuals and other interested groups.
- D. Press releases regarding donations will be issued immediately following a major disaster requesting only the most needed goods, detailing exactly what is needed.
- E. Once a need has been met, LCSC-ESF-15 will issue a press release canceling the need for donations of that type.

## **RESPONSIBILITIES**

### **Primary Agency**

Lewis-Clark State College Emergency & Security Services Officer (ESSO), with the support of the Director of Human Resource Services (HRS) and Dean of Community programs:

- A. Activate this annex based on available information and estimates.
- B. Appoint a Donations Coordinator and Volunteer Coordinator to liaison with relief agencies, State Donations Coordinator and State Volunteer Coordinator to meet needs and avoid duplication of efforts.

### Donations Coordinator

- A. Coordinate the establishment of distribution centers as the magnitude and severity of the disaster emergency requires.
- B. Work with volunteer organizations and the state donations coordinator to develop a list of specific items needed in the disaster area for solicitation from the public.
- C. Coordinate with LC-ESF-15, *External Affairs*, to issue press releases.
- D. Assist in the development of the timeline and demobilization plan for donations management activities. The timeline and demobilization plan will address closeout activities, downsizing coordination and operations, transitioning to voluntary agencies, and transmission of remaining goods and services to traditional charitable organizations.

### Volunteer Coordinator

- A. Coordinate with the North Central Idaho Citizens Corps and the Idaho VOAD in managing spontaneous volunteers.
- B. Coordinate the establishment of emergency volunteer reception centers as the magnitude and severity of the disaster emergency requires.

- C. Coordinate with LCSC-ESF-15, *External Affairs*, to issue press releases. Provide information regarding disaster response and recovery activities.
- D. Assist in the development of the timeline and demobilization plan for volunteer management activities. The timeline and demobilization plan will address closeout activities and downsizing.

## **LEWIS-CLARK STATE COLLEGE EMERGENCY MANAGEMENT PLAN**

### **SUPPORT ANNEX-5**

#### **WORKER SAFETY AND HEALTH**

##### **Primary Agency**

Lewis-Clark State College Department of Human Resource Services (HRS)  
Lewis-Clark State College Campus Security

##### **Support Agencies**

Nez Perce County Sheriff  
Lewiston Police Department

##### **State Level Support Agencies**

Idaho Military Division (IMD)  
Idaho Bureau of Homeland Security (BHS)  
Idaho National Guard, 101st Civil Support Team (CST)  
Idaho Department of Health and Welfare (IDHW)  
Idaho District Health Departments (DHD)  
Idaho Department of Environmental Quality (DEQ)  
Idaho Division of Building Safety (DBS)  
Idaho Department of Water Resources (IDWR)  
Idaho State Department of Agriculture (ISDA)

##### **Support Annex Maintenance:**

The LCSC Director of Human Resource Services will annually review this annex update and modify, if necessary. Modifications will be reviewed by the Executive Group and Response Group (Command and Group Leaders).

## **INTRODUCTION**

### **I. Purpose**

- A. This annex provides guidelines for implementing worker safety and health support functions during potential or actual emergencies and disasters. This annex describes the actions needed to ensure that threats to responder safety and health are anticipated, recognized, evaluated, and controlled consistently so that responders are properly protected during incident management operations.
- B. This annex coordinates the efforts of multiple response organizations. The main objective is to ensure that the Incident Command/Unified Command (IC/UC), responding organizations, and responders involved receive coordinated, consistent, accurate, and timely safety and health information and technical assistance.

### **II. Scope**

- A. This annex addresses those functions critical to supporting and facilitating the protection of worker safety and health for all emergency responders and response organizations during potential and actual emergencies and disasters. While this annex addresses coordination and provision of technical assistance for incident safety management activities, it does not address public health and safety.
- B. Coordination mechanisms and processes used to provide technical assistance for incident safety management activities include identification and characterization of incident hazards, assessments and analyses of health risks and exposures to responders, medical monitoring, and incident risk management.

### III. Policies

- A. Basic Provisions/Requirements of the Occupational Safety and Health Act (OSHA) of 1970 (Public Law 91-596). This Act assigns OSHA two regulatory functions – setting standards and conducting inspections - to ensure that employers are providing safe and healthful workplaces. OSHA standards may require that employers adopt certain practices, means, methods, or processes reasonably necessary and appropriate to protect workers on the job. Employers must become familiar with the standards applicable to their establishments and eliminate hazards. Compliance with standards may include ensuring that employees have been provided with, have been effectively trained on, and use personal protective equipment when required for safety or health. Employees must comply with all rules and regulations that apply to their own actions and conduct. Even in areas where OSHA has not set forth a standard addressing a specific hazard, employers are responsible for complying with OSHA's *general duty clause*. The *general duty clause* [Section 5(a)(1)] states that each employer “shall furnish...a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.” For more information on OSHA, visit [www.dol.gov](http://www.dol.gov) .
- B. Private-sector, state, and local government employers are responsible for the safety and health of their employees as outlined above. This responsibility includes allocating sufficient resources for safety and health programs, training staff, purchasing protective clothing and equipment as needed, and correcting unsafe or unsanitary conditions. Some state and national guidelines include:
  - Idaho Code §44-1401 Employer’s Liability Act, §39-101 Idaho Environmental Protection and Health Act, §72-101 Worker’s Compensation and Related Laws;
  - National Fire Protection Association (NFPA) standards;
  - The Hazardous Waste Operations and Emergency Response Standard, codified at 29 CFR 1910.120 and 29 CFR 1926.62; and
  - The Worker Protection Standard, codified at 40 CFR 311.
- C. The Lewis-Clark State College Campus Security Office coordinates with the Idaho Bureau of Homeland Security, other state agencies, and local governments to develop, obtain, and disseminate information on the likely hazards associated with potential incidents and the preventive actions that can be taken to reduce or eliminate illnesses and injuries that may result from hazardous exposure.

- D. Responders are notified of personal sampling results and suggested courses of action as promptly as possible. To protect responder confidentiality, medical information on responders is never released to the public.

## **SITUATION AND ASSUMPTIONS**

### **I. Situation**

- A. During a disaster or emergency, operations likely will encompass complex and varied hazards that must be characterized, evaluated, and controlled to protect responders. These hazards could include falls from heights, hazards associated with heavy equipment use, confined space entry, compressed gas use, electrical shock, and the toxic and hazardous substance exposures. The need for a rapid response to an incident increases the risk that responders will be deployed without complete information about the safety and health hazards present.
- B. To ensure that responders are properly protected, this LCSC-EMP Worker Safety and Health Support Annex must be in place to facilitate proactive consideration of all potential hazards and to ensure the availability and coordination of necessary personal protective equipment and other resources used in responding to the incident. A collaborative effort involving the expertise of all likely response organizations is necessary to plan for and implement responder safety and health procedures during the incident.

### **II. Planning Assumptions**

- A. Organizations responding to the incident site have properly trained, equipped, and provided technical support and expertise to their responders in accordance with their agency's mission and expertise for the incident.
- B. On-scene incident management organizations will have a safety officer(s) assigned to access the health and safety risks and advise the on-scene incident commander of incident hazards and risks.
- C. This annex does not replace the primary responsibilities of government and employers; rather, it ensures that in fulfilling these responsibilities, response organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health.

## **CONCEPT OF OPERATIONS**

### **I. General**

As the primary agency for this support annex, the Lewis-Clark State College Human Resource Services (HRS) Office will obtain from the Idaho Bureau of Homeland Security the latest support information available. The Lewis-Clark State College campus Security will provide as much information as it has concerning the scope, complexity, and specific hazards associated with the incident and the needs of the response and recovery organizations. This worker safety and health annex supports the following functions within the Incident Command System:

- A. Providing occupational safety and health technical advice and support to Incident Command/Unified Command (IC/UC) involved in incident management, and, if appropriate, at all incident sites.
- B. Providing assistance with site-specific occupational safety and health plan development and implementation, and ensuring that plans are coordinated and consistent among multiple sites, as appropriate.
- C. Providing assistance with identifying and assessing health and safety hazards and characterizing the incident environment, to include continued monitoring of incident safety.
- D. Providing assistance with task-specific responder exposure monitoring for:
  - 1. Chemical, biological, radiological, nuclear, and explosive (CBRNE) contaminants; and
  - 2. Physical stressors (e.g., noise, heat/cold, ionizing radiation).
- E. In coordination with IDHW, evaluating the need for longer term epidemiological medical monitoring and surveillance, and appropriate immunization and prophylaxis for responders and recovery workers.
- F. Assessing responder safety and health resource needs and identifying sources for those assets.
- G. Provide assistance with determining the appropriate level of personnel protective equipment (PPE) including the use and decontamination of PPE.
- H. Collecting and managing data (exposure data, accident/injury documentation, etc.) to facilitate consistent data-formatting and data-sharing among response organizations.
- I. Coordinating and providing incident-specific responder training.

## **RESPONSIBILITIES**

### **Primary Agencies**

Lewis-Clark State College Department of Human Resource Services (HRS)  
Lewis-Clark State College Campus Security

- A. During activation, coordinate technical assistance for responder safety and health to the IC/UC.
- B. Resolve technical, procedural, and risk assessment conflicts before they adversely affect the consistency and accuracy of the advice and information provided to responders and to the local IC/UC.
- C. Obtain advice and technical assistance from agencies of the state and federal government and others concerned with emergency response and hazardous substance incidents.

D. Coordinate response of specialized response teams. Idaho has specially trained and equipped teams that could be deployed, as requested, to the site of a HAZMAT/WMD incident to assist and advise the local Incident Command. Idaho's specialty teams are as follows:

1. Idaho Hazardous Materials Regional Response Teams (HAZMAT RRT).
2. Idaho National Guard 101st Weapons of Mass Destruction Civil Support Team (CST).
3. Idaho Regional Bomb Squads.
4. Military Explosive Ordnance Disposal (EOD) Teams.

**All Support Agencies**

- A. Identify qualified Safety Officers to train, monitor, and brief department personnel on hazards, specific reporting procedures, PPE, decontamination, etc.
- B. Provide Critical Incident Stress Management (CISM) or Critical Incident Stress Debriefing (CISD) opportunities to staff.
- C. Provide psychological and physical first aid.
- D. Participate in worker safety and health support coordination.

## **LEWIS-CLARK STATE COLLEGE EMERGENCY MANAGEMENT PLAN**

### **SUPPORT ANNEX-6**

#### **DAMAGE ASSESSMENT**

##### **Primary Agency**

Lewis-Clark State College Physical Plant Department

##### **Support Agencies**

City of Lewiston Planning and Zoning  
Lewis-Clark State College Campus Security  
Nez Perce County Sheriff's Office  
City of Lewiston Police Department  
Highway Districts

##### **ANNEX MAINTENANCE**

The LCSC Physical Plant Director, will annually review this annex and update and modify, as necessary. Supporting documents to this annex such as SOGs, checklists, and notification and resource lists will be maintained by the Damage Assessment Coordinator. They will be annually reviewed and updated as necessary.

##### **INTRODUCTION**

###### **I. Purpose**

This Annex describes the organization and procedures that Lewis-Clark State College will follow to assess, compile, and report damage caused by natural or man-made disasters.

###### **II. Scope**

This Annex is applicable to Lewis-Clark State College departments and divisions.

##### **SITUATION AND ASSUMPTIONS**

###### **I. Situation**

- A. Many events, natural or man-made, have the potential to cause major damage within the county. A coordinated damage assessment program will facilitate an efficient and effective response and recovery effort.
- B. The initial damage assessment will document the severity and magnitude of the disaster for the following purposes:
  1. To identify the type, extent, and location of damages.
  2. To establish priorities for recovery.

3. To determine resource and personnel requirements.
  4. To determine eligibility and need for state and/or federal assistance.
- C. Immediately following a major disaster, organizations such as American Red Cross, insurance companies, and public utilities will conduct damage assessments. Information from these assessments will help to determine the full extent of damage and to develop response and recovery plans.

## **II. Assumptions**

- A. An initial damage assessment will be conducted by local personnel.
- B. Local damage assessment teams will be composed of personnel from Lewis-Clark State College Physical Plant, augmented by technical specialists from county departments, municipalities, and the private sector.
- C. In the event of a major disaster, trained state and federal personnel will assist in performing detailed damage assessments.
- D. Accurate and timely damage assessment will expedite disaster assistance.

## **CONCEPT OF OPERATIONS**

- A. Damage assessment operations will be coordinated from the EOC.
- B. Initial damage assessment will be conducted as soon as possible after a disaster to determine the number of casualties, and the damage to public and private property. LCSC Executive group will use this information to determine if a disaster declaration is warranted and if state/federal assistance is required.
- C. Initial assessment of damages immediately following a disaster rests with Lewis-Clark State College. If Lewis-Clark State College requires damage assessment assistance, the College will request support from the County Emergency Management Department.
- D. Damaged structures belonging to Lewis-Clark State College will be posted in a manner that displays the condition of the structure and its suitability for continued occupation.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **I. Primary Agency**

Lewis-Clark State College Physical Plant Department

- A. Activate the damage assessment function in coordination with the Lewis-Clark State College Campus Security.
- B. Request assistance for damage assessment through the Lewis-Clark State College Campus Security.
- C. Identify damaged structures belonging to Lewis-Clark State College.

- D. Form damage assessment teams and brief them on the following:
  - 1. Current disaster status.
  - 2. Damage assessment procedures, checklists, and forms.
  - 3. Assign priorities and areas of responsibility for assessments.
- E. Compile, analyze, and track the data received from damage assessment teams.
- F. Debrief damage assessment teams and provide information to the LCEOC staff. Ensure the LCEOC staff is informed about unsafe buildings, roads, bridges, and other facilities.
- G. Coordinate with the American Red Cross for results of their assessment efforts.
- H. Collect damage information from all sources on the following:
  - Public roads impacting the College
  - College buildings and equipment
  - Hospitals
  - Schools
  - Jails and confinement facilities
  - Transportation facilities and equipment
  - Communication facilities and equipment
  - Water and sewage treatment plants
  - Private residences
  - Private businesses
  - Churches

## **II. Support Agencies**

- A. Lewis-Clark State College Campus Security
  - 1. Maintain a situation map
  - 2. Coordinate the location of disaster debris disposal site with LC-ESF-3, *Public Works and Engineering*.
  - 3. Review damage assessment reports with the Director of Physical Plant, who serves as Damage Assessment Coordinator, other officials, and EOC staff, to determine if outside assistance is necessary.
  - 4. Coordinate damage assessment reports and needs with the Idaho BHS North Central Area Field Officer.
  - 5. Compile damage assessment reports and plot damaged areas on maps.
  - 6. Coordinate with LC-ESF-15, *External Affairs*, to develop and release damage assessment and other appropriate information to the public.

7. Coordinate with LC-ESF-3, *Public Works and Engineering*, and highway districts to establish priorities for emergency repair to roads, bridges, buildings, and debris removal.
  8. Develop procedures for safety assessments of damaged facilities with the Damage Assessment Coordinator, including checklists and placards that indicate condition of inspected buildings.
  9. Coordinate procedures for controlled entry into damaged buildings with the Damage Assessment Coordinator.
  10. Implement a system to process requests for inspection of damaged facilities.
  11. Create a database to manage records of damaged buildings and provide timely reports of building status as repairs are made.
  12. Coordinate with state, local, and/or federal agencies in conducting Preliminary Damage Assessments.
  13. Provide initial and follow-up situation and damage reports to Idaho BHS.
- B. City of Lewiston Planning and Zoning
1. Assist with damage assessment.
- C. City of Lewiston Police Department
1. Assist with damage assessment.
- D. City of Lewiston Roads
1. Assist with damage assessment.
  2. Report damage to roads, and public facilities.

#### **DIRECTION AND CONTROL**

The Lewis-Clark State College Damage Assessment Coordinator is under the direction of the Executive Group during emergency operations. A Damage Assessment Coordinator will provide additional staff and other resources as required. There will be full coordination with the Director of Campus Security.

**CONTINUITY OF GOVERNMENT**

- A. The Lewis-Clark State College Director of Campus Security will direct damage assessment operations in the event of the absence of the Damage Assessment Coordinator.
- B. The Damage Assessment Coordinator will relocate with the EOC staff to an alternate EOC if the situation warrants.
- C. All essential records will be protected from destruction and loss.

**ADMINISTRATION AND FINANCE**

See LC-SA -1, *Financial Management*

**LEWIS-CLARK STATE COLLEGE EMERGENCY MANAGEMENT PLAN****INCIDENT ANNEX-1****FLOODING****ANNEX MAINTENANCE**

The LCSC Director of Physical Plant will annually review this annex and update and modify, as necessary.

**INTRODUCTION****PURPOSE**

To identify, assign, and coordinate the responsibilities necessary to respond to a flood disaster incident at Lewis-Clark State College.

**SCOPE**

This annex applies to planning and coordination for the use of College assets in response to flood incidents. This annex describes the kinds of activities that may be employed in responding to a flood disaster.

**SITUATION****DISASTER EMERGENCY CONDITIONS**

Due to the topography and climate of the Lewiston-Clarkston valley, flooding of the Clearwater River and/or the Snake River is a distinct possibility. Given the right combination of climatic conditions, such as warming weather during a high snow pack, an earthquake, or the breach of an up-river dam, some locations will flood. Especially problematic will be the Clearwater Hall residential facility, and the Center for Arts and History building on Main Street in downtown Lewiston, and the North Lewiston Workforce Training Center. In the catastrophic event of a dam breach, the entire LCSC campus could be in jeopardy.

**PLANNING ASSUMPTIONS**

- A. A flooding incident may occur with little or no warning especially during the evening when rising water levels may go unobserved. However, due to weather stations reporting and observations reported to the National Weather Service, flood predictions may be provided prior to a flood incident.
- B. Flooding damage has significant impact on LCSC and the City of Lewiston's economy, citizens, and property.
- C. Resources of local agencies/volunteers may be quickly exhausted by a response to multiple flooding incidents constituting a major flooding event.

- D. If specialized resources for response and recovery are required but not available, Lewis-Clark State College will request resource support from state and federal agencies.
- E. Recovery from a major flood event takes multiple years.
- F. Volunteerism of personnel and equipment will be high. People will try to provide assistance even when not requested.

## **CONCEPT OF OPERATIONS**

### **GENERAL**

The Lewis-Clark State College Emergency Operations Center (EOC) will coordinate the delivery of response efforts in support of the affected local flooding incident(s) following any flooding disaster event.

### **RESPONSIBILITIES**

The following Emergency Support Functions will likely be involved in an effective response to flooding incidents:

- LC-ESF -1 *Transportation/LC-ESF-3 Public Works and Engineering*  
Serve as lead Emergency Support Function for response.
- LC-ESF -2 *Communications*  
Provide emergency communications.
- LC-ESF-6 *Mass Care, Emergency Assistance, Housing, and Human Services/LC-ESF-11 Agriculture and Natural Resources*  
Provide for food, potable water, emergency first aid, and shelter for emergency response personnel and displaced persons.
- LC-ESF-13 *Public Safety and Security*  
Provide warning, traffic control, and security services.
- LC-ESF-5 *Emergency Management*  
Provide overall coordination, damage assessment, planning, and status reporting.
- LC-ESF -7 *Logistics Management and Resource Management*  
Provide guidance for the management of resources.

- LC-ESF-15 *External Affairs*

Provide timely disaster emergency communications and inform news media and the public of preparedness and response information.

**LEWIS-CLARK STATE COLLEGE EMERGENCY MANAGEMENT PLAN****INCIDENT ANNEX-2****FIRE****INTRODUCTION****PURPOSE**

To identify, assign, and coordinate the responsibilities necessary to respond to a fire incident at Lewis-Clark State College.

**SCOPE**

This annex applies to planning and coordination for the use of College assets in response to fire incidents. This annex describes the kinds of activities that may be employed in responding to a fire disaster.

**ANNEX MAINTENANCE**

The LCSC Director of Campus Security will annually review this annex and update and modify, as necessary.

**SITUATION****DISASTER EMERGENCY CONDITIONS**

The main campus of Lewis-Clark State College encompasses approximately 46 acres on Normal Hill in Lewiston, with additional operating sites in downtown Lewiston, North Lewiston, Coeur d'Alene, Orofino, Grangeville, and Sandpoint. The potential for a catastrophic fire exists, due to the concentration of students in or near LCSC facilities. Additionally, closure of living quarters due to fire and/or smoke damage would present the necessity to relocate displaced residential students.

**PLANNING ASSUMPTIONS**

- A. A fire disaster incident usually occurs with little or no warning especially due to equipment failure or under climatic conditions of dry weather, hot temperatures, lightning, and strong winds.
- B. Fire disaster damage may have significant impact on Lewis-Clark State College's operations.
- C. Resources of local agencies/volunteers may be quickly exhausted by a response to multiple fire incidents.
- D. If specialized resources for response and recovery are required but not available, Lewis-Clark State College will request resource support from state and federal agencies.

- E. Recovery from a major fire may take multiple years.

## **CONCEPT OF OPERATIONS**

### **GENERAL**

The Lewis-Clark State College Emergency Operations Center will coordinate response efforts for fire incidents.

### **RESPONSIBILITIES**

The following Emergency Support Functions will likely be involved in an effective response to firefighting incidents:

- *LC-ESF-4 Firefighting*  
Serve as lead Emergency Support Function for response.
- *LC-ESF-1 Transportation/LC-ESF-3 - Public Works and Engineering*  
Provide debris removal as needed and evacuation route barricades and signage.
- *LC-ESF-2 Communications*  
Provide emergency communications during disaster.
- *LC-ESF-5 Emergency Management*  
Provide damage assessment, planning and status reporting during the disaster.
- *LC-ESF-6 Mass Care Emergency Assistance, Housing, and Human Services*  
Provide for food, potable water, emergency first aid, and shelter for emergency response personnel and displaced residential students.
- *LC-ESF-7 Logistics Management and Resource Management*  
Provide guidance for the management of resources available to Lewis-Clark State College to support emergency operation needs.
- *LC-ESF-8 Public Health and Medical Services*  
Coordinate health and medical services.
- *LC-ESF-13 Public Safety and Security*  
Provide warning, traffic control and security services during the disaster.

- LC-ESF - 15 *External Affairs*

Provide timely disaster emergency communications and inform news media and the public of preparedness and response information during disaster emergency situations.

- American Red Cross (ARC)

Provide for mass care and sheltering of victims of fire incidents within their capabilities.

**LEWIS-CLARK STATE COLLEGE EMERGENCY MANAGEMENT PLAN****INCIDENT ANNEX-3****CYBER-INCIDENT****ANNEX MAINTENANCE**

The LCSC Director of Information Technology will annually review this annex and update and modify, as necessary.

**I. INTRODUCTION****A. Background**

College operations and security are fully dependent upon information technology and the information infrastructure.

**B. Purpose**

This incident annex will briefly outline the steps that LCSC's Information Technology (IT) department will take to prepare for and respond to a cyber-incident.

**II. POLICIES**

- A. LCSC's IT department will prepare to respond to and recover from emergencies and disasters impacting the information technology systems.
- B. LCSC's IT department will develop and maintain an emergency response plan that will be activated during a cyber-incident.

**III. SITUATION****A. Emergency/Disaster Hazards and Conditions**

The vulnerability of Lewis-Clark State College to a cyber-emergency, hazard, or threat is based on the probability of an incident occurring and the impact the incident would have on operations. Lewis-Clark State College may be affected by direct attacks that target the College's information infrastructure or indirect attacks that target information systems that support College operations but are not directly connected to the College information infrastructure.

**B. Planning Assumptions**

1. Cyber-attacks occur with or without warning.
2. In spite of sophisticated technologies that block many cyber-attacks, vulnerabilities exist.

3. An organized cyber-attack has the potential to cripple critical College infrastructure and operations.

#### **IV. RESPONSIBILITIES**

##### **A. Lewis-Clark State College IT Department**

1. In the event of an emergency where the Sam Glenn Complex (primary data center) is compromised, prepare and implement procedures that permit continued operation of Ellucian Colleague and the Blackboard learning management system.
2. Prepare and implement procedures that facilitate a transition to normal operations after any emergency and/or cyber-attack.
3. If the anomaly was suspicious in nature or known to have been promulgated for nefarious purposes, work with law enforcement authorities in the investigation phase of the cyber incident.
4. Prepare and implement procedures that permit continued EOC operations and service when cyber services are compromised or not available.

##### **B. Lewis-Clark State College Emergency & Security Services Officer (ESSO)**

1. Activate the Lewis-Clark State College EOC as needed in support of a cyber-incident.

## **LEWIS-CLARK STATE COLLEGE EMERGENCY MANAGEMENT PLAN**

### **INCIDENT ANNEX-4**

#### **SEVERE WEATHER INCIDENT**

##### **Primary Agency:**

Lewis-Clark State College Campus Security  
Lewis-Clark State College Physical Plant

##### **Support Agencies:**

City of Lewiston Police Department  
City of Lewiston Roads Department

##### **ANNEX MAINTENANCE**

The LCSC Director of Campus Security will annually review this annex and update and modify as necessary.

#### **INTRODUCTION**

##### **I. Purpose**

This incident annex has been prepared to facilitate a coordinated response to severe weather incidents at Lewis-Clark State College. It assigns responsibilities to LCSC departments to support requests to reduce potential loss of life, damage to property, and to quickly restore essential services following a severe weather incident.

##### **II. Scope**

This incident annex covers all Lewis-Clark State College facilities except those at the LCSC Coeur d'Alene Center and outreach centers.

##### **III. Policies**

Emergency responsibilities assigned to Lewis-Clark State College agencies for severe weather response parallel those for other disaster operations. All Lewis-Clark State College units will follow National Incident Management System (NIMS) doctrine and utilize the Incident Command System to manage all incident operations.

#### **SITUATION AND ASSUMPTIONS**

##### **I. Situation**

- A. Severe weather can be experienced at all Lewis-Clark State College sites, putting buildings, equipment, and personnel at risk. Severe weather incidents include:
  1. Severe thunderstorms are defined by the National Weather Service (NWS) as having winds in excess of 58 mph and/or hail  $\frac{3}{4}$  inch diameter or larger. Severe

thunderstorms have been observed in all months of the year but are most common in the months of May through August. Severe thunderstorms typically cause blowing dust and produce winds capable of blowing down trees and damaging roofs. In very rare circumstances, a severe thunderstorm is capable of significant damage such as lifting roofs off buildings or collapsing less well constructed buildings.

2. Tornadoes occur on average 5 times a year in Idaho. Most of these tornadoes occur in the Snake River plain. The vast majority of Idaho tornadoes (80%) are rated on the Enhanced Fujita (EF) scale as an EF0 tornado meaning winds are less than 85 mph. Only 15% of Idaho's tornadoes are rated as an EF1 meaning winds 85-110 mph. About 1 tornado every 6 to 10 years will reach an EF 2 strength with winds up to 135 mph. While an EF2 is the strongest tornado to hit Idaho in recorded history, a tornado stronger than EF2 is possible but extremely rare. EF0 tornadoes have about the same impact as a severe thunderstorm, causing broken tree limbs and some minor roof damage to structures.
3. Winter storms are a common occurrence from November through April. Winter storms drop considerable snow causing transportation difficulties on area highways. Several times each winter, storms will arrive with considerable wind causing blizzard or near blizzard conditions. These storms close highways due to the inability of road crews to keep up with falling and drifting snow on roadways. The greatest impact from these storms is typically traffic delays. Occasionally people are trapped in cars on closed roads.
4. High winds in Idaho come from severe thunderstorms and in the winter and spring months, when strong winds can blow for long periods of time. These storms bring winds that are not strong enough to cause structural damage yet strong enough to cause blowing dust which can reduce visibility to a ¼ mile or less. The most likely effect is reduced visibility and the resulting transportation difficulties and auto accidents.
5. Floods and flash floods: See LC-IA-1 *Flooding*.
6. Drought is a recurring weather phenomenon that can have a profound impact upon the physical environment and social systems of Idaho. These impacts are often ambiguous and complex. They are usually related to such water use activities as agriculture, commerce, tourism, fire suppression, and wildlife preservation. Reductions in electrical power generation and water quality are also likely. Because drought is progressive in nature and develops slowly, it is often not recognized until it is severe. Most of Idaho's water arrives in the form of rain and snow through the winter months. The slow melt of the snowpack in the mountains through the spring and early summer provides irrigation water to much of Idaho's agriculture. Because of Idaho's reservoir storage capacity, one year of below normal winter precipitation is not enough to cause significant problems for water supply purposes. However, consecutive dry years can stress the system due to reservoirs not filling completely. These back to back dry years occur with a low but not insignificant frequency.
7. Heat wave. Exposure to excess heat can cause illness, injury and death. Most heat-related deaths occur during the summer months. The elderly, the very

young, and people with chronic health problems are most at risk. Air conditioning is the best protection against heat-related illness and death. The dangerous condition of heat waves comes with a combination of high daytime temperatures and high nighttime temperatures.

8. Severe Cold. Exposure to severe cold can cause death from hypothermia, a condition that occurs when the body temperature is chilled due to extreme cold or from a cool wet environment.
- B. Severe weather can cause deaths, injuries, and widespread property damage. There is a need to increase severe weather awareness among all of Lewis-Clark State College's students and employees.
- C. Effects of severe weather may include:
1. Structural damage to public buildings and private residences.
  2. Damage to the environment.
  3. Downed trees resulting in structural damage and impassable roads.
  4. Impassable/blocked roadways cutting off population centers and preventing first responder access.
  5. Injury and death due to exposure to severely cold or hot temperatures.
  6. Downed telecommunications lines and microwave towers.
  7. Power disruption or outages and downed power lines.
  8. Fires from extreme heat, wind, and/or lightning.
  9. Loss of potable drinking water.
- D. Damaged or destroyed critical infrastructure.

The greatest hazard potential is in vehicles, portable buildings, and buildings with large roof spans. Strong winds associated with a tornado or straight line winds can overturn vehicles or portable buildings. Buildings with large roof spans are particularly at risk of structural damage.

## **II. Planning Assumptions**

- A. Lewis-Clark State College is vulnerable to a significant threat of damage from severe weather throughout the campus.
- B. Additional damage can be caused by hail, lightning, and rising water due to heavy rains.
- C. Severe weather events can create increased demands for traditional first responders such as law enforcement, emergency medical services, and firefighters. This can cause longer than usual response times and availability of response personnel.

- D. A severe weather event may trigger one or more secondary events such as the release of hazardous materials or fires.
- E. Damage to transportation systems may complicate recovery efforts following a severe weather event. The loss or impairment of major highway links serving the area may significantly increase the difficulty of rescue and relief efforts. Debris removal operations may have a high priority.

## CONCEPT OF OPERATIONS

### I. General

Unlike most other types of emergencies or disasters, State of Idaho resources will likely be involved at the onset of severe weather incidents (i.e. issuing warnings, clearing roadways, etc.) as part of their routine responsibilities. When the event overwhelms Lewis-Clark State College resources, the county may request additional assistance from the Idaho Bureau of Homeland Security as outlined in LC-ESF-5 *Emergency Management*.

### II. Response

The Response Phase occurs from the onset of severe weather and lasts until lifeline systems are at least partially restored. During this phase, functions that are critical to lifesaving, protection of the populace, meeting basic human needs, securing critical infrastructure, and safeguarding Lewis-Clark State College records are performed.

#### A. Alert and Notification:

1. Lewis-Clark State College Campus Security will facilitate the widest dissemination of weather watches, advisories, and warnings.
2. Lewis-Clark State College Campus Security will notify county, municipal, and volunteer agencies.

#### B. Incident Management Process:

1. Local Response: When severe weather occurs, Lewis-Clark State College utilizes available resources to protect life and property and reduce the suffering and hardships on individuals. If local resources are inadequate or exhausted, Lewis-Clark State College will request mutual aid assistance.
2. Lewis-Clark State College will coordinate with the Idaho Bureau of Homeland Security (BHS) North Central Area Field Officer (AFO) to help appraise the situation to better provide support and to facilitate the declaration process.
3. When response requirements are beyond the capability of Lewis-Clark State College, requests for state assistance will be forwarded to the Idaho Bureau of Homeland Security (BHS) in accordance with LC-ESF-5 *Emergency Management*.

### III. Recovery

There are usually no clear distinctions between the end of the Response Phase and the beginning of the Recovery Phase. There is typically a time period after the incident in which both phases are in effect simultaneously. The Recovery Phase begins a few days after the incident and can last as long as several years. During this phase, the federal government can provide disaster relief upon a Presidential Disaster Declaration. Functions during this phase include federal relief (Stafford Act PL 93-288) for public assistance and individual assistance, establishment of disaster assistance centers, establishment of temporary housing facilities, and federal disaster loans and grants. Long-term recovery includes restoration of affected areas to their normal or improved state.

### RESPONSIBILITIES

#### I. Primary Agency:

Lewis-Clark State College Campus Security

1. Activate the Lewis-Clark State College Emergency Operations Center (EOC).
2. Coordinate and/or initiate alert and notification procedures.
3. Coordinate local and mutual aid response.
4. Maintain situational awareness of severe weather incidents.
5. Maintain communications with the Idaho Bureau of Homeland Security North Central Area Field Officer, county agencies, and municipalities regarding the status of response and recovery efforts.
6. Communicate and inform the public as coordinated through LCSC-ESF-15 *External Affairs*.

#### II. Support Agencies:

- A. Lewis-Clark State College Campus Security (see LC-ESF-13 *Public Safety and Security*)
  1. Provide for the safety and protection of students and staff.
  2. Enforce emergency traffic controls and evacuation plans.
- B. Lewis-Clark State College Physical Plant
  1. Support damage assessment and damage survey teams.
  2. Provide services and resources for repair and maintenance.
  3. Support debris removal.
  4. Support evacuation and traffic control.
- C. Lewis-Clark State College ESSO (See LC-ESF-8, *Public Health and Medical Services*)

1. Coordinate public health and medical response.
  2. Keep the students and staff informed of health and sanitary conditions.
  3. Monitor food and water quality.
  4. Support mass care operations.
- D. Other Lewis-Clark State College Agencies

Provide additional support as requested and coordinated by the LCSC Emergency Operations Center. The level of involvement will vary based on the scope of the disaster.

## **LEWIS-CLARK STATE COLLEGE EMERGENCY MANAGEMENT PLAN**

### **INCIDENT ANNEX-5**

### **EARTHQUAKE INCIDENT**

#### **Primary Agency:**

Lewis-Clark State College Campus Security

#### **Support Agencies:**

Lewis-Clark State College Physical Plant  
Other Lewis-Clark State College departments  
City of Lewiston Police Department  
City of Lewiston Roads Department

#### **ANNEX MAINTENANCE**

The LCSC Director of Campus Security will annually review this annex and update and modify, as necessary.

### **INTRODUCTION**

#### **I. Purpose**

This incident annex has been prepared to facilitate a coordinated response to earthquake incidents at LCSC. It assigns responsibilities to LCSC departments to support requests to reduce potential loss of life and damage to property, and to quickly restore essential services following an earthquake.

#### **II. Scope**

This incident annex covers LCSC facilities except for LCSC-Coeur d'Alene Center and the outreach centers.

#### **III. Policies**

Emergency responsibilities assigned to LCSC for earthquake response parallel those for other disaster operations. LCSC will follow National Incident Management System (NIMS) doctrine and utilize the Incident Command System to exercise command and control during all incident operations.

### **SITUATION AND ASSUMPTIONS**

#### **I. Situation**

- A. Although rarely in the news, earthquakes are a fact of life in Idaho. According to a study conducted in 2003 by the United States Geological Survey (USGS), Idaho ranked 6th in terms of earthquake activity. Other scientific studies and the historical record demonstrate

that damaging seismic events are possible throughout the State and the region. Earthquakes are one of the least predictable hazards.

- B. Earthquakes are capable of catastrophic consequences, especially in dense population situations such as those presented by LCSC. Many of LCSC structures were built prior to the 1970's when building codes were not in force. Additionally, college communities do not have the resources to respond to widespread damage that might be caused by a catastrophic earthquake.
- C. In minor earthquakes, damage may be done only to building contents and fixtures. People are occasionally injured or killed by falling objects. More violent earthquakes may cause the full or partial collapse of buildings and other structures. Fires caused by broken gas lines, downed power lines, and other sources are common following an earthquake and often account for much of the damage. Losses arise from destruction of structures and infrastructure leading to interruption of College activity. Utilities may be lost for long periods of time and all modes of transportation may be disrupted. Emergency services may be both disabled and overwhelmed. In addition to broken gas lines, other hazardous materials may be released.

## II. Planning Assumptions

- A. The first few hours following an earthquake are critical in saving the lives of people who have been injured and/or trapped in collapsed structures. The use of LCSC resources during the initial response period will be essential until city and/or county support is available.
- B. The extent of initial response efforts will depend on the location, magnitude, and numbers of people affected by the earthquake and the ability of LCSC to provide assistance.
- C. Additional earthquakes and aftershocks will have an impact on response and recovery operations and may trigger further damaging events.
- D. Typical earthquake related threats to public safety include but are not limited to:
  - Hazardous material spills.
    - 1. Downed power lines and/or power disruption (loss of electric power may mean no water to fight fires, no drinking water, no sewage, no lights or heat, etc.).
    - 2. Ruptured water and sewer lines.
    - 3. Ruptured natural gas and petroleum pipelines.
    - 4. Fires resulting from broken gas lines or from other ignition sources.
    - 5. Collapsed or unstable buildings (unreinforced masonry buildings)
    - 6. Damaged or destroyed critical facilities.
    - 7. Contamination of domestic water supply.

- E. Large numbers of earthquake evacuees requiring mass care are possible.
- F. Mass debris removal may be required to facilitate response and recovery efforts.
- G. Heavy collapse search and rescue operations will be required.
- H. College units that rely on computer-based systems are particularly vulnerable.
- I. Campus telephone service, including cellular telephone service, is vulnerable and may be unavailable.
- J. Dams may sustain significant damage and fail.

## CONCEPT OF OPERATIONS

### I. General

The initial response to a seismic event will be made by LCSC responders. If and when the event overwhelms LCSC resources, the city may request additional assistance from the Idaho Bureau of Homeland Security through the disaster declaration process as outlined in LCSC-ESF-5, *Emergency Management*.

### II. Response Actions

#### A. Initial Response

1. Alert and Notification:
  - a. Earthquakes are very unpredictable events that allow no time for pre-event public notification and warning.
  - b. LCSC Campus Security will notify city, county, and volunteer agencies.
2. Incident Management Process:
  - a. Local Response: When an earthquake occurs, LCSC utilizes available resources to protect life and property and reduce, to the extent possible, the suffering and hardships on individuals. If institutional resources are inadequate or are exhausted, LCSC will request assistance from other jurisdictions through mutual aid procedures.
  - b. LCSC will coordinate with the Nez Perce County/City of Lewiston Department of Emergency Management for consultation and advice, help to appraise the situation to better provide support, and to facilitate the declaration process.
  - c. When response requirements are beyond the capability of LCSC, requests for state assistance will be forwarded to the Idaho Bureau of

Homeland Security (BHS) in accordance with LCSC-ESF-5, *Emergency Management*.

**B. Continuing Actions:**

1. Emergency Management Phases: Emergency operations will begin with the threat or occurrence of a damaging earthquake and continue until emergency operations are no longer required.
  - a. The Response Phase: The Response Phase occurs from the onset of the earthquake and lasts until lifeline systems are at least partially restored. During this phase, functions which are critical to lifesaving, protection of property, meeting basic human survival needs, securing critical infrastructure, and protecting the environment are performed.
  - b. The Recovery Phase: There are usually no clear distinctions between the end of the Response Phase and the beginning of the Recovery Phase. There is typically a time period after the earthquake in which both phases are in effect simultaneously. The Recovery Phase begins a few days after the earthquake and can last as long as several years. During this phase, the federal government can provide disaster relief upon a Presidential Disaster Declaration. Functions during this phase include federal relief (Stafford Act - PL 93-288) for public assistance and individual assistance, establishment of disaster assistance centers, establishment of temporary housing facilities, and federal disaster loans and grants. Long-term recovery includes restoration of affected areas to their normal or improved state.

**RESPONSIBILITIES**

**I. Primary Agency:**

Lewis-Clark State College Campus Security

1. Activate and staff the Lewis-Clark State College Emergency Operations Center.
2. Coordinate and/or initiate alert and notification procedures.
3. Maintain situational awareness of seismic events.
4. Maintain communications with the Idaho Bureau of Homeland Security North Central Area Field Officer, and the Nez Perce County/City of Lewiston Emergency Operations Center regarding the status of response and recovery efforts.
5. Communicate and inform the public as coordinated through LC-ESF-15, *External Affairs*.

**II. Support Agencies:****A. City of Lewiston Roads (See LC-ESF-1, *Transportation* and LC-ESF-3, *Public Works and Engineering*.)**

1. Support damage assessment and damage survey teams.
2. Provide services and resources for the repair and maintenance of highways.
3. Support debris removal.
4. Support evacuation and traffic control.

**B. LCSC Security/City of Lewiston Police Dept.(see LC-ESF-13, *Public Safety and Security* and LC-ESF-9, *Search and Rescue*)**

1. Preserve law and order and provide for the safety and protection of citizens.
2. Enforce emergency traffic controls and evacuation plans.
3. Coordinate Search and Rescue operations.

**C. LCSC ESSO (See LC-ESF-8, *Public Health and Medical Services*)**

1. Coordinate public health and medical response.
2. Keep the public informed of health and sanitary conditions.
3. Monitor food and water quality.
4. Support mass care operations.

**E. Other LCSC Units**

Provide additional support as requested and coordinated by the Lewis-Clark State College Emergency Operations Center. The level of involvement will vary based on the scope of the disaster.

**LEWIS-CLARK STATE COLLEGE EMERGENCY MANAGEMENT PLAN****INCIDENT ANNEX-6****RADIOLOGICAL PROTECTION GUIDANCE**

**Primary Agency:** Lewis-Clark State College Campus Security

**Support Agencies:**

Lewis-Clark State College Physical Plant  
Other Lewis-Clark State College departments (ad hoc)  
City of Lewiston Fire Department  
Nez Perce County Sheriff's Office  
Nez Perce County Emergency Management Department  
Public Health Idaho North Central District  
Lewiston Street Department  
Lewiston Public Works Department  
Local Emergency Response Authority  
Local Emergency Planning Committee  
StateComm (State Communications)  
Region II HAZMAT Team  
Idaho Bureau of Hazardous Materials  
Idaho Transportation Department  
Idaho State Police  
Idaho Bureau of Homeland Security  
Environmental Protection Agency  
U.S. Coast Guard  
U.S. Department of Energy  
U.S. Department of Transportation  
Federal Emergency Management Agency

**ANNEX MAINTENANCE**

The LCSC Director of Campus Security will annually review this annex and update and modify, as necessary.

**THE THREAT:** Radioactive materials are used in a wide variety of peacetime applications, not to mention the possible use of nuclear materials during war operations. The Cold War may be over, but the possibility of a nuclear strike by a rogue/terrorist organization or nation still exists.

Laboratories and nuclear reactors at the area universities; nuclear reactors and stored wastes at the Hanford Reservation; hospitals; engineering firms; transportation routes; smoke detectors, Coleman lantern mantles, and satellites orbiting the earth all have radioactive materials as part of their ongoing systems.

It should be noted that it is **NOT** the intent of this guidance to establish any kind of an in-depth response capability to radiological incidents, but rather, basic first-responder guidance until state, federal, or private agency experts arrive to deal with the incident.

**RESPONSE GUIDANCE:** When the presence of radioactive materials is suspected, use the information provided in the Department of Transportation Emergency Response Guidebook and:

- LCSC Campus Security will respond to incidents on campus.
- Notify the Sheriff's Office or local police at **911**. Have dispatch notify StateComm at **1-800-632-8000** and advise them of the situation and the kind of assistance needed. This call also activates the State Plan.
- Try to identify the product involved to facilitate outside guidance until experts arrive at the scene.
- Determine if the material escaped from its original packaging.
- Note any special hazards in the area such as downed power lines, fire, etc.
- Keep people upwind of any smoke plume and away from downed power lines.
- Isolate the area for at least 200 feet in all directions and establish site ingress and egress as for hazardous materials incidents.
- Take any steps necessary to protect or save human lives.
- Detain all persons involved with the incident at the scene, if possible, until the Radiation Emergency Response Team arrives.
- Record time spent in the area by all rescuers and first-responders, and record detection meter readings (when available) for later dose calculations by trained response personnel.

#### **GENERAL GUIDANCE - INFORMATION**

Instruments to measure gamma radiation and detect the presence of beta radiation are available through the Hazardous Materials Regional Response Team in Lewiston and the College of Idaho Safety Office. The Regional Response Team also has instruments to detect the presence of alpha radiation. Neutron radiation may create additional problems.

It is important to determine the form of the material you are dealing with to determine the type of radiation emitted. Some forms of contaminants could consist of all four forms of radiation (gamma, beta, alpha and neutron).

Keep in mind that alpha and beta radiation is in the form of particles and can be readily stopped by clothing and protective masks. However, beta radiation is strong enough to penetrate some body tissue when on the skin surface.

Externally emitted gamma rays, x-rays and neutrons are pure energy that penetrate body tissue. The exposed victim is not radioactive and poses no hazard to attending persons.

Patients may need to be decontaminated in the field. St. Joseph Medical Center has limited field capabilities (a decontamination tent) which can provide initial response assistance to personnel who have been exposed to radiation, prior to follow-on treatment in hospital facilities.

Keep in mind the protection strategies of time, distance, and shielding when dealing with radioactive materials. Every time you double the distance from a point source, you reduce the exposure by a factor of four (25%).

## **Organizational Roles and Responsibilities**

### **LCSC Campus Security and LCSC Physical Plant**

- Respond to HAZMAT situation and secure site as appropriate.
- Ensure that all applicable notifications to local, state, and federal agencies are made as required by law regulation and plan, including:
  - StateComm
  - Idaho Bureau of Hazardous Materials
  - Idaho Department of Environmental Quality (DEQ)
  - Local Emergency Response Authority
  - Disaster Services Office
- Report damage assessment information to IC and the DSO/EOC.
- Initiate Situation Report and provide to IC and the DSO/EOC.
- Use public address or other warning systems to notify citizens of evacuation if necessary.

### **Lewiston Fire Department**

- Recommend activation of the RRT if necessary.
- If the RRTs are overwhelmed implement second bridge-call using StateComm as communication conduit to request federal assistance.
- De-contaminate victims and rescue workers as needed.
- Assist or conduct clean-up of incident site.
- Report damage assessment information to IC/EOC.
- Coordinate with Lewiston PD or the Nez Perce County Sheriff's Office to protect responders and the public.
- Ensure that all applicable notifications to local, state, and federal agencies are made as required by law regulation and plan, including:
  - StateComm
  - Idaho Bureau of Hazardous Materials
  - Idaho Department of Environmental Quality
  - Local Emergency Response Authority (LERA)
  - Disaster Services Office
- Provide a representative to act as LERA.
- Activate EOC to support tactical operations as needed.
- Recommend activation of the RRT if deemed necessary.
- If RRTs are overwhelmed implement 2<sup>nd</sup> bridge-call using StateComm as communication conduit to request federal assistance.
- Coordinate communications, planning and logistics as necessary.
- Provide Situation Reports to IC, EOC and elected officials.

### **Nez Perce County Sheriff's Department**

- Provide initial notifications and dispatches.
- Provide additional support as needed.

### **Lewiston police Department**

- Coordinate with IC and secure incident site for the protection of responders and the public.
- If criminal in nature protect and secure incident site as the situation permits.
- Coordinate criminal investigations with other law enforcement agencies.

- If criminal activities are suspected coordinate with HAZMAT Team and secure evidence as the situation permits.
- Coordinate with the DSO and implement EAS.
- Initiate Situation Report and provide to IC or the DSO/ EOC.

**Public Health Idaho North Central District**

- Coordinate with responding agencies to identify health and community risks associated with HAZMAT incident.
- Provide treatment and prevention information, and coordinate with the state's Administrator of the Department of Health.
- Alert and coordinate with local medical centers concerning the hazardous incident and its implications on the health and safety of responding medical personnel.

**Lewiston Street Department**

- Provide traffic control when incident occurs within jurisdiction.
- Provide damage assessment to IC or DSO/EOC.

**Lewiston Public Works Department**

- If incident occurs within municipal jurisdiction, clear roadways and provide barricades, identify alternate routes or other related matters.
- Monitor city water supplies and report damage assessment information to DSO/EOC.

**Local Emergency Response Authority**

- When appropriate, record proper forms with the Idaho BHM to begin process of recovering cost of incident clean-up.
- Report progress as it develops to the DSO.

**Local Emergency Planning Committee**

- Maintain inventory by data type and storage location for reportable hazardous materials in the County.
- Communicate with appropriate agencies to encourage operational readiness through emergency response planning, development, and updating.
- Coordinate with local government and private entities (bulk chemical users, chemical transporters, etc.) to develop appropriate emergency response plans and capabilities.
- Coordinate and participate in emergency response exercises, drills and training.
- Coordinate with the DSO regarding all matters that would contribute to preparedness, response, and mitigation efforts of a hazardous materials incident.

**StateComm (State Communications)**

- Provide emergency communication services and coordinate resources.
- Relay information between responding units when they are unable to establish contact with each other due to low-powered mobile radios and terrain.
- All reports of HAZMAT releases are reported to the EMS Communications Center. The Communications Specialists notifies the appropriate agencies when requested, coordinates the response of emergency teams and facilitates conference calls involving multiple agencies, using a 48-port teleconference bridge. Each HAZMAT report results in an initial conference call with the on-scene IC, DEQ, Idaho BHS, and the appropriate RRT.

**Region II HAZMAT Team**

- Report to IC and perform HAZMAT tasks as appropriate.

**Idaho Bureau of Hazardous Materials**

- Participate in bridge call.
- Provide RRTs when appropriate.

**Idaho Transportation Department** (In coordination with the State EOC and the Idaho BHS):

- Provide expertise and assistance with transportation related spills or releases and assist in traffic control, detouring and incident site access, including debris removal from highways and roads and emergency road repairs.
- Assist in providing transportation of essential personnel and equipment.
- Assist in providing equipment and materials for the containment of hazardous materials.
- Provide road closure authority for State Highway System.
- Initiate the *Emergency Highway Traffic Regulations* during a major emergency when declared by the Governor or as needed.
- Provide a District Hazardous Materials Coordinator to assist the IC and to coordinate Idaho Transportation Department (ITD) activities.
- Enforce statutes within the *Motor Carrier Act* as necessary.
- Provide personnel for traffic control, to include: signing, barricading, flagging and road closures.
- Aid local organizations with evacuations if necessary to protect human life.
- Dam, trench, divert, cover, and contain materials not dangerous to life and health until appropriate measures can be taken.

**Idaho State Police**

- Provide expertise and assistance, if requested.
- Provide specialized HAZMAT Team if requested and appropriate.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.
- Consult, coordinate, and act as state liaison for IC and the DSO/EOC.
- Activate state EOC to support the county as needed.
- Assist with the coordination of state and federal response agencies and provide support to the county.
- Assist with training programs and exercises as needed.

**Environmental Protection Agency**

- Develops and promulgates the National Contingency Plan (NCP), chairs the National Response Team (NRT) and co-chairs the RRTs, implements Superfund and other environmental legislation, and provides emergency team support for hazardous materials contingencies, and trains state emergency officials.
- Responds with advice and technical resources to protect the environment from all types of hazardous substances.
- Coordinates clean up of major spills.
- Acts as federal on-scene coordinator for incidents involving inland waters.

**U.S. Coast Guard**

- Operates the National Response Center (NRC), which receives reports of incidents and serves as a focal point for notification of government authorities when a pollution incident occurs.
- Provides advice and assistance to users of the system by accessing computer data files which list hazardous substance characteristics.
- Acts as the federal on scene coordinator for incidents involving navigable waters.

**U.S. Department of Energy**

- Coordinates the off-site radiological monitoring, assessment evaluation, and reporting of all federal agencies per the provisions of the Federal Radiological Monitoring and Assessment Plan (FRMAP).
- Maintains a common set of off-site radiological monitoring data and provides this data with their interpretation to other appropriate federal, state, and local agencies requiring direct knowledge of radiological conditions.
- Provides all monitoring data, assessments, and related evaluations to the federal and state response agencies and assists the federal authorities to develop protective measures to safeguard the public as required.

**U.S. Department of Transportation**

- Regulates the transport of many types of hazardous materials for all transport modes.
- Provides the vice-chairman for the NRTs and co-chairs the RRTs.
- Coordinates responses to HAZMAT contingencies through its NRC.
- Trains state emergency officials.

**Federal Emergency Management Agency**

- Has the lead coordination role for federal off-site planning and response coordination for all types of radiological emergencies. The Federal Emergency Management Agency (FEMA) develops and tests the Federal Radiological Emergency Response Plan (FRERP) for radiological emergencies, provides an important role to the Environmental Protection Agency (EPA) for relocation functions under Superfund, provides funding to states to support state and local governments emergency planners and trains many state and local government officials in planning for and responding to HAZMAT contingencies.
- Promotes coordination among federal agencies and their interaction with the state, including the provision of federally developed or evaluated protective action recommendations for re-entry/recovery to the state or other appropriate off-site authorities responsible for implementing those recommendations.

**LEWIS-CLARK STATE COLLEGE EMERGENCY MANAGEMENT PLAN****INCIDENT ANNEX-7****PANDEMIC FLU****ANNEX MAINTENANCE**

The LCSC Student Health Services Nurse and the Director of Student Health Services will annually review this annex and update and modify, as necessary.

**INTRODUCTION****PURPOSE**

To identify, assign, and coordinate the responsibilities necessary to respond to a pandemic flu outbreak at Lewis-Clark State College.

**SCOPE**

This annex applies to planning and coordination for the use of College assets in response to pandemic flu incidents. This annex describes the kinds of activities that may be employed in responding to pandemic flu and associated disease outbreaks.

**SITUATION****PANDEMIC FLU CONDITIONS**

An influenza (flu) pandemic is a global outbreak of disease that occurs when a new flu virus appears that can spread easily from person to person. Because people have not been exposed to this new virus before, they have little or no immunity to the virus; therefore serious illness or death is more likely to result than during seasonal flu.

Due to the nature of campus life and potential impact to the entire Lewiston-Clarkston valley, pandemic flu outbreaks are a distinct possibility.

Human influenza virus is mainly transmitted from person to person when an infected person coughs or sneezes. A lesser mode of transmission occurs when a person touches something that has the flu viruses on it and then touches his or her mouth or nose. Some individuals who are infected may never show symptoms or have mild symptoms, but could still spread the virus to others.

**PLANNING ASSUMPTIONS**

- A. It is difficult to predict when the next influenza pandemic will occur or how severe it will be. In addition, a pandemic may come and go in waves, each of which can last months at a time. LCSC will work with other state, local and federal agencies for surveillance of conditions and guidance (ex. North Central District Health Department: (208) 799-3100).

- B. Ensure that pandemic influenza planning is consistent with any existing college emergency operation plan, and is coordinated with the pandemic plan of the community and of the state higher education agency.
- C. Pandemic influenza can have a significant impact on LCSC community and the City of Lewiston's economy, citizens, and property.
- D. Resources of local agencies/volunteers may be quickly exhausted by a response to multiple ill students/staff incidents constituting a major pandemic flu event.
- E. If specialized resources for response and recovery are required but not available, Lewis-Clark State College will request resource support from local, state and federal agencies.
- F. Pandemic flu might cause the college classes/services and day/child care facilities to close on campus; social and public gatherings will be discouraged (sports etc.); the patterns of daily life could be changed for some time with basic services and access to supplies disrupted (medicine, food, gasoline, transportation etc.).
- G. An assessment of the suitability of student housing for quarantine of exposed and or ill students ([www.hhs.gov/pandemicflu/plan/sup8.html](http://www.hhs.gov/pandemicflu/plan/sup8.html)) may be necessary and will be implemented at the direction of the EOC.
- H. Recovery from a pandemic flu depends on the severity; seasonal, mild-moderate or severe. (Loss of students, loss of staff, financial and operational disruption.) LCSC will work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college and community during and after a pandemic.
- I. Develop and disseminate alternative procedures to assure continuity of instruction (web-based, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of college closure.
- J. Implement infection control policies and procedures that help limit the spread of influenza on campus (e.g. promotion of hand hygiene, cough/sneeze etiquette).
- K. Determine use of employee and student sick leave absences unique to pandemic flu as needed for those suspected to be ill or who become ill on campus. ***Employees and students with known or suspected pandemic influenza should not remain on campus and should return only after their symptoms resolve.***

## CONCEPT OF OPERATIONS

### GENERAL

The Lewis-Clark State College Emergency Operations Center (EOC) will coordinate the delivery of response efforts in support of a pandemic flu outbreak on LCSC campus and associated medical response following any pandemic flu outbreak in coordination with local, state and federal agencies as warranted. Vice President for Student Affairs will notify LCSC ICS team as needed to progress with pandemic flu operations.

### RESPONSIBILITIES

The following Emergency Support Functions will likely be involved in an effective response to pandemic flu incidents:

- **LC-ESF -2 *Communications***

Under the oversight of the EOC, the Student Health Services Nurse and/or Director of Student Health Services will work with health department staff to determine an appropriate level of response to our college campus, surrounding community and other entities as needed.

The Student Health Services Nurse and/or Director of Student Health Services will provide emergency communications and pertinent medical updates to the Vice President for Student Affairs and EOC as needed/requested.
- **LC-ESF-6 *Mass Care, Emergency Assistance, Housing, and Human Services***

If required, food, potable water, emergency first aid, and shelter for emergency response personnel and displaced persons will be provided.
- **LC-ESF-13 *Public Safety and Security***

Provide warning, PPE's, signage, and security services.
- **LC-ESF-5 *Emergency Management***

Provide overall coordination, assessment, planning, and status reporting with health department.
- **LC-ESF -7 *Logistics Management and Resource Management***

Provide guidance for the management of resources.
- **LC-ESF-15 *External Affairs***

Provide timely disaster emergency communications and inform news media and the public of preparedness and response information.