



02 FEB 2022, VERSION 1

**Emergency Communications Officer (ECO)
 Emergency Response Taskforce (ERT)
 (Idaho-TERT = Idaho ECO-ERT)**

IDAHO ECO-ERT Administration Committee

Idaho SWIC/ESF-2 Representative
State of Idaho 9-1-1 Program Coordinator
Idaho APCO/NENA Chapter President
1 Sheriff designated by the IPSCC
1 Chief of Police designated by the IPSCC
1 ECC Director designated by the PSAP Standards & Training Committee
1 ECO designated by the PSAP Standards & Training Committee
Idaho Fire/EMS Leadership Representative
PSAP Standards & Training Committee Chair

History of the National TERT Initiative

In the aftermath of Hurricanes Katrina and Rita, several agencies that desired to send Emergency Dispatchers to the stricken area on mutual aid assignments, along with APCO and NENA, recognized that there was no national system in place to provide operational support to communications centers and their personnel in the event of a manmade or natural disaster. The Telecommunicator Emergency Response Taskforce (TERT) has been developed to address this need (<https://www.njti-tert.org/>). In Idaho, the Public Safety Telecommunicator is known in statute as the Emergency Communications Officer. Thus, the Idaho TERT will be known as the Emergency Communications Officer Emergency Response Team (ECO-ERT).

This document is provided to assist Idaho's primary and secondary Emergency Communications Centers (ECCs), synonymous with Public Safety Answering Points (PSAPs), and governing ECC authorities with the information required for developing, training, equipping, and deploying a standardized ECO-ERT team. ECO-ERT is the concept of communications-specific mutual aid between ECCs to provide trained ECC personnel during emergencies. Unlike most contingency plans prepared by individual ECCs to address specific threats to their own ECCs, ECO-ERT involves providing qualified communications personnel to work in another ECC and requires coordination among ECCs, mutual aid consortiums and Emergency Management Agencies (EMA) from different municipalities, states and regions. When possible, the ECO-ERT members' skill sets should match those of the requesting agency. This coordination must take into account that while each agency is unique in its resources and operations, the basic duties and responsibilities remain the same.

The unique nature of ECCs requires that daily operations continue regardless of circumstance. It is therefore imperative that ECCs plan for emergency circumstances that adversely affect their ability to staff their center adequately.

For this program to be successful, it must be recognized and supported by federal, state, local and tribal EMA. Additionally, it is imperative that local participating agencies fully support ECO-ERT as a key element of public safety response, similar to their support for mutual-aid police, fire and EMS personnel during incidents or disasters.

In Idaho, a few relatively recent events have occurred where ECCs were overwhelmed or had exhausted their own personnel resources by an event or incident that required unofficial, pre ECO-ERT type deployments. (Examples: Hannah Anderson kidnapping—California AMBER Alert; Valley County Sheriff's Office; August 2013 / Soda Fire; Owyhee County Sheriff's Office; summer 2015)

Requirements to become an Idaho ECO-ERT team member

Step 1: Meet the following requirements to attend the ECO-ERT (TERT) Basic Course (IS-144.A).

Required:

- Minimum of two (2) years' experience as an Emergency Communications Officer (ECO)
- Required certifications:
 - Idaho P.O.S.T. Basic ECO
 - NIMS ICS 100, 200, and 700

Recommended courses (not required)

- Critical Incident Stress Management: Group and Peer
- Incident Tactical Dispatcher Course (INTD)(CISA sponsored)
- Crisis Communications course
- Hazardous Materials Awareness
- NIMS ICS 300 and 400

Step 2: Completion of FEMA's online IS-144.A TERT Basic Course

- This training course is designed to train experienced ECOs in one ECC to assist another temporary, alternate, or permanent ECC when assistance is needed.

Step 3: Complete the Idaho ECO-ERT **Membership Application** and **Contract of Commitment**.

Step 4: Remain aware of developments in Idaho ECO-ERT (TERT) qualifications, additional training, and opportunities.

- Follow Idaho ECO-ERT, PSAP Standards & Training, and Idaho Chapter of APCO/NENA social media outlets (Facebook, Twitter, website, etc.)
- If criteria #1 through #17 (listed on page 3 & 4) are met, ECO-ERT members may advance to Team Leader and ECO-ERT Trainer.

Step 5: Keep contact information current in the Idaho ECO-ERT database, maintained by the Idaho ECO-ERT Advisory Board and Statewide Interoperability Coordinator (SWIC)/Emergency Support Function-2 (ESF-2) representative.

Criteria to Become an Idaho ECO-ERT members

All members shall meet the following criteria and skills in addition to meeting national minimum training requirements or equivalent:

1. Pass a criminal background check performed by the Authority Having Jurisdiction (AHJ), and in accordance with Idaho statutes and IDAPA rules regarding Idaho P.O.S.T. ECO certification.
2. All ECO-ERT member agencies follow the vaccination/immunization guidelines outlined in the Centers for Disease Control (CDC) guidance document titled Immunization Recommendations For Disaster Responders. In summary, the CDC recommends that:

- 2.1 All Idaho ECO-ERT members shall have a Tetanus immunization or booster if the original immunization is more than 10 years old. The preferred variety is Tdap (tetanus/diphtheria/pertussis).
- 2.2 The Hepatitis B immunization may be beneficial but is only recommended for anyone who may have direct patient contact or contact with bodily fluids. ECOs typically should not be exposed to such situations. The decision for Hepatitis B is left to the discretion of the AHJ.
- 2.3 The Hepatitis A immunization is not recommended for Idaho ECO-ERT members working on TERT deployment situations within the United States.
3. Have a signed letter from agency director acknowledging/approving participation in ECO-ERT on-file with the Idaho SWIC. An employee who has been cross-trained as both a Call-Taker and Emergency Dispatcher shall be considered as an Emergency Communications Officer as it relates to the Idaho ECO-ERT program.
4. Completion of the ECO-ERT (TERT) Basic Awareness training course.
5. Successful completion of all relevant and current NIMS training course.
6. Demonstrate positive interpersonal communication and leadership skills.
7. Demonstrate adaptability and energy for mission achievement.
8. Demonstrate excellent multi-tasking and problem-solving skills.
9. Demonstrate the ability to be assertive in a positive and assistive manner.
10. Demonstrate team-player mentality.
11. Maintain above average annual performance reviews with no chronic work problems.
12. Possess an excellent working knowledge of the appropriate public safety emergency response operation and equipment as it relates to the member's role.
13. Demonstrate an ability to adapt and be flexible with different policies, procedures, equipment, and geographic areas.
14. Demonstrate an ability to adapt to poor environmental conditions such as no beds, cold meals, no running water, etc.
15. Demonstrate excellent people and teamwork skills inclusive of cultural diversity.
16. Demonstrate excellent, professional documentation skills.
17. Obtain approval from your ECC's Administrative Staff before ECO-ERT member departures for a deployment. Required Authorization forms will be sent for signatures.

Criteria to Become an Idaho ECO-ERT Team Leader

1. Understand local, state, regional and national mutual aid processes and procedures.
2. Be able to coordinate work tasks and human resources in adverse and changing environments with minimal direction.
3. Possess the knowledge to identify, locate and obtain logistical support for the team.
4. Have strong administrative skills.
5. Possess the ability to effectively interface with the Incident Command Structure, Idaho Office of emergency Management (IOEM), Idaho ECO-ERT coordinator (SWIC/ESF-2 representative) and local ECO-ERT Liaison (PSAP Committee member).
6. The individual has the requisite training and skills of a Supervisor.
7. Successful completion of all relevant and current National Incident Management System (NIMS) training courses.
8. Completion of the ECO-ERT (TERT) Team Leader training course.

Requesters Role and Responsibilities

1. Verify that an emergency has been declared by the local Emergency Management Coordinator (EMC).
2. The EMC will contact Idaho Office of Emergency Management (IOEM), or the SWIC/ESF-2 Coordinator to request ECO-ERT (TERT) activation. IOEM operates the state Emergency Operations Center (EOC) and is responsible for issuing tracking numbers that will be used to document potential ECO-ERT deployment.
3. Upon receipt of a validated request, the SWIC/ESF-2 will alert the Idaho ECO-ERT Advisory Board that a request is being staffed for consideration.
4. The SWIC/ESF-2 will request information outlining the needs of the impacted ECCs. The ECO-ERT request information sheet (Appendix C) is the minimum information needed in order to start the activation process.
5. The SWIC/ESF-2 will contact the Idaho ECO-ERT Advisory Board, and specifically the District ECO-ERT Liaison (PSAP Committee member) based on the location of the requesting ECC and request that all active ECO-ERT members be placed on standby.
6. The requesting ECC will assign and monitor tasks to ECO-ERT personnel, as necessary.
7. The ECC will notify the EMC after the ECO-ERT team has checked in.
8. The EMC will notify the SWIC/ESF-2 of any problems regarding the ECO-ERT personnel. Examples are that skills were not matched to needs, not performing to expectations, etc.
9. The ECC will update the EMC at least once per day of progress, and when the situation is stabilized and the ECO-ERT personnel are no longer needed.
10. The ECC will coordinate with the IOEM Logistics representative, or their designee, regarding travel and lodging arrangements for the responding team.

Idaho Office of Emergency Management and Idaho ECO-ERT (TERT)

**MEMORANDUM OF AGREEMENT FOR
THE IDAHO OFFICE OF EMERGENCY MANAGEMENT’S
USE OF
IDAHO EMERGENCY COMMUNICATIONS OFFICER PERSONNEL AND EQUIPMENT**

This Memorandum of Agreement for the Idaho Office of Emergency Management (“Agreement”) is entered into, by and between the Idaho Office of Emergency Management (“IOEM”) a state agency, hereinafter referred to as IOEM, and the local government, municipality, city, county, tribal, municipal utility district, special utility district, state agency, non-profit or not-for-profit organization, non-governmental organization, private entity or individual, or more specifically known as the (name the specific agency or organization) _____, (hereinafter referred to as the “Owner”).

1. PURPOSE

- A. The purpose of this Agreement is to establish protocol and procedures for the IDAHO ECO-ERT through the Idaho ECO-ERT Advisory Committee to request, use and reimburse the Owner for the use of communication equipment/personnel upon the execution of an ICS 213 by the state Emergency Operations Center (EOC).
- B. This Agreement shall not affect the provisions of any other agreement between the parties, including a Mutual Aid Agreement, regarding the provision of communications personnel, communications equipment or other services.
- C. This Agreement details the procedures under which equipment/personnel provided by the Owner will be used and returned, and how the owner will be reimbursed for the use of equipment and personnel. This Agreement does not obligate the Owner to provide communications personnel or equipment.

2. DEFINITIONS

- A. Emergency or Disaster Event – A state or nationally declared emergency or an event that affects property and/or lives and requires assistance from agencies outside the city or county in which it occurred.
- B. Federal Emergency Management Agency (FEMA) – a division of the federal Department of Homeland Security (DHS) charged with managing federal resources when called on by state authorities.

- C. Idaho ECO-ERT Advisory Committee – An organization established that functions at the direction of the Idaho Public Safety Communications Commission (IPSCC) in collaboration with the IOEM to facilitate interagency coordination and collaboration to provide efficient and effective planning and execution of emergency dispatching communications support to joint, interagency and intergovernmental task forces, and ensures that the requirements listed on pages 3 through 5 of this document are met and maintained as current by each Idaho ECO-ERT team member.
- D. ICS 213 – A form used by local jurisdictions to indicate a need for resources to which the state EOC has access. In the case of a communications request, the ICS 213 is submitted by the Owner to the ESF-2 Coordinator and/or SWIC, or his/her designee, for sourcing of resources.
- E. Incident Command System (ICS) – a formalized organization used by the federal, state and local governments to respond to emergency or disaster events.
- F. Mutual Aid Agreement – An agreement between entities detailing the circumstances under which they may call for aid in the event of a need.
- G. National Incident Management System (NIMS) – A set of rules and procedures used by federal, state and local jurisdictions to respond to emergency or disaster situations.
- H. State Emergency Operations Center (EOC) – an organization under the Idaho Office of Emergency Management that is activated under circumstances of emergency or disaster.
- I. Training Event – Any event directed by local authorities, state or federal authorities that test equipment and/or personnel in communications.

3. PROCEDURES

- A. Equipment and/or personnel provided by the Owner for use in an emergency must meet the criteria established in paragraphs 3 B. through I. to be eligible for use under the terms of this Agreement.
- B. Equipment provided by the Owner must be compatible with the State Communications Plan and the needs of the state in an emergency and must have been previously reviewed or approved by the IOEM.
- C. The Owner certifies the personnel who would operate the equipment are knowledgeable about the operation and maintenance of the equipment they will operate.
- D. Personnel provided by the Owner must be capable of operating in an Incident Command System (ICS) and National Incident Management System (NIMS) environment.
- E. The Owner will complete the “Equipment and/or Personnel Description Listing” provided in Annex 1 and submit quarterly updates for the duration of the Agreement for all equipment and/or personnel approved by the IOEM.
- F. The listing will detail the type and capabilities of equipment and personnel and the Owner will notify the IOEM of any changes to the equipment or personnel either by subtracting or adding capabilities within 10 business days.
- G. Equipment and/or personnel provided by the Owner will operate under the direction and

supervision of the Incident Commander at the location assigned.

- H. The owner certifies that it has not been debarred as a vendor by either the federal government or the State of Idaho as a condition of entering into this agreement.

4. COMPENSATION

A. Training Events

(1) All equipment will be type rated using a combination of the current Federal Emergency Management Agency (FEMA) rating system and the IOEM rating system. The Owner and the IOEM will agree on the type rating assigned to each piece of equipment and the Owner will be compensated, if appropriate, based on that type rating.

(2) The current FEMA and/or state of Idaho reimbursement rates for equipment used will be based on the type rating assigned. If the Owner is a participant in any State of Idaho Satellite Air Time programs, no compensation will be paid during training events for satellite air time. The compensation will be reviewed bi-annually and revised as necessary. If equipment is added or subtracted from a previously rated collection of equipment or communications platform, the equipment or platform may need to be re-rated and that re-rate may affect the amount of compensation.

(3) IOEM will authorize and facilitate reimbursement for the base pay, and benefits actually incurred by the Owner, if allowed by the Owner's charter, incorporation status or other factors. The IOEM will authorize and facilitate reimbursement for the backfill cost of personnel if necessary, to allow the Owner to continue to operate their communications function during a time when their communications personnel are engaged in an IOEM training event.

(4) IOEM will also authorize and facilitate reimbursement for meals, lodging, and mileage as provided by Idaho Statute 67-2004 and applicable IDAPA rules, unless meals and lodging are furnished by or through the IOEM.

B. Emergency or Disaster Event

1) When an ICS 213 is issued by the state Emergency Operations Center (EOC) on behalf of a local jurisdiction for an actual emergency or disaster requesting communications equipment and/or personnel under this Agreement, and the Owner of the equipment and/or personnel is willing and able to commit the equipment, the IOEM will become the coordinator of the use of the equipment and/or personnel until demobilized.

(2) If owner qualifies for reimbursement, reimbursement requests will be initiated by the Owner after demobilization and the IOEM will authorize and facilitate payment by the appropriate agency. The reimbursement payout will be at the current IOEM or FEMA rates and will follow the rules for reimbursement in place at the time the ICS 213 was issued for actual event reimbursement.

(3) The IOEM will provide forms and administrative assistance to complete the forms to the Owner and track the process from initiation to payment by the appropriate agency.

5. LIABILITY

- A. All personnel provided by the Owner shall not be considered employees of the IOEM, the Idaho ECO-ERT Advisory Board or of any other party for any purpose. Other than as provided in this Agreement, the Owner thus remains solely responsible for the supervision, work schedules, performance appraisals, compensation, overtime, vacations, retirement, expenses, disability, and all other employment-related benefits incident to the assignment of its personnel to the IOEM.
- B. The Owner is responsible for notifying the Owner's insurance carrier concerning the possible intended use of the Owner's equipment and/or personnel under this Agreement. Work records, injury reports, equipment damage or loss will be documented through the Owner's insurance structure. The Owner will look to their regular insurance structure for payment.
- C. Unless specifically addressed by the terms of this Agreement or other written agreement, the parties agree to only be responsible for the negligent or wrongful acts or omissions of their respective officers and employees, but only to the extent, they would be liable under the laws of the jurisdiction(s) to which they are subject.
- D. It is expressly understood and agreed that in the execution of this Agreement, no party waives, nor shall be deemed to waive, any immunity or defense otherwise available to it against any claims by third parties.
- E. To the extent authorized by law, the Owner, agrees to indemnify and save harmless IOEM, its director and employees from and against any and all claims, demands, actions, and suits, or any cause of action whatsoever, arising out of or involving any negligence on the part of the Owner or its employees in the exercise or enjoyment of this Agreement.

6. ACTIVATION

After the Owner agrees to allow their equipment and/or personnel to be used, they will be put on a list kept by the SWIC/ESF-2 Coordinator as a communications resources. A pre-scripted ICS 213 will be developed describing the equipment by type. Upon approval by the state EOC, the ICS 213 will become a tasking document and the basis to activate the equipment and/or personnel.

7. DEMOBILIZATION

- A. When equipment and/or personnel are no longer needed in an incident command as determined by the ICS Commander, the equipment and/or personnel will be released from the relative assignment back to the state EOC for further assignment as necessary.
- B. If there is no further need for the equipment and/or personnel at the relative assignment, they will be demobilized at a demobilization point and returned to the Owner.
- C. If a need for the equipment and/or personnel exists, the IOEM will direct the Team Leader to a new location to become part of another ICS command.
- D. When equipment and/or personnel are finally demobilized the Team Leader will complete

ICS form 221 (Demobilization Check-out) to document the personnel; their meals; lodging; travel; supplies and equipment costs. The forms must be submitted to the state EOC Administration/Finance Division.

- E. After review for administrative completeness and conformance with the equipment cost agreed to in this Agreement, the reimbursement request will be forwarded by the state EOC to IOEM to the paying agency requesting reimbursement to the Owner.

8. APPEALS

- A. Disputes arising out of the operation of this Agreement must be submitted in writing to the SWIC. If the dispute is not settled, it will be forwarded to the ECO-ERT Advisory Board for resolution.
- B. This Agreement is governed by the law of the state of Idaho and any venue for suits related to this agreement shall be in Ada County, Idaho.

9. TERM

- A. This Agreement will be in force for a period of two years. The Agreement will be reviewed biennially by the parties and may be renewed if mutually agreed in writing for an indefinite number of two-year periods provided the reason for entering into the Agreement has not been materially changed.
- B. This Agreement may be terminated with 30 days' notice in writing on the part of IOEM or the Owner.
- C. If this Agreement expires while equipment and/or personnel are deployed in a Training Event, or Emergency or Disaster Event, the terms of this Agreement will remain in full force until the equipment and/or personnel are demobilized and Owner has been reimbursed in accordance with the terms of this agreement.

10. RIGHT TO AUDIT

- A. IOEM and the Owner agree the representatives of the State Legislative Audits Division or the Owner, or other authorized representatives of the state of Idaho or the Owner, shall have access to, and the right to audit, examine, or reproduce, any and all records of IOEM and the Owner related to the performance under this Agreement. IOEM and the Owner shall retain all such records for a period of two (2) years or until all audit and litigation matters IOEM or the Owner has brought to the attention of each other are resolved, whichever is longer.
- B. IOEM and the Owner shall include the above section in all subcontractor agreements, if any, entered into in connection with this Agreement.

11. ASSIGNMENT

A party to this Agreement may not assign or transfer its interests or responsibilities under this Agreement.

12. THIRD PARTY BENEFICIARIES

Nothing in this MOA, express or implied, is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.

SIGNATURES OF AUTHORIZED REPRESENTATIVES

By signature below, the parties to this Agreement certify that they are authorized representatives of their respective entity and consent to the terms mentioned herein.

_____	_____
Approved Owner, Representative and Title	Date

_____	_____
Approved IOEM, Representative and Title	Date

**Appendix A:
Membership Application
&
ECO-ERT Contract of Commitment**



Idaho Emergency Communications Officer Emergency Response Taskforce

Member Application

ID ECO-ERT

Last Name: _____ First Name: _____ Middle Initial: _____

Title/Position: _____

Job Function:

Agency/Company:

Address:

City, State, Zip Code, County

Work Phone: _____ Fax Phone: _____

Email Address: _____

Member Profile

Year/Date

2 Years' Experience as an Idaho P.O.S.T. certified Emergency Communications Officer	
Agency background check (completed and in compliance with Idaho statutes & IDAPA rules)	
P.O.S.T. Certification	
NIMS 100, 200, and 700 (for ECO-ERT (TERT) Basic Awareness)	
ECO-ERT (TERT) Basic Awareness Course	
ECO-ERT (TERT) Team Leader Course (if applicable)	
NIMS 100, 200, 700, and 800 (for ECO-ERT (TERT) Team Leader)	

Include a letter of recommendation from a supervisor

"I certify I have met the minimum qualifications required to become an Idaho ECO-ERT member."

Signature of Applicant: _____ Date: _____

Member Recommendation

To be completed by a Supervisor, Manager, or Administrator

Supervisor name: _____

Work Phone: _____ Work Fax: _____

Email address: _____

The above applicant has completed the following requirements:

(Initial)

2 Years' Experience as an Idaho P.O.S.T. certified Emergency Communications Officer	
Agency background check (completed and in compliance with Idaho statutes & IDAPA rules)	
P.O.S.T. Certification (copy) attached	
NIMS 100, 200, and 700 (for ECO-ERT Basic Awareness)	
ECO-ERT (TERT) Basic Awareness Course (IS-144a.)	
ECO-ERT (TERT) Team Leader Course (if applicable)	
NIMS 100, 200, 700, and 800 (for ECO-ERT (TERT) Team Leader)	
Letter of Recommendation	

Signature of Supervisor: _____ Date: _____

Applications can be mailed or emailed.

Mail:

Idaho Office of Emergency Management
Attn: Statewide Interoperability
Coordinator (SWIC)
4040 Guard St., Bldg. 600 Boise, ID
83705-5004

Email:

Brian Shields
bshields@imd.idaho.gov

*If an applicant changes employment, the member will need to re-apply as an Idaho ECO-ERT member and will be required to complete a new application.

*******Do Not Write Below This Line – For Steering Board Use Only*******

Select One:

APPROVED

DISAPPROVED

_____ Date: _____

Applicable District ECO-ERT Coordinator Signature

_____ Date: _____

Idaho ECO-ERT State Coordinator Signature

Notes:

IDAHO ECO-ERT CONTRACT OF COMMITMENT

I, _____, understand that being a member of the Idaho Emergency Communications Officer Emergency Response Team (ECO-ERT) is a great honor. However, I also understand that it is a commitment that I must be willing to make voluntarily and with full knowledge of what is expected of me.

I am aware that an intrastate deployment is a minimum of four (4) days and that the minimum required for an interstate deployment is fourteen (14) days. I also understand and accept that I may be removed from the ECO-ERT if I demonstrate any of the following: a lack of commitment to the ECO-ERT mission by declining numerous deployment requests; failing to exercise and promote cooperation and collaboration within the team or while serving a requesting agency; or in any manner contributing to a negative or unwelcoming environment.

During this deployment phase, I realize that I may be expected to sleep in less than ideal situations (on the floor, in a vehicle, in a room with others, etc...) and that personal hygiene may be less than I am normally accustomed to (no showers, electricity, running water, etc...). I am also fully aware that food options may be scarce and that I should prepare 72 hours' worth of food/water for myself. I should also provide my own medications and any other items that would be necessary for me to fulfill my deployment time as outlined above.

It is recognized that I will be deployed to an area that is experiencing a distressing event. I fully comprehend that there may be resentment with my mere presence at the location and I am ready to accept this and work to the best of my ability to overcome any obstacles. I understand that I not only make an obligation to myself, but also to the ECO-ERT Team with which I am deployed. I am aware that I must be open to direction and feedback from my ECO-ERT Team Leader. I understand that I will be expected to work a console position, with zero to minimal training. The equipment (if any) may be something I am not familiar with and my comfort level may be very minimal.

As stated above, I am fully aware of the requirements that are placed upon me in my desire to be a member of Idaho ECO-ERT. I pledge to do my best and live up to the expectations that have been placed upon me.

Member Name

Date

**Appendix B:
Idaho ECO-ERT
Activation Request**

Idaho ECO-ERT Request Information

Date: _____

- 1. Name of Agency:**
- 2. Contact Person:**
- 3. Telephone #:**
- 4. EMA/ECO-ERT Coordinator Notified (time/date):**
- 5. Nature of emergency and impact on ECC:**
 - Work overload
 - ECC evacuation
 - Adverse environment conditions
 - Localized pandemic
 - Other
- 6. Is the emergency isolated to a single ECC or affecting other area ECCs:**
- 7. What will be the anticipated deployment environment (ECC; Field response)?**
- 8. Number and type of Personnel Needed:**
 - Emergency Communications Officer
 - Special Requests:
- 9. Anticipated length of time needed:**
- 10. Does Idaho ECO-ERT State Coordinator or appropriate official have ECC Survey for each affected ECC?**
- 11. Are there any roadblocks, flooded roadways, etc., that would prevent a team from reaching the ECC?**
- 12. Are there any checkpoints that Idaho ECO-ERT personnel will have to navigate?**
- 13. Staging area and contact information:**
- 14. Any special instructions?**

ECC Survey

ECC NAME:

Physical Address:

Primary Contact:

Secondary Contact:

24 X 7 Number:

CPE Manufacturer:

CPE Model:

CAD Manufacturer:

CAD Model:

Mapping Manufacturer:

Mapping Model:

Radio System Manufacturer:

Radio System Description:

Staffing: (Is your staff trained as)

- Call taker only**
- Call taker Police**
- Call taker Fire/EMS**
- Call taker, Police and Fire/EMS**
- EMD Program:**

ECO-ERT Package

Information requested below should be provided to responding Idaho ECO-ERT Team members upon arrival.

- List of CAD codes/commands
- List of call types
- List of radio frequencies and departments that utilize same unit number or radio signature designations
- List of common alert language (Code 6 Charles; Code 6 Mary; Code 7; etc.)
- List of radio codes
- Local phone books
- List of commonly used telephone numbers
- List of other required access numbers
- Commonly used terms/names (utility company name, common place names)
- Local maps/ Cross-reference guides
- List of major public buildings such as schools; shelters; hospitals; public safety buildings; other government buildings; jails/prisons; etc.
- Jurisdictional boundaries (police, fire, EMS)
- List of agencies dispatched or supported
- List of key public officials and current organizational structure (chain of command)
- Facility overview
- Overview of local and state laws
- Check-in/Check-out procedures
- Method of ID credentialing/electronic entry cards

Appendix C: Idaho ECO-ERT Deployment Checklist

ECO-ERT Request Checklist

- Request forwarded to County EMA
- Request forwarded to State EMA
- Request forwarded to EMAC
- Retrieve ECO-ERT packages
- Assign ECO-ERT liaison
- Completion of ECO-ERT request form
- Notify Requesting ECC no accommodations are necessary
- Brief Requesting ECC staff of ECO-ERT Team's arrival

ECO-ERT Arrival Checklist

- ECO-ERT Liaison initiates contact with responding ECO-ERT
- ECO-ERT arrives and checks in
- ECO-ERT packages provided to responders
- Responders have assigned duties
- Responders have current chain-of-command
- Responders have comfort facilities

ECO-ERT End of Shift Checklist

- ECO-ERT Liaison checks out with responding ECO-ERT command
- ECO-ERT Liaison assures responders questions/concerns are answered
- ECO-ERT response form completed for operational period

ECO-ERT Deactivation Checklist

- Incident Commander officially deactivates ECO-ERT response
- ECO-ERT is relieved of duties
- ECO-ERT Liaison assures responders question/concerns are answered
- Responding ECO-ERT completes check-out
- County/State EMA notified of deactivation
- ECO-ERT response form copied and forwarded to Requesting ECC after all
 - responders arrive at home base
- Operational debriefing/CISM

**Appendix D:
Idaho ECO-ERT Member Supply
List**

Supplies should be tailored to expected environmental and scene conditions, specific member needs, and guidance from the Idaho ECO-ERT State Coordinator, Idaho ECO-ERT Team Leader and/or Incident Commander. The deployed Idaho ECO-ERT Team should assure their members are able to be self-sufficient for at least 72 hours when deploying to major disaster scenes and the Team shall meet the requirements of the Emergency Management Assistance Compact (EMAC) Mission Order.

All Idaho ECO-ERT members should understand that deployment requires commitment and flexibility. Basic comfort facilities may not be available and only those willing and physically able to work in adverse conditions should become team members. Those requiring special diets and/or refrigerated medication or medical conditions requiring ongoing monitoring should not be selected for response.

Day Pack (to be carried with you (ECO-ERT Team Member) at all times and provided by same:

1-quart water / Canteen / Water bottle etc. Swiss Army Knife or Multi-tool Leather work gloves Eye protection / Ear protection Rain gear Flashlight / Induction flashlight preferred. Extra bulb for regular flashlight Reverse one battery to prevent accidental discharge. Camp knife Matches in a waterproof case Notepad / pencil / pen ID / Driver's License / Cash / Debit or Credit Card Roll of quarters for vending machines Cell Phone & Charger Non-perishable food for at least one day Prescription glasses (as needed) & sunglasses Skin protection (sunscreen) Insect repellent Hat / Handkerchief Lip balm /Ibuprofen/decongestants/ basic first aid supplies Prescription medications for term of deployment plus seven days Snacks & bottled water/soda
--

Duffel Bag/Backpack or soft luggage provided by you (ECO-ERT Team Member):

Sleeping bag, pillow, bedding
Uniforms (2-5 changes of clothes) Long pants, long sleeved shirt, shorts, T-shirts (seasonal clothing)
Coat or jacket and gloves (as appropriate)
Work/hiking boots that provide ankle support
Sneakers/tennis shoes
Trouser belt
Underwear
Socks
Mess kit / Camp cup / Eating utensils
Spare batteries for flashlight
Utility items: rubber bands, safety pins, needle and thread, extra buttons, duct tape, electrical tape, clothesline, etc.
Note: re-roll a few feet of tape on a pencil or similar and break off ends for a compact supply
Towel & Washcloth
Swimwear (weather dependent)
Shower shoes
Personal hygiene Items (Soap, shampoo, toothbrush, toothpaste, hairbrush, razor, cosmetics, etc.)
Ziplock bags (assorted sizes)
Garbage bags
Dirty laundry bag
Half roll of toilet paper--smash flat to conserve space
Hand & body towelettes/hand sanitizer
Radio / batteries
Reading materials / entertainment
Small battery powered alarm clock, pager or watch to be used as an alarm clock
Radio Head Set
Life Jacket

Special Considerations:

1. Keep your equipment to a manageable size. You should be able to carry it all at once for short distances.
2. Military duffel bags are ideal. Vacation type luggage is acceptable but discouraged.
3. Label ALL your equipment with your name and address.
4. NO flammable containers such as Sterno, propane or compressed gas containers. Chemical heaters are acceptable.
5. Electrical outlets may or may not be available. Electrically powered items are discouraged.
6. Consider packing each of your days' worth of clothes in a separate zip lock bag.
7. Pack all sensitive equipment in your pack in separate zip lock bags in case your pack is exposed to the weather.

Appendix E:

Deployment-
Related Forms and Documents

Idaho ECO-ERT Responding Taskforce Team Leader Review

	YES		NO
Was Emergency Management knowledgeable and helpful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you have all information and resources to initiate ECO-ERT (TERT)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the process well defined and usable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did your ECO-ERT (TERT) State Coordinator contact you in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were you provided all needed information and contact information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When the team arrived, were you briefed prior to assignment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the number and type of ECO-ERT (TERT) members requested appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you deploy as ECO-ERT (TERT) Team Leader again? (if no please explain below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On a scale of 1 - 10 (with 10 being the BEST), was the ECO-ERT (TERT) process effective in accomplishing its mission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any suggestions for improving the program?			
Other Comments (narrative for any of the above questions.)			

Idaho ECO-ERT Member Deployment Review

	YES		NO
Did you receive all the required information such as location, directions, contact name and number and team leader's name?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When you arrived, were you briefed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive an ECO-ERT (TERT) package when you arrived?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did it contain the necessary resources for you to begin work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the equipment what you are currently trained on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel that the right amount of resources were requested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel you were welcomed by the agency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were assignments clear and appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel that you were of help to the ECC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide suggestions on how to improve the program.			
Other Comments (Feel free to type a narrative for any of the above questions)			



UNIT LOG (ICS FORM 214-CG)

Purpose. The Unit Log records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item	Title Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-In Location	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).



Incoming Team Briefing

Provide Briefing reports (morning and evening):

- Provide ECC Equipment
 - CAD
 - Radio
 - 9-1-1 Equipment
 - Other (specify)
- Provide ECC Conditions
 - Shift's working
 - How many per shift
 - ECC Contact information
- Provide ECO-ERT Accommodations
 - Location and address of where ECO-ERT members are staying
 - Meals
 - Transportation
- Provide Area / Location Updates
 - Current location settings
 - Road Conditions
 - Restrictions to certain area



Idaho ECO-ERT Daily Update

Date:

Time:

Update:

Special Needs/Requests:

Expenses:

Team Leader Emails:

- From:
- Date:
- Time:

Content:



Date

[name],

Idaho ECO-ERT database currently shows the following ECO-ERT members from your agency who are in good standing and meet or exceed all requirements as published in the NJTI Model Recommendations for Idaho ECO-ERT Deployment.

Please review this list, advise if all are still with your agency, and still available for deployment. After reviewing, please sign the attached Pre-Authorization Letter and return to Idaho ECO-ERT State Coordinator/SWIC/ESF-2 Coordinator.

Sincerely,

SWIC/ESF-2 Coordinator
Idaho ECO-ERT State Coordinator



Idaho ECO-ERT AUTHORIZATION LETTER – INTRASTATE DEPLOYMENT

Idaho ECO-ERT State Coordinator,

I (Name of Chief, Sheriff, or Administrator), (Title) of the (ECC Name), approve the person(s) indicated in this letter as members of Idaho-Emergency Communications Officer Emergency Response Team (ECO-ERT). These members meet or exceed all requirements of ECO-ERT participation and are hereby authorized to participate in this Idaho ECO-ERT deployment.

I understand this is an intrastate deployment where Idaho ECO-ERT members are expected to be deployed for a minimum of four (4) days but can extend up to fourteen (14) days.

The decision for deployment, when the need arises, will be made on a case-by-case basis with regards to circumstances that exist at the time. I approve the following Idaho ECO-ERT member(s) to deploy to (declared disaster).

Idaho ECO-ERT Members:

Sincerely,

(Chief/Sheriff/Administrator)



IDAHO ECO-ERT AUTHORIZATION LETTER – INTERSTATE DEPLOYMENT

Idaho ECO-ERT State Coordinator,

I (Name of Chief, Sheriff, or Administrator), (Title) of the (ECC Name), approve the person(s) indicated in this letter as members of Idaho-Emergency Communications Officer Emergency Response Team (ECO-ERT). These members meet or exceed all requirements of ECO-ERT participation and are hereby authorized to participate in this Idaho ECO-ERT deployment.

I understand this is an interstate deployment where Idaho ECO-ERT members are expected to be deployed for a minimum of fourteen (14) days.

The decision for deployment, when the need arises, will be made on a case-by-case basis with regards to circumstances that exist at the time. I approve the following Idaho ECO-ERT member(s) to deploy to (declared disaster).

Idaho ECO-ERT Members:

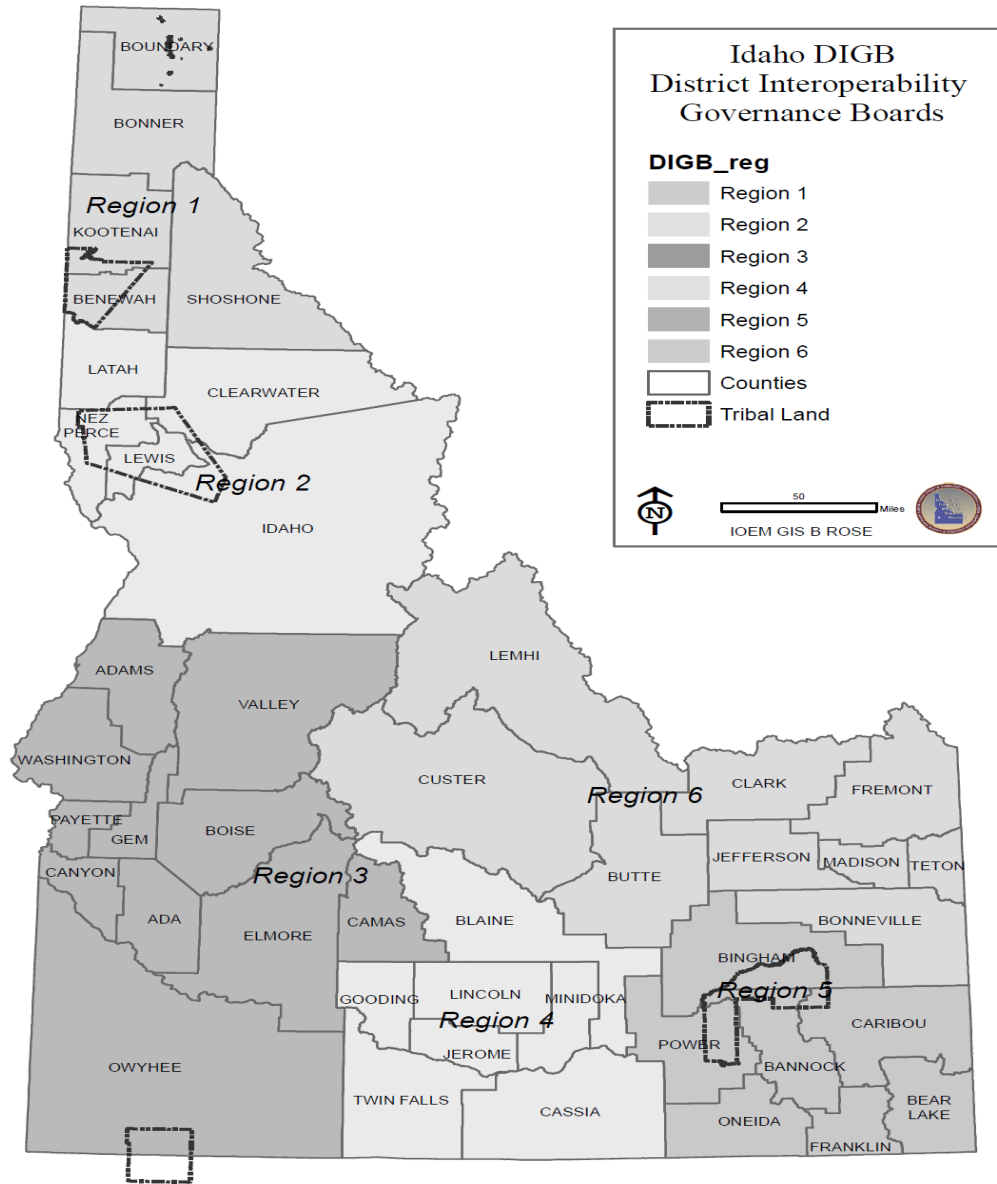
Sincerely,

(Chief/Sheriff/Administrator)



Appendix F: Idaho ECO-ERT District & District Coordinators

IDAHO ECO-ERT REGIONS/DISTRICTS



Region/District 1 Coordinator (PSAP Committee):

Region/District 2 Coordinator (PSAP Committee):

Region/District 3 Coordinator (PSAP Committee):

Region/District 4 Coordinator (PSAP Committee):

Region/District 5 Coordinator (PSAP Committee):

Region/District 6 Coordinator (PSAP Committee):