

STATE OF IDAHO

EMERGENCY PREPAREDNESS GUIDE

FOR ELECTED OFFICIALS



Elected officials are an integral part of our emergency management system here in Idaho. The Idaho Office of Emergency and elected officials share a common responsibility in providing public safety, and together we work to prepare our jurisdictions for the next incident or disaster that may threaten us.

Our mission at the Idaho Office of Emergency Management is to work hand in hand with elected officials for all major emergencies or disasters, from wildfires, severe storms and flooding, to hazardous material and cybersecurity incidents. We understand that all disasters have significant factors in common: they all begin at the local jurisdictional level, and require a coordinated, community-wide effort. We are committed to aiding our communities prior to, during, and after a disaster event.

This guide is one tool for making sure we are doing all we can to support state and local jurisdictions in emergency management. It contains an overview of the major functions we coordinate during the response and recovery to emergencies and disasters, and a summary of our major program areas.

Thank you for all you do. I welcome any comments or suggestions on how we can better serve you and our communities in our shared efforts to make a safer and stronger Idaho.

Sincerely,
Brad Richy,
Director, Idaho Office of Emergency Management
Direct Line: 208-258-6501



Elected officials play a crucial role in public safety. Their understanding and support of emergency management is vital to the safety and well-being of the public and communities.

TABLE OF CONTENTS

Introduction and Purpose	2
Disaster Declaration Process	3-7
Fire Management Assistance	8
Hazmat Response	9
Special Teams	10-11
Hazmat Cost Recovery	12
Public Assistance	13
Individual Assistance	14-15
Emergency Alerts and Warnings	16
Emergency Planning	17
Training and Exercise	18-19
Grants	20-21
Hazard Mitigation	22-23
Idaho Public Safety Communications	24
Key Roles Checklist	25-26
State Disaster Cost Guidelines	27-28
IOEM Directory	29-35
Acronyms	36



Please visit www.ioem.idaho.gov for more information on all of the programs within the Idaho Office of Emergency Management.

Local, county, and tribal governments are the first line of defense during emergencies and disasters.

INTRODUCTION

Elected officials play a vital role in preparing our communities to successfully deal with the harmful effects of natural and man-caused disasters. Emergency management efforts should be recognized and supported by elected officials as a critical government service—from mitigation, prevention and protection to response and recovery.

PURPOSE

The purpose of this document is to provide guidance and serve as a reference for emergency management within your jurisdiction. The intent is to eliminate or reduce the potential harm to emergency responders and the public from the effects of natural or man-made disasters.



“The Role of State Government should be to support and enhance local community emergency response efforts, including focusing state agency activities on supporting regional and community needs throughout Idaho.”

State of Idaho Executive Order

DECLARATION PROCESS

What to Do When Disaster Strikes

- 1. DISASTER:** The event occurs and local jurisdictions respond. The community will respond utilizing the National Incident Management System (NIMS). Agencies having jurisdictional responsibilities related to the response should be working together under a unified command / coordination system.
- 2. LOCAL DECLARATION:** A local emergency declaration is issued and remains in effect as long as necessary to ensure an effective response (Idaho State Code 46-1011). A local emergency declaration may be issued to notify the public that a significant event has occurred, to streamline budget and purchasing processes, and to access potential assistance programs.
- 3. RESOURCE MANAGEMENT:** The county or tribal emergency coordinator and staff coordinate and prioritize available resources to support incident commanders in the area of impact. Mutual aid and all local resources are employed, as available. Depending on the event, resources may become overwhelmed or exhausted and future emergency services may be in danger of being curtailed. At this point, the county or tribe can request assistance from the Idaho Response Center. A key condition to receive such assistance is that a county or tribal jurisdictional emergency declaration has been issued.



A key condition for requesting state assistance is that the requesting county or tribal jurisdiction has a signed Emergency Declaration.

- 4. STATE DISASTER REQUEST:** To receive state assistance, the county or tribe must be recognized by the Governor on a State Proclamation of Disaster Emergency as having been impacted by the event. This request is processed through IOEM to the Governor's Office. A County Commissioner or Tribal Elected Official contacts the IOEM Director to initiate the request and brief the situation. The IOEM Area Field Officer (AFO) can assist the county or tribe in preparing the request to IOEM. The IOEM Director then forwards the request with recommendation to the Governor. The Governor may issue a state disaster proclamation which can initially be verbal but will always be in final written form.
- 5. REQUEST FOR ASSISTANCE:** Once the impacted county or tribe is included on a State Proclamation of Disaster Emergency, requests for state assistance can be made to Idaho Response Center (IRC). This can be done with AFO assistance or using WebEOC. Requests for assistance can be made for additional resources or financial assistance for emergency protective measures or debris removal. A request must be accompanied by a delegation of spending authority that identifies an official authorized to encumber county or tribal funds to meet cost share obligations. Only costs incurred on or after the date of the State Proclamation are eligible for reimbursement (Idaho State Code 46-1005a). There will be a cost share of eligible expenses between the state and the county or tribe.

IOEM Area Field Officers are available to assist in the declaration process. See page 6 for AFO contacts and page 27 for details about the Historical Overview of Costs Under Governor Proclamation of Disaster Emergency.



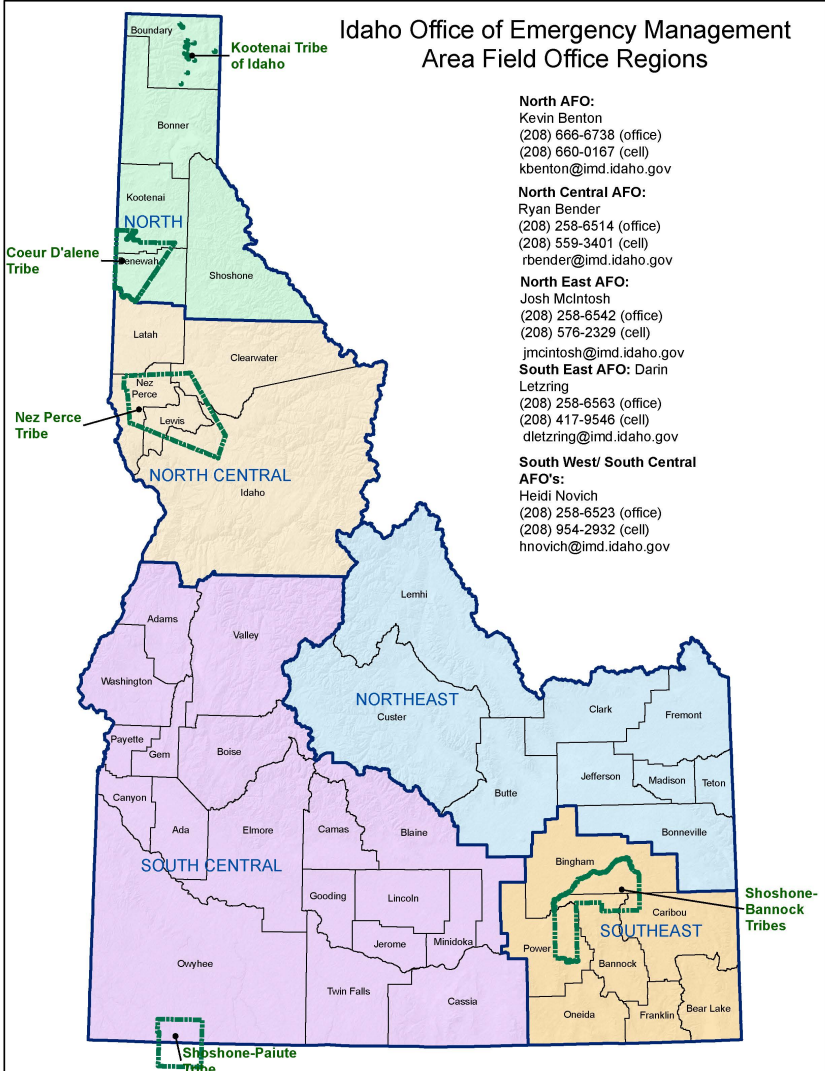
6. FEDERAL ASSISTANCE: When a disaster exceeds the State’s capabilities for response or recovery, the Governor or authorized representative can make a formal request to the Federal Emergency Management Agency (FEMA) Region X office for a Federal Presidential Major Disaster, Emergency Declaration, or Fire Management Assistance Grant (FMAG) (additional information on FMAG on page 10). A Joint Preliminary Damage Assessment may be required to demonstrate impact in order to make this request.

7. FEDERAL DISASTER DECLARATION: When approved, 75% of allowable disaster costs are normally reimbursed by the Federal government to the State. Payment of the non-Federal share of eligible disaster costs (25%) may be shared between the state and the eligible sub-applicant as determined by the Governor. Typically, this cost share is 15% to the State and 10% to the eligible sub-applicant(s) unless determined otherwise by the Governor.

8. TIMELINES FOR ASSISTANCE: County and tribal requests for assistance should be initiated as soon as possible during the proclamation period. The Governor’s State Proclamation of Disaster Emergency can take place quickly, usually within hours or days of the request. State financial reimbursements occur more quickly than federal financial assistance, although the speed of reimbursement can occur faster when complete documentation is maintained by the affected entity. Financial reimbursement under federal disasters, especially with projects that include permanent repair of damaged infrastructure, can take months to years, especially when the projects include complicated engineering, environmental or historical issues.



IOEM Area Field Officers work directly with the local emergency managers.



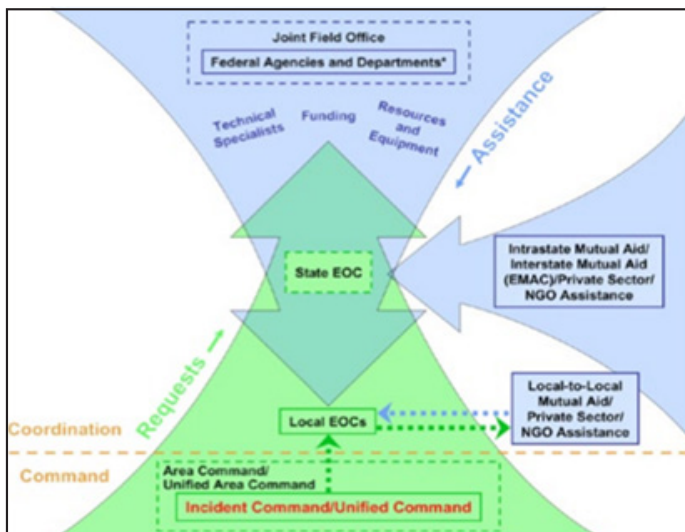
Emergency Operations Centers (EOC) play a critical role in managing incidents large and small.

EMERGENCY OPERATIONS CENTER FUNCTION

A county/tribal/city Emergency Operation Center (EOC) may be activated to coordinate jurisdictional response and recovery activity. All agencies with jurisdictional responsibility associated with the incident should coordinate with the EOC through a unified coordination/command system. Local jurisdictions may request resources from the state are coordinated by the State Idaho Response Center (IRC).

EOCs and EOC personnel can perform these functions:

- Collect, analyze and share information
- Support resource needs and requests
- Coordinate plans and determine current and future needs



*EMAC: Emergency Management Assistance Compact

**NGO: Non-governmental Organization



The Fire Management Assistance Process

Fire Management Assistance Grants (FMAG) can be approved based on:

1. Threats to lives and improved property; including critical facilities, infrastructure, and critical watersheds
2. Availability of state and local firefighting resources
3. High danger conditions
4. Potential major economic impact

FIRE MANAGEMENT ASSISTANCE GRANT PROGRAM

Under this program FEMA provides financial reimbursement for fire related costs to state, local and tribal government when a fire threatens such destruction as would constitute a major disaster. FMAGs provide 75% federal, 15% state, and 10% local cost share (in most instances).

FMAG KEY POINTS

- Submit a request while fire is uncontrolled and threatening such damage as would constitute a major disaster.
- FMAGs do NOT provide resources or replace the resource ordering process. Please contact your Area Field Officer if you need additional resources.
- IOEM will need your assistance in gathering required information and data for an FMAG request.



HAZARDOUS MATERIALS INCIDENT RESPONSE PLAN

ASSESSMENT: Local jurisdiction responds and reports Hazardous Materials/ Weapons of Mass Destruction (WMD) Incident.

NOTIFICATION: Incident Commander or local dispatch notifies State Communications who notifies IOEM Hazardous Materials Duty Officer and Department of Environmental Quality (DEQ) Coordinator.

COORDINATION: IOEM and DEQ representatives determine if an interagency conference call is necessary.

COLLABORATION: State Comm convenes initial call to include: IOEM, DEQ, Incident Commander, and special team representative (additional agencies may be added depending on incident type). If Incident Commander needs additional resources, special teams may be approved to respond to provide additional capability.

CLASSIFICATION: Call will determine the scope of incident, assistance needed and classification upon consensus of the IOEM Duty Officer and DEQ Coordinator.

FOLLOW-UP: State Comm performs notifications depending on classification. If other assistance or advice is requested additional conference calls will be set up until the emergency is declared over by the Incident Commander.

This plan is available on the IOEM website at:
<https://ioem.idaho.gov/hazardous-materials/hazmat-plan/>



SPECIAL TEAMS

REGION	COUNTIES	REGIONAL RESPONSE TEAM (RRT)	BOMB SQUADS	IDAHO TECHNICAL RESCUE TEAM	IDAHO INCIDENT MANAGEMENT AND SUPPORT TEAM (IIMAST)
I	Benewah, Bonner, Boundary, Kootenai, Shoshone	Kootenai Fire & Rescue	Spokane PD	Coeur d'Alene Fire	Statewide resource from all areas of State of Idaho
II	Clearwater, Idaho, Latah, Lewis, Nez Perce	Lewiston Fire	Spokane PD	Coeur d'Alene Fire	
III	Adams, Canyon, Gem, Owyhee, Payette, Washington	Caldwell Fire	Nampa PD	Boise Fire	
IV	Ada, Boise, Camas, Elmore, Valley	Boise Fire	Boise PD & Mountain Home AFB	Boise Fire	
V	Blaine, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls		Twin Falls PD		
VI	Bannock, Bear Lake, Butte, Bingham, Caribou, Franklin, Oneida, Power	Pocatello Fire		Pocatello Fire/Idaho Falls Fire	
VII	Bonneville, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton	Idaho Falls Fire	Idaho Falls PD	Pocatello Fire/Idaho Falls Fire	



SPECIAL TEAMS

REGIONAL HAZARDOUS MATERIALS RESPONSE TEAMS (RRTs)	<p>These are a fire department-based, specialized resource for responding to hazardous materials/WMD type incidents. Each team is working to become a Type 1 HazMat Team. Each team can provide for specialized chemical assessment, containment, research, and otherwise emergency control of chemical type incidents.</p>
BOMB SQUADS	<p>These are a law enforcement based, specialized resource for responding to explosives, suspicious packages, or other devices suspected of having explosive potential. They are equipped to provide remote assessment and render safe activities.</p>
IDAHO TECHNICAL RESCUE TEAM	<p>These are a fire department based, specialized rescue resource specifically designed to respond to the problems presented in completing search and rescue activities in collapsed structures. They can perform remote search, confined space, materials breaching, and other activities associated with reaching trapped persons within collapsed structures.</p>
IDAHO INCIDENT MANAGEMENT AND SUPPORT TEAM (IIMAST)	<p>This is a team made up of individuals from fire, law enforcement, EMS, public health, public works, and other public entities to provide assistance, coordination, and organizational structure to emergencies/events. This team is trained in the all-hazards incident management style and can provide emergency organization to areas within the state that need this kind of assistance.</p>



IOEM provides a mechanism for recovery of costs incurred by state emergency response teams and local emergency response authorities in responding to hazardous substance incidents.

HAZARDOUS MATERIALS INCIDENT COST RECOVERY

Title 39 Chapter 71 of the Idaho Hazardous Substance Emergency Response Act states the Idaho Military Division shall recover costs arising out of a hazardous substance incident. The State of Idaho will recover eligible costs incurred by state and local jurisdictions when responding to a hazardous materials incident. Cost recovery packets must be received by IOEM within 60 days of the termination of the incident.

Documented costs eligible for recovery:

- Materials and supplies
- Personnel costs - overtime, Hazmat differential, recall, or out-of-jurisdiction responses
- Medical Monitoring
- Rental or leased equipment
- Decontamination or replacement of contamination equipment
- Technical Services
- Laboratory costs
- Disposal costs

Cost recovery instructions are available on the IOEM website at: <https://ioem.idaho.gov/cost-recovery/>



Public Assistance

1. Disaster Event takes place
2. Declarations and Preliminary Damage Assessment
3. Submission of Request for Public Assistance (within 30 days of federal declaration)
4. Applicant's Briefing / Recovery Scoping Meeting
5. Damage Identification (within 60 days)
6. Project Formulation / Reviews and Approval
7. Documentation Review / Funding Reimbursement (Federal to State to Applicant)

PUBLIC ASSISTANCE

The FEMA public assistance program funds the repair of eligible public and private nonprofit facilities—such as roads, government buildings, utilities, and hospitals that are damaged in major disasters.

ELIGIBILITY (must meet all 4 requirements)

APPLICANT : State agencies, local governments, tribal governments, and certain private nonprofit organizations providing critical and essential services.

FACILITY : Responsibility of eligible applicant, located in designated disaster area, not under specific authority of another Federal agency, and be in active use at the time of the disaster.

WORK : **Emergency** - 6 months to complete:
Debris Removal, Emergency Protective Measures
Permanent - 18 Months to complete
Road and Bridge Systems, Water Control Facilities,
Public Buildings/Equipment, Public Utilities, and
Other (Parks, Recreation)

COST : Reasonable and necessary to accomplish work, complies with Federal, State, & local requirements for procurement, reduced by all funding duplication (i.e. insurance, salvage)



Individual assistance is meant to help with critical needs, caused by the disaster, which cannot be covered in other ways. Individual Assistance federal declarations generally occur in events where significant and widespread damage to personal property has occurred.

INDIVIDUAL ASSISTANCE PROGRAMS

The Individual Assistance programs may be available after a federal disaster to individuals and families whose primary residence has been damaged or destroyed and whose losses are not covered by insurance. Individual Assistance programs often are unable to completely cover all losses.

DISASTER HOUSING may be available for displaced persons whose residences were heavily damaged or destroyed to make homes habitable.

LOW-INTEREST DISASTER LOANS may be available from the U.S. Small Business Administration (SBA) to cover uninsured physical damage or economic losses. These programs may potentially be available if certain circumstances exist as a result of the disaster.

DISASTER GRANTS may be available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, transportation, medical, dental and funeral expenses.

OTHER DISASTER AID PROGRAMS include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security and Veteran's benefits.

VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER

(VOAD) may provide emergency and recovery assistance in a local, state or federally declared disaster beyond what may be available from governmental programs.



These federal program funds cannot duplicate assistance provided by other sources such as insurance.

INDIVIDUAL ASSISTANCE PROCESS

Eligibility

Most programs require the county and the state to demonstrate that the need is beyond their capability. A major factor that FEMA considers for disaster housing and grants is the number of primary residences damaged or destroyed.

Individual Assistance Grant Process

- 1. Disaster Event takes place**
- 2. Preliminary Damage Assessment potentially resulting in a Presidential Individual Assistance Declaration**
- 3. Individuals or households will apply directly to FEMA.**
- 4. After the application is taken, the damaged property is inspected to verify the loss.**
- 5. The case is presented to SBA for a low interest loan.**
- 6. If an applicant is denied by SBA, other federal funding may be available.**



It is vital for government to be able to promptly and accurately inform the public about the seriousness of an event and provide assurances that leaders are fully informed and are directing the response with every available resource.

EMERGENCY ALERT MESSAGES

PURPOSE: To inform the public of emergency situations and provide necessary information concerning actions that the public should take in a given situation.

Emergency messaging systems include:

- The Emergency Alert System (EAS) system is used by national, state, and local agencies to issue emergency information to the public through radio and television broadcasters.
- Wireless Emergency Alerts (WEA) sends alert information to cell phones within a geographic area.
- Reverse Emergency Notification systems can call landlines with emergency information in a designated geographic area.

HOW TO INITIATE: local dispatch centers may have capabilities for issuing emergency alerts via Integrated Public Alerts and Warning Systems (IPAWS). In an emergency State Communications can assist in issuing emergency messages when requested by the emergency management coordinator, county commissioner, or sheriff.

**State Communications
(State Comm)
1-800-632-8000 or 208-846-7610**



§ 46-1009 Idaho Code: “Each county and/or intergovernmental agency shall prepare and keep current a local or intergovernmental disaster emergency plan for its area.”

EMERGENCY PLANNING

Emergency preparedness is a continuous cycle and emergency planning is the cornerstone of it. Planning provides for informed decision-making regarding budgeting, training, equipment purchases, organization design and staffing, and resource prioritization.

The County or Tribal Emergency Operations Plan (EOP):

- Assigns responsibility for specific actions that exceed the routine
- Sets lines of authority and organizational relationships
- Describes how people and property are protected
- Identifies personnel, equipment, facilities, supplies and other resources available within the jurisdiction or by agreement elsewhere, and
- Reconciles requirements with other jurisdictions.

Best practice states that a current Emergency Operations Plan has been updated within the past 2-5 years. The planning process is as important as the plan and should be community based, representing all stakeholders. While it addresses all hazards and threats it should remain flexible in content and format. In the end it's a process to manage risk.

For support in updating/reviewing your County Emergency Operations Plan, please reach out to the IOEM Plans Section.



TRAINING PROGRAM

IOEM offers a variety of courses to ensure elected officials, emergency managers, and first responders are equipped for their roles within emergency management.

A robust training program improves operational readiness and advances the knowledge, skills and abilities of all members of the emergency management system.

G-402 NIMS Overview for Executive/ Senior Officials is a short classroom-based course that can help define and clarify the role of elected officials during an emergency or disaster.

The courses provided by IOEM can be supported by the state and local grant funds received by each jurisdiction. Please contact your county emergency manager to schedule or attend an IOEM sponsored course.

Training teaches us to work effectively and efficiently together to prepare for, respond to and recover from incidents, regardless of cause, size or complexity.



EXERCISE PROGRAM

One of the most effective ways to measure preparedness is to exercise our plans, policies, personnel and equipment. Exercises are conducted in a no-fault, learning environment to improve operational readiness, reveal planning weaknesses and resource gaps, improve coordination, clarify roles and responsibilities, improve individual performance, and gain public recognition of emergency service programs.

Six types of exercises are commonly used and are categorized as either discussion-based or operations-based. The decision to select a particular exercise type should be driven by the intended purpose or desired outcome.

DISCUSSION-BASED

Seminar
Workshop
Tabletop

OPERATIONS-BASED

Drill
Functional
Full-scale

Exercise activities should be based upon needs that are identified through gap analysis processes. This approach can help focus training and exercise events and ensure the appropriate audience is engaged.

Your participation in preparedness exercises, and understanding what responders and citizens need in the event of an emergency, is critical.

IOEM and local/tribal emergency managers can assist elected officials understand emergency authorities and responsibilities, and practice them before a disaster occurs.



These are the main grants administered by the Idaho Office of Emergency Management.

GRANTS

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

- 34% Pass through to local governments by State Law
- 50% Match Requirement
- Most flexible, used to establish and maintain county and tribal emergency management programs

STATE HOMELAND SECURITY GRANT PROGRAM (SHSP)

- 80% Pass through to local governments
- No Match Requirement
- Focus on preventing, detecting and responding to acts of terrorism

NON-PROFIT SECURITY GRANT PROGRAM

- Supports target hardening and other physical security enhancements for nonprofit organizations to prevent terrorist attacks
- Competitive application process via IOEM
- No Match Requirement

For Further Information:

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GRANTS

DEPARTMENT OF TRANSPORTATION HAZARDOUS MATERIALS GRANT (DOT)

- Focus on HazMat Planning and training
- Pass through 80%
- Match 20% in kind

HAZARD MITIGATION ASSISTANCE

- Includes Building Resistant Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), and Hazard Mitigation Grant Program
- Competitive application process through IOEM/FEMA
- Jurisdictions must participate in the NFIP and have FEMA-approved mitigation plan for eligibility
- 75/25 match
- Mitigation plans and projects to reduce risk of known and expected hazards
- Usually requires a Benefit Cost Analysis (BCA)

Other grants may be available to address specific agency needs or unique situations. Please contact IOEM for more information.



HAZARD MITIGATION

MITIGATION PROGRAM: The Mitigation Section of IOEM works with all 44 counties and five tribes throughout the state of Idaho to reduce and minimize the long-term risk associated with man-made and natural hazards and disasters.

MITIGATION PLANNING AND FUNDING: Mitigation plans provide a strategic approach to reduce a community's vulnerability from natural and man-made hazards. Plans are updated on a five-year cycle. Hazard mitigation assistance grants provide funding for mitigation measures that reduce disaster losses.

Hazard Mitigation Planning Benefits:

1. Strategic approach to risk reduction
2. Eligibility for FEMA's Hazard Mitigation Assistance grant programs
3. Information on natural hazards
4. A tool for public education and outreach
5. An approach to protect citizens, infrastructure and property from hazards

Link to Idaho State Hazard Mitigation Plan:

<https://ioem.idaho.gov/preparedness-and-protection/mitigation/state-hazard-mitigation-plan/>

MORE MITIGATION, MORE SAVINGS.



HAZARD MITIGATION GRANT PROGRAM AND HAZARD MITIGATION GRANT PROGRAM POST-FIRE

The FEMA Hazard Mitigation Grant Program (HMGP) is one part of the package of federal disaster assistance made available to eligible applicants. HMGP is a program to fund a wide range of projects that will reduce or eliminate the effects (costs) of hazards and/or vulnerability to future disaster damage. HMGP Post-Fire is part of the FMAG federal assistance with priority to wildfire affected areas.

ELIGIBILITY : have a FEMA-approved hazard mitigation plan

APPLICANT : State agencies, local governments, Tribal governments, and nonprofit organizations

PROJECT : conforms to state and local hazard mitigation plans, has a beneficial impact, complies with environmental laws and regulations, reduces risk, and is cost effective.

PROJECT EXAMPLES:

- Hazard Mitigation Planning
- Adopt and enforce building codes and develop standards
- Retrofit public buildings to withstand snow loads and prevent roof collapse
- Bury overhead power lines
- Elevate roads or bridges
- Replace undersized culverts
- Educate property owners about flood mitigation techniques
- Wildfire hazardous fuel reduction to protect structures



The IPSCC was expanded in 2016 to include radio, data and other emergency communications as well as the 9-1-1 telephone systems operated by Idaho counties and cities throughout the state.

IDAHO PUBLIC SAFETY COMMUNICATIONS COMMISSION

The purpose of the Idaho Public Safety Communications Commission (IPSCC) is to assist cities, counties, ambulance districts and fire districts in the establishment, management, operations and accountability of consolidated emergency communications systems and interoperable public safety communications and data systems.

The IPSCC is established by the Emergency Communications Act found in Idaho Statute Title 31 Chapter 48.

More information on the IPSCC is available at:

<https://ioem.idaho.gov/ipscc/>



KEY ROLES

Senior officials have important roles during every stage of a disaster. Key elements are presented below.

BUILD RESILIENCE BEFORE A DISASTER

- **Work with the emergency manager to establish preparedness priorities** and encourage all government agency heads, nonprofit organizations and business leaders to coordinate and collaborate on the jurisdiction's mitigation, response and recovery planning efforts.
- **Champion community risk reduction** by adopting and implementing mitigation strategies.
- **Encourage individuals, families and businesses** to develop emergency plans and be self-sufficient in the immediate aftermath of a disaster.
- **Participate personally in emergency and disaster preparedness exercises** to demonstrate support and practice executing legal and leadership responsibilities. Exercises also build familiarity with emergency management plans and staff.
- **Prepare for possible media interviews** by designating a Public Information Officer (PIO) or by building relationships with traditional and social media outlets and developing coordinated messaging.
- **Understand how continuity of essential private sector services and government operations** will be maintained during disasters to minimize impacts.

RESPOND EFFECTIVELY DURING A DISASTER

- **Get informed quickly and stay in close touch with the emergency manager.** Develop a regular meeting cadence with the lead emergency manager and appropriate individuals.
- **Trust and empower emergency management officials.** This may include obtaining assistance from other agencies, the private sector or neighboring jurisdictions, declaring a state of emergency, issuing emergency orders and assuring compliance with proper fiscal procedures.
- **Communicate quickly, clearly and effectively to the whole community,** and work with the PIO and other partners to ensure coordinated and accessible communication.



RECOVER EFFICIENTLY AFTER A DISASTER

- **Identify opportunities to build more resilient communities** through improved planning and smart infrastructure investments, including mitigation projects and strategies that reduce risk from future events.
- **Understand use of the financial and in-kind assistance programs** available that will help both community members and the government.
- **Leverage the expertise and resources of various departments and partner organizations.** Include personnel with planning, community outreach, housing, public works, education systems, economic development, natural resources and public health expertise.
- **Clearly communicate with community members** and set realistic expectations to help instill trust and confidence during the recovery process. The recovery process and programs can be complex.
- **Ensure all codes and regulations are enforced** during the recovery process. Develop disaster financial management processes and procedures before an incident.



HISTORICAL OVERVIEW OF COSTS UNDER GOVERNOR PROCLAMATION OF DISASTER EMERGENCY

OVERVIEW

This guideline is intended to help clarify what costs have historically been approved under a state disaster declaration as approved by the Governor. This is helpful in identifying what costs could potentially be eligible under future state disaster declarations. State code affords the Governor wide latitude in supporting activities associated with disaster declarations, and as such nothing contained within this historical overview prevents the Governor from taking action deemed appropriate for the situation.

TIMEFRAME

Costs that can potentially be attributed under a state proclamation of disaster emergency have been generally limited to those costs that occur after the governor has issued the declaration. Only costs incurred on or after the date of the State Proclamation are eligible for reimbursement. Idaho Code 46-1005A states that expenses are those “*arising out of a declared state of disaster emergency.*”

COST SHARE

The cost share between the state and the entity receiving disaster funding assistance has historically been set at 50/50. State code is silent on this cost share, but has been set in precedent for many years. Any deviations from the proposed cost share would need to occur through negotiation with the impacted jurisdiction, IOEM and the Governor’s Office.

ELIGIBLE COSTS

In the past, costs have been limited to actions that effectively protect life or property. Historically no actions have been approved under state disasters for the permanent repair of damaged infrastructure. Emergency work to protect life and property has been approved in the past. Emergency work may be generally defined as work not budgeted and that must be done immediately to:

- Save lives
- Protect public health and safety
- Protect improved property
- Eliminate or lessen an immediate threat of additional damage



REQUEST AND COST ALLOCATION PROCESS

Should a local jurisdiction or state agency have unmet needs, and governor has issued a proclamation of disaster emergency in support of that entity, they place requests for assistance with the Idaho Office of Emergency Management. Requests for assistance may be for material support (personnel, equipment, supplies, etc.), or for financial support for activities conducted by the entity requesting assistance.

- When material support is requested and approved, IOEM may assign Idaho state agencies to provide the assistance. Costs will be incurred and paid up front by IOEM, and IOEM will invoice the requesting party under the prevailing cost share.
- When financial support is requested and approved, the requesting party provides documentation of the costs, and IOEM reimburses the state's portion of the cost share.

Whether material or financial support is requested, a scope of work detailing the assistance will be drafted to define the parameters of the costs to be incurred and covered.

EVENTS QUALIFYING FOR STATE DISASTER FUNDING

Idaho Code 46-1002 defines a disaster as the:

“occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including but not limited to fire, flood, earthquake, windstorm, wave action, volcanic activity, explosion, riot, or hostile military or paramilitary action and including acts of terrorism.”

Given this definition, damages to infrastructure or costs that are not a result of a natural or man-made event have historically been ineligible under a state declaration. From a practical application perspective, this means that infrastructure damages or costs resulting from general disrepair or deferred maintenance have not been eligible.



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ACRONYMS

AFO	Area Field Officer
DEQ	Dept. of Environmental Quality
DOT	Dept. of Transportation
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMPG	Emergency Management Program Grant
EOC	Emergency Operations Center
EMS	Emergency Medical Service
EOP	Emergency Operations Plan
FMA	Flood Mitigation Assistance
HMGP	Hazard Mitigation Grant Program
HSGP	Homeland Security Grant Program
IOEM	Idaho Office of Emergency Management
ICS	Incident Command System
ICSAR	Idaho Collapse Search and Rescue
IIMAST	Idaho Incident Management and Support Team
IPSCC	Idaho Public Safety Communications Commission
ISP	Idaho State Police
LEPC	Local Emergency Planning Committee
LETTPP	Law Enforcement Terrorism Prevention Program
NEMA	National Emergency Management Association
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NWS	National Weather Service
PDM	Pre-Disaster Mitigation
RRT	Regional Response Team
SBA	Small Business Administration
VOAD	Volunteer Organizations Active in Disasters
WMD	Weapons of Mass Destruction



We must work together to save life and limit human suffering, injury to wildlife, damage to natural resources, private and public property, the environment and economy from all hazards.

NOTES



