STATE OF IDAHO
EMERGENCY MANAGERS GUIDE

Prevention
Protection
Mitigation
Response
Recovery

IDAHO OFFICE OF EMERGENCY MANAGEMENT · IDAHO'S HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY

Message from IOEM's Bureau Chief

At the Idaho Office of Emergency Management (IOEM), we understand that emergency management starts and ends at the local level. Because of the importance of local emergency management, we view it as our responsibility to serve local jurisdictions in all aspects of Emergency Management and to provide tools and programs that will make all of us successful when emergencies or disasters happen.

This guide has been developed to provide a summary of major disaster processes, and an overview of how our programs can support local jurisdictions. It is our hope that this guide can be used as a reference for Emergency Managers as they look to structure their local programs and as a guide to help educate others within their jurisdiction about emergency management. It also provides contact information for all the staff at IOEM, so you can reach out when you would like more information.

Together we have a common responsibility in providing public safety. Idaho is strong because of the relationships we have formed and the ability we have to come together to solve issues together.

I would like to encourage you to utilize IOEM staff as you work through different emergency management issues. Our staff is here to support and serve your program. Our Area Field Officers are locally available and knowledgeable about many aspects of emergency management, and our Boise staff are great resources for the programs they work on a daily basis.

Thank you for all that you do in service to your communities. As always, our office welcomes feedback on how we can best support and develop emergency management in Idaho.

Best Regards,

Ben Roeber
Bureau Chief
Idaho Office of Emergency Management

County and Tribal Emergency Managers play a crucial role in public safety and support to elected officials and the first responder community. An elected officials understanding and support of emergency management is vital to the safety and well-being of the public.

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ABOUT IOEM

The Idaho Office of Emergency Management (IOEM) is a part of the Idaho Military Division. IOEM is the State of Idaho's emergency management agency tasked by Idaho code with providing assistance to the 44 counties and five Tribal Nations in managing man-made and natural disasters in the state. IOEM guides the state in effectively preparing for, protecting against, mitigating the effects of, responding to, and recovering from all hazards. The four branches of IOEM are: Administration and Outreach, Operations, Preparedness and Protection, and Grants Management. The State of Idaho is divided into regions with assigned Area Field Officers (AFOs) as liaisons to the county and tribal emergency managers. IOEM is part of the Federal Emergency Management Agency (FEMA) Region 10 along with Oregon, Washington, and Alaska.

INTRODUCTION

Welcome to the **Idaho Emergency Managers Guide**, a resource developed to support county and tribal emergency managers, elected officials, first responders, and non-governmental agencies in preparing for, responding to, recovering from, and mitigating all-hazard emergencies and disasters across the state of Idaho. This guide is designed to serve as a practical, accessible tool for new and experienced emergency managers alike. It provides guidance on responsibilities, state and federal coordination processes, planning requirements, and available resources.

Idaho's unique geographic, cultural, and jurisdictional landscape presents both opportunities and challenges in emergency management. Emergency management in Idaho requires strong partnerships, local knowledge, and a unified approach to public safety.

Whether managing a local incident or contributing to a statewide response, emergency managers are at the forefront of safeguarding lives, property, and critical infrastructure. Together, through preparedness, coordination, and leadership, we can strengthen Idaho's readiness and resilience.

EMERGENCY MANAGEMENT FRAMEWORK IN IDAHO

State Authority: Idaho Code § 46-1001 through 46-1015 outlines the legal basis.
State Coordinating Agency: Idaho Office of Emergency Management (IOEM).
Tribal Nations: Federally recognized Tribes retain sovereignty and can request disaster assistance directly from FEMA or IOEM.

COUNTY AND TRIBAL EMERGENCY MANAGEMENT PROGRAMS

Each Idaho jurisdiction emergency management program will look different, however there are standards to maintain, based on state code. The following requirements are found in Title 46-1009.

- Each county within this state shall be within the jurisdiction of and served by the office and by a county or intergovernmental agency responsible for disaster preparedness and coordination of response.
- Each county shall maintain a disaster agency or participate in an intergovernmental disaster agency which, except as otherwise provided under this act, has jurisdiction over and serves the entire county, or shall have a liaison officer appointed by the county commissioners designated to facilitate the cooperation and protection of that subdivision in the work of disaster prevention, preparedness, response and recovery.
- The chairman of the board of county commissioners of each county in the state shall notify the office of the manner in which the county is providing or securing disaster planning and emergency services. The chairman shall identify the person who heads the agency or acts in the capacity of liaison from which the service is obtained, and furnish additional information relating thereto as the office requires.
- Each county and/or intergovernmental agency shall prepare and keep current a local or intergovernmental disaster emergency plan for its area.
- The county or intergovernmental disaster agency, as the case may be, shall prepare and distribute to all appropriate officials in written form a clear and complete statement of the emergency responsibilities of all local agencies and officials and of the disaster chain of command.

In addition to state code requirements there are other best practice activities to maintain in order to be eligible for specific funding:

- County and Tribal All-Hazard Mitigation Plans must be renewed on a five-year cycle to be eligible for FEMA Hazard Mitigation funding before and after a disaster. This plan is a cornerstone of planning and emergency management. It allows the county as well as other eligible applicants to apply for various forms of grant funding.
- Grants such as the Emergency Management Performance Grant (EMPG) can pay for staff and equipment, and the State Homeland Security Program (SHSP) grant can pay for equipment, supplies and projects. The EMPG comes with requirements for staff to complete trainings and an exercise in order to develop and maintain proficiencies in each county.

SUGGESTED EMERGENCY MANAGEMENT PROGRAM ROLES AND RESPONSIBILITIES

COUNTY AND TRIBAL EMERGENCY MANAGER

- Develop and maintain Emergency Operations Plan (EOP)
- Manage FEMA grant funds on behalf of the jurisdiction
- Coordinate with local jurisdictions, elected officials, responders, IOEM AFO and other IOEM staff
- Maintain an Emergency Operations Center (EOC)
- Attend and provide emergency preparedness information and training to the public

TRIBAL CONSIDERATIONS & SOVEREIGNTY

- Tribal Nations may activate direct-to-FEMA requests in a major disaster or work through the state Office of Emergency Management
- Ensure MOUs/MOAs are in place for mutual aid and sheltering
- Incorporate tribal customs, languages, and lands in planning

PLANNING ESSENTIALS

- A current Emergency Operations Plan (EOP) (Idaho Code § 46-1001), following FEMA CPG-101
- Hazard Mitigation Plan (HMP) updated every 5 years (FEMA-approved)
- Facilitate review of Continuity of Operations Plans (COOP), recommend biennial review
- Facilitate review of Continuity of Government Plan (COG), recommend biennial review

PLANNING RECOMMENDATIONS

- Evacuation Plan(s)
- Multi-Year Grants Spending Plan
- Training and Exercise Plan
- Facilitate review of Community Wildfire Protection Plan (CWPP)

PREPAREDNESS ACTIVITIES

- Conduct annual hazard assessments to determine preparedness and readiness gaps
- Work with local, state, and federal stakeholders to determine Critical Infrastructure and Key Resources in the jurisdiction
- Host regular Local Emergency Planning Committee (LEPC) meetings
- Assist with the building or sustainment of interoperable communications and attend District Interoperability Governance Board (DIGB) meetings
- Work with other jurisdictions, local government agencies, non-governmental agencies (NGOs), and VOAD agencies to develop MOUs/MOAs for response activities such as sheltering, feeding, and volunteer management

RESPONSE OPERATIONS

- Activate and operate EOC per NIMS guidance when applicable
- Coordinate with designated IOEM AFO for state disaster declarations
- Use WebEOC for situational awareness and mission tracking before, during, and after a disaster or event
- Coordinate sheltering with Idaho Voluntary Organizations Active in Disasters (IDAVOAD) partners when needed

RECOVERY OPERATIONS

- Conduct Initial Damage Assessments within 72 hours
- When applicable work with IOEM AFO and Recovery Manager to facilitate FEMA Public Assistance (PA) and/or Individual Assistance (IA), as well as other recovery programs if eligible
- Create Long-Term Recovery Groups (LTRG) as needed with assistance from IOEM when requested.

MITIGATION STRATEGIES

- Engage in community outreach to promote insurance and risk reduction
- Work with stakeholders to determine mitigation projects for jurisdictional infrastructure
- Apply for Hazard Mitigation Grant Program (HMGP) dollars to complete eligible mitigation projects

COORDINATION WITH STATE AND FEDERAL PARTNERS

- IOEM AFO: Primary POC for IOEM
- IEMA Regional Coordinators: Primary POC for IEMA
- FEMA Region 10: Federal partner for major disasters
- Mutual Aid: Engage in the Idaho Emergency Management Assistance Compact (EMAC)

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Ben Roeber, IOEM Bureau Chief

PUBLIC INFORMATION & WARNING SYSTEMS

- Identify and train on local mass notification systems (i.e. IPAWS, WEA's, etc.)
- Designate and train a Public Information Officer (PIO)
- Designate a spokesperson that is not the PIO. The PIO and spokesperson may have different roles
- Ensure public messages are culturally appropriate and translated when necessary

TRAINING & EXERCISES

- Adopt FEMA's Homeland Security Exercise and Evaluation Program (HSEEP).
- Emergency Management Program Grant (EMPG) funded staff must complete NIMS Training, as well as the Professional Development Series and/or Basic Academy. Specific courses found in EMPG, IOEM subgrantee guidance
- Conduct one exercise per year with participants from multiple agencies and disciplines within the jurisdiction
- Use IOEM's training calendar and grants to support local development.

FEDERAL GRANT FUNDING

Subrecipients and applicants must comply with all grant performance metrics and reporting requirements. IOEM supports the following grant programs, most involve passing through funding to local jurisdictions:

- Homeland Security Grant Program (HSGP)
- Tribal Homeland Security Grant Program (THSGP)
- Emergency Management Performance Grant (EMPG)
- State and Local Non-Profit Security Grant Program (SLNSGP)
- State and Local Cyber-Security Grant Program (SLCGP)
- Fire Management Assistance Grant (FMAG)
- Public Assistance Grant (PA)
- Individual Assistance Grant (IA)
- Hazard Mitigation Grant Program (HMGP) and HMGP Post-Fire
- Flood Mitigation Assistance (FMA)
- Hazard Material Grant (HMG)

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.
- Support 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) and spokesperson who can assist with 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 the county or tribal emergency manager and other emergency management officials. This may include obtaining assistance from other agencies, the private sector or neighboring jurisdictions, declaring a local 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

- Work with the emergency manager to 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 and take time to achieve.
- Ensure all codes and regulations are enforced during the recovery process. Develop disaster financial management processes and procedures before an incident.

> **"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 will respond using the National Incident Management System (NIMS).

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, purchasing, and administrative processes, and in some cases access potential assistance programs.

3. **RESOURCE MANAGEMENT:** The county or tribal emergency coordinator 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 be predicted to 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 (IRC) using WebEOC and working with an AFO. . A key condition to receive such assistance is that a county or tribal jurisdictional emergency declaration has been issued.

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 an event. This request is processed through IOEM to the Governor's Office. The County Commission Chair, Tribal Elected Official, or designee works with their designated emergency manager and the IOEM AFO to determine severity of disaster or emergency. Once the local jurisdiction determines a state disaster declaration should be requested, the AFO will organize a coordination call with the County/Tribal Emergency Manager, County Commission Chair/Tribal Elected Official or designees, and the IOEM Bureau Chief and Management Team to brief the situation and initiate the request. The AFO can assist the county or tribe in preparing the request. The IOEM Bureau Chief then forwards the request with any recommendation to the Governor's Office. The Governor may initially issue a verbal state proclamation of disaster emergency but will always finalize in writing.

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

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 the EOC using the Request for Assistance board in WebEOC. AFOs can assist with this request. All additional resources and/or financial assistance can be requested through this process. 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. Generally, 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. Eligible expenses under a state proclamation of disaster are emergency protective measures and debris removal.

IOEM AFOs are available to assist in the declaration process. See page 9 for more information.

6. **FEDERAL DISASTER DECLARATION:** 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 an Emergency Declaration, Public Assistance, Individual Assistance Declaration or Fire Management Assistance Grant (FMAG) - (additional information on FMAG on page 17). A Joint Preliminary Damage Assessment (PDA) may be required to demonstrate impact before the request is made.

When approved, 75% of allowable disaster costs are normally reimbursed to the state by the Federal government. 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.

7. **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 declaration reimbursements, which provide for emergency work and debris removal, typically occur more quickly than federal financial assistance (although the speed of reimbursement may occur faster when complete documentation is maintained by the affected entity).
- Federal Disasters may include permanent repair of damaged infrastructure, which can take months to years (especially when the projects include complicated engineering, environmental or historical issues).

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 and are coordinated by the State Emergency Response Team (SERT).

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
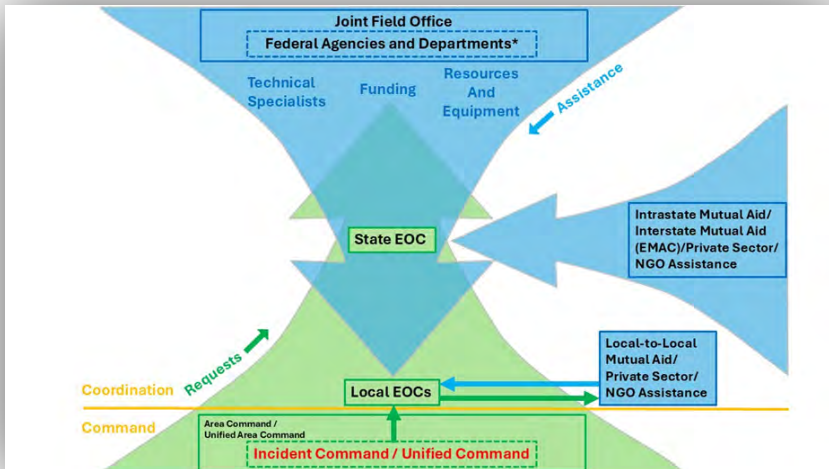
*EMAC: Emergency Management Assistance Compact

**NGO: Non-governmental Organization

WebEOC Nexus scalability and open code make it suitable for incidents of any size from internal IOEM processes, routine events to large-scale disasters — making it a cornerstone technology for modern emergency management.

WEBEOC NEXUS

WebEOC Nexus is a comprehensive, cloud-based crisis management system designed to support the Idaho Office of Emergency Management (IOEM) Emergency Operations Center (EOC) in managing disaster incidents and events, as well as daily operations. The IOEM WebEOC system provides a centralized information sharing platform to users from County, Tribal, Local, State agency, private and Federal partners. The system coordinates response activities and tracks resources in real time.

As a highly configurable system, WebEOC allows emergency management agencies to:
• create boards and workflows tailored to their specific processes, such as situation reporting, resource requests, mission tracking, and damage assessments
• the browser-based interface enables secure access from any internet-connected device, ensuring stakeholders at local, state, tribal and federal levels can collaborate effectively during emergencies

WebEOC integrates data from multiple sources, including weather feeds and external reporting, creating a common operating picture that enhances situational awareness. By logging decisions, actions, and communications, it also serves as a historical record for after-action reviews and compliance documentation. Widely used in Idaho across counties, tribes, public safety, healthcare, transportation, and utilities, WebEOC strengthens interoperability between agencies and supports a coordinated, timely, and efficient response to crises. Its scalability and open code make it suitable for incidents of any size from internal IOEM processes, routine events to large-scale disasters—making it a cornerstone technology for modern emergency management.

*For additional information visit **ioem.idaho.gov/webeoc***

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 is a primary means for providing the public with critical alert information about an emergency or disaster. This Federal Communications Commission (FCC) - mandated system can be accessed through the FEMA Integrated Public Alert and Warning System (IPAWS) under EAS rules, radio, TV, and cable TV stations must participate at the National level. They are encouraged to voluntarily particiapte in state and local EAS plans.

- **Wireless Emergency Alerts** - WEA is also available to emergency managers through IPAWS, a public safety system that allows customers who own certain wireless phones and other compatible mobile devices to receive geographically-targeted, text-like messages alerting them of imminent threats to safety in their area. WEA enables government officials to target emergency alerts to specific geographic areas.

- **Community Mass Notifications** - Jurisdictions using alerting software have the capability to send calls directly to phone numbers in a specific geographically designated area to include landlines. It functions as a one-way channel from emergency agencies to residents, delivering recorded messages, texts, or emails. This allows for the rapid dissemination of urgent information to many people simultaneously. Limitations include the need for residents to opt-in to receive notifications, the potential missed calls, the continued degradation of the legacy copper lines system, as well as language barriers.

- **National Oceanic and Atmospheric Administration (NOAA) Weather Radio All Hazards (NWR)** - is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week.

*For more information, visit **ioem.idaho.gov/emergency-communications***

IPAWS Architecture: A National System for Local Alerting
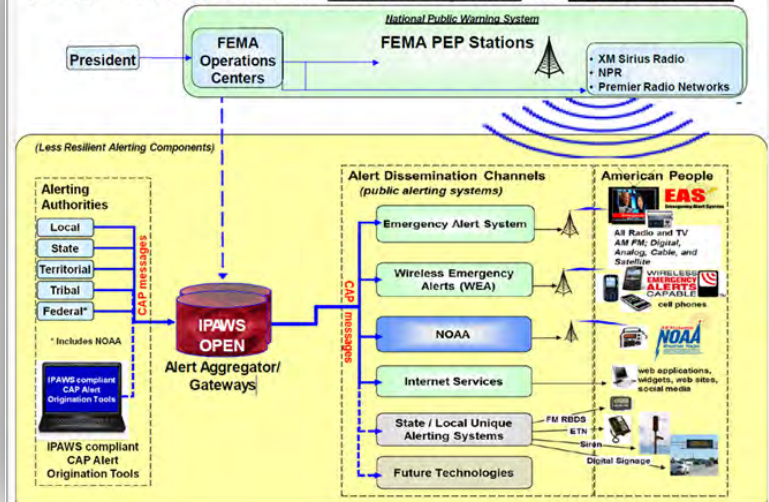
For more information, visit **ioem.idaho.gov/emergency-communications**

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, and may provide guidance for future incidents. 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 the Governor has issued a proclamation of disaster emergency in support of that entity, they submit requests for assistance with IOEM. 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.

FIRE MANAGEMENT ASSISTANCE GRANTS (FMAG) REQUESTS CAN BE CONSIDERED BASED ON:

1. Threats to lives and improved property, inlcuding 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 eligible costs of fire suppression and emergency protective measures to state, local and tribal agencies when a fire threatens such destruction as would constitute a major disaster (namely, Public and/or Individual Assistance declarations). FMAG awards provide for a 75% federal/25% non-federal cost share

FMAG DECLARATION AND GRANT PROCESS

1. Fire Incident occurs and is threatening qualifying destruction
2. County/Tribal Emergency Management provides required information to IOEM Area Field Officer (or other designated IOEM personnel)
3. IOEM coordinates with FEMA Region X
4. The Governor or Governor's Authorized Representative (GAR) requests an FMAG Declaration for Region X's approval
5. Once awarded, and within thirty (30) days after the Incident Period (IP), Applicants submit Request for Fire Management Assistance – Subgrant (RFMAS) electronically or during Applicants Briefing
6. Damage/Cost documentation is submitted to IOEM for initial validation, which is then submitted to FEMA for final review/approval
7. FEMA obligates funds/payment takes place (FEMA to State to Applicant)

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 AFO if you need additional resources.
- IOEM will need assistance from local emergency management in gathering required information and data for an FMAG request.

PUBLIC ASSISTANCE GRANT PROGRAM

The FEMA Public Assistance Program provides funding for the repair/replacement of eligible public and certain private nonprofit facilities (e.g. roads, government buildings, utilities, and hospitals that are damaged in 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)

PA DECLARATION AND GRANT PROCESS

1. Disaster Event takes place
2. Initial and Joint Preliminary Damage Assessment (PDAs) conducted to determine if both the county AND the State have met its current per capita impact indicator
3. Submission of Request for Public Assistance (within 30 days of federal declaration)
4. Applicant's Briefing / Recovery Scoping Meeting
5. Damage Identification and Inventory (within 60 days of Recovery Scoping Meeting)
6. Project Formulation / Reviews and Approval
7. Complete Documentation Review / Funding Reimbursement (Federal to State to Applicant)

Federal program funds cannot duplicate assistance provided by other sources such as other federal agency funds, insurance settlement, or other recovery resources.

As with most federal programs Individual Assistance (IA) is intended to provide assistance when needs exceed the county's, tribe's, and state's capacity. A significant factor that FEMA considers when evaluating a request for Individual Assistance is the number of primary residences categorized as having sustained "major damage" or damages resulting in the residence being "destroyed" during the damage assessment process.

INDIVIDUAL ASSISTANCE (IA) GRANT PROGRAMS

FEMA's Individual Assistance Program provides aid directly to eligible individuals and families affected by a disaster, who have uninsured or under-insured necessary expenses and serious needs.

Types of assistance the IA Program may provide:

- Temporary Housing Rental
- Repair of uninsured or under-insured homes
- Other disaster-caused expenses and serious needs, such as repair/replacement of personal property & vehicles, funds for storage, medical, dental, childcare, funeral and other miscellaneous items.
- Disaster Case Management
- Crisis counseling
- Disaster-related unemployment assistance
- Disaster Legal Services

INDIVIDUAL ASSISTANCE DECLARATION AND GRANT PROCESS

1. Disaster Event takes place
2. Initial and Joint Preliminary Damage Assessment and Declaration
3. Program Delivery Modes and Locations are Identified with Local/Tribal/State Support (e.g. Disaster Recovery Center and Mobile Registration Intake Centers)
4. Individuals or households apply directly to FEMA for IA support through the available programs
5. Damaged property is inspected to verify the loss
6. Eligible funding is provided for validated/approved expenses

OTHER PROGRAMS/ASSISTANCE FOR INDIVIDUALS

Many disaster incidents do not result in an Individual Assistance declaration. Even when approved, the IA Program is often unable to completely cover all losses due to program limitations and coverage maximums. Following a disaster, additional programs/support may be available to individuals affected by the event.

VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER (VOAD)

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

SMALL BUSINESS ADMINISTRATION - LOW-INTEREST DISASTER LOANS may be

available from the U.S. Small Business Administration (SBA) to cover uninsured physical damage or economic losses. SBA Assistance may include:

- Real property loans for owners, up to $500,000
- Low interest loans for personal property (to owners and/or renters), up to $100,000
- Disaster survivors may seek assistance from FEMA and SBA at the same time. FEMA and SBA collaborate to ensure no duplication of benefits exists for the same damage.

OTHER DISASTER AID PROGRAMS include assistance with income tax, Social Security and

Veteran's benefits, disaster programs for agricultural producers through local Farm Services Agency (FSA) Offices..

For additional information visit ioem.idaho.gov/grants/disaster-grants

Businesses impacted by a disaster may also have relief made available via low-interest SBA loans. Business impacts may be collected and shared at the local level, relayed to/reviewed by the State & SBA Operations, with a declaration request from the Governor to the SBA Administrator.

FEMA PREPAREDNESS GRANTS/NON-DISASTER GRANTS

Most preparedness/non-disaster grant funds are management through IOEM's Grant Management System of record called Amplifund.

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
- Annual allocation with a period of performance lasting 2.5 years
- Ideas for allowable expenditures can be found in the FEMA NOFO and IOEM Subrecipient Guidance

STATE HOMELAND SECURITY GRANT PROGRAM (SHSP)

- 80% Pass through to local governments
- 35% spending requirement on Law Enforcement (may change)
- No Match Requirement
- Focus on preventing, detecting and responding to acts of terrorism
- Annual allocation with a period of performance lasting 2.5 years
- Ideas for allowable expenditures can be found in the FEMA NOFO and IOEM Subrecipient Guidance

NON-PROFIT SECURITY GRANT PROGRAM (NSGP)

- Supports target hardening and other physical security enhancements for nonprofit organizations to prevent terrorist attacks
- Competitive application process via IOEM
- No Match Requirement
- Annual allocation with a period of performance lasting 2.5 years

STATE AND LOCAL CYBER SECURITY GRANT PROGRAM (SLCGP)

- Four-year grant cycle
- Supports whole-of-state cybersecurity initiatives designed to improve cyber posture of eligible State, Local, and Tribal (SLT) government agencies and public critical infrastructure operators
- Managed by IOEM and administered by Idaho Technology Systems (ITS)

*For additional information visit **ioem.idaho.gov/grants/non-disaster-grants***

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 that can be made available to eligible applicants after a federally declared disaster. 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.

The HMGP and HMGP Post-Fire typically have a 75/25 cost match, and are determined through a competitive application process through IOEM/FEMA. Projects must be cost effective and meet or exceed a benefit cost analysis (BCA) of 1:1.

ELIGIBILITY: have a FEMA-approved hazard mitigation plan with projects identified in the plan

APPLICANT: State, Local, and Tribal governments; registered nonprofit organizations with like-government services; and special districts

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
- Flood proofing and risk reduction
- Elevate roads or bridges
- Replace undersized culverts
- Aquifer recharge, storage, and recovery
- Wildfire hazardous fuel reduction to protect structures

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

FLOOD MITIGATION ASSISTANCE:

The FEMA Flood Mitigation Assistance (FMA) program helps states, Tribes, territories, and local communities reduce repetitive flood damage to structures insured under the National Flood Insurance Program (NFIP) to minimize future claims.

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
1. Information on natural hazards
2. A tool for public education and outreach
3. An approach to protect citizens, infrastructure and property from hazards

Link to Idaho State Hazard Mitigation Plan can be found at **ioem.idaho.gov/mitigation**

National Benefit-Cost Ratio (BCR) Per Peril *BCR numbers in this study have been rounded	Beyond Code Requirements	Federally Funded
Overall Hazard Benefit-Cost Ratio	**$4:1**	**$6:1**
Riverine Flood	$5:1	$7:1
Hurricane Surge	$7:1	Too few grants
Wind	$5:1	$5:1
Earthquake	$4:1	$3:1
Wildland-Urban Interface Fire	$4:1	$3:1

DEPARTMENT OF TRANSPORTATION HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT (HMEP)

- Focus on HazMat planning and training
- Match 20% in kind

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.

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

COORDINATION: IOEM and DEQ representatives determine if an inter-agency 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).

CLASSIFICIATION: 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.

The Hazardous Materials Incident Response Plan is available on the IOEM website at
ioem.idaho.gov/hazardous-materials/hazmat-plan

SPECIAL TEAMS DESCRIPTION

REGIONAL HAZARDOUS MATERIALS RESPONSE TEAMS (RRTs)	These are a fire department-based, specialized resource for responding to hazardous materials/WMD type incidents. The teams are listed as either a type 2 HazMat team or a Type 4 HazMat Team. Each team can provide for specialized chemical assessment, containment, research, and otherwise emergency control of chemical type incidents.
BOMB SQUADS	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.
IDAHO TECHNICAL RESCUE TEAM	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.
IDAHO INCIDENT MANAGEMENT AND SUPPORT TEAM (IIMAST)	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.

IDAHO 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 Fire	Twin Falls PD	Boise Fire	
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	

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:
ioem.idaho.gov/cost-recovery

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 routine operations
- 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.

The CPG 101 is FEMA's guidance for developing and maintaining emergency operations plans and is a step-by-step framework to build, update, and align EOPs with a community's specific hazards and needs. The planning process is as important as the plan and should be community based, representing all stakeholders. The EOP should remain flexible in content and format, and provide response activities that best serve the community. Best practice states that a current EOP has been updated within the past 2-5 years.

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

For additional information visit ioem.idaho.gov/plans

PREPAREDNESS CYCLE

PLAN — Grant funds support planning activity critical to effective emergency response.

ORGANIZE/EQUIP — Grant funds are a critical resource to close capability gaps through equipping emergency management programs with the tools to protect lives and property.

TRAIN — Training is how plans are socialized and embedded in daily practice.

EXERCISE — Exercises are the mechanism to test and refine plans and include after action reports detailing strengths and areas of improvement.

EVALUATE/IMPROVE — Evaluating emergency responses and exercises inform plans, policy and practices for future improvement.

IOEM PUBLIC-PRIVATE PARTNERSHIPS (P3) PROGRAMS

The Idaho Office of Emergency Management's Public Private Partnerships (P3) Program is aimed at education, training outreach, and engagement opportunities that seek to incorporate the private sector into Idaho's multi-faceted mitigation, disaster response, recovery, and resiliency efforts. The Idaho P3 consortium of businesses, organizations, Chambers of Commerce, and associations use constantly evolving protocols, implementation tools, planning documents, and trainings, ensure the business community is included and utilized in the state's emergency operation plans and resources.

THE GOAL is to develop and exercise operational protocols with private sector entities, before we need them, so they are established and in place when we do.

THE MISSION is to enhance the common operating picture, liaise and foster the collaboration of efforts between the public and private sectors in all phases of emergency management, and to support the stabilization and recovery of communities after any event.

THE P3 PRIORITY is to protect Idahoan's safety, welfare, community, and economic strength, by supporting the safe and speedy resumption or continued operation of business and industry before, during and after disasters.

P3 PROVIDES:

- Outreach and coordination between the State of Idaho (IOEM, EOC, SERT) and public and private partners to foster collaboration, communication, information sharing, situational awareness, and resource management.

- Supply chain monitoring for trends and potential shortages, routinely assessing the need for coordinated efforts in the potential redistribution of goods and services.

- Regional collaboration between private sector partners and local, state, federal and tribal government entities.

- Business continuity materials and training on ALL-HAZARDS for Idaho businesses and owners of critical infrastructure.

For additional information visit
ioem.idaho.gov/about/administration-outreach/public-private-partnerships

EMERGENCY COMMUNICATIONS

It is critically important for the public to have the ability to call for help, for response organizations to communicate during incidents, and for officials to be able to communicate important information to citizens.

DISTRICT INTEROPERABILITY GOVERNANCE BOARDS (DIGBS) AND IDAHO PUBLIC SAFETY COMMUNICATIONS COMMISSION

DIGBs are established within each region of Idaho. These groups are important forums for building emergency communications capabilities, and for discussions on best practices and implementation of technologies. DIGBs work closely with the Idaho Public Safety Communications Commission (IPSCC) for the development of statewide capabilities. More information is available at **ioem.idaho.gov/ipscc**

STATEWIDE INTEROPERABILITY COORDINATOR (SWIC)

The SWIC position within IOEM can assist local jurisdictions in building communications plans and capabilities. More information is available at **ioem.idaho.gov/statewide-interoperability**

*For more information, visit **ioem.idaho.gov/emergency-communications***

Training and Exercise are a vital component to providing emergency response agencies and their communities improved public safety and preparedness capabilities.

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. 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	OPERATIONS-BASED
Seminar	*Drill*
Workshop	*Functional*
Tabletop	*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.

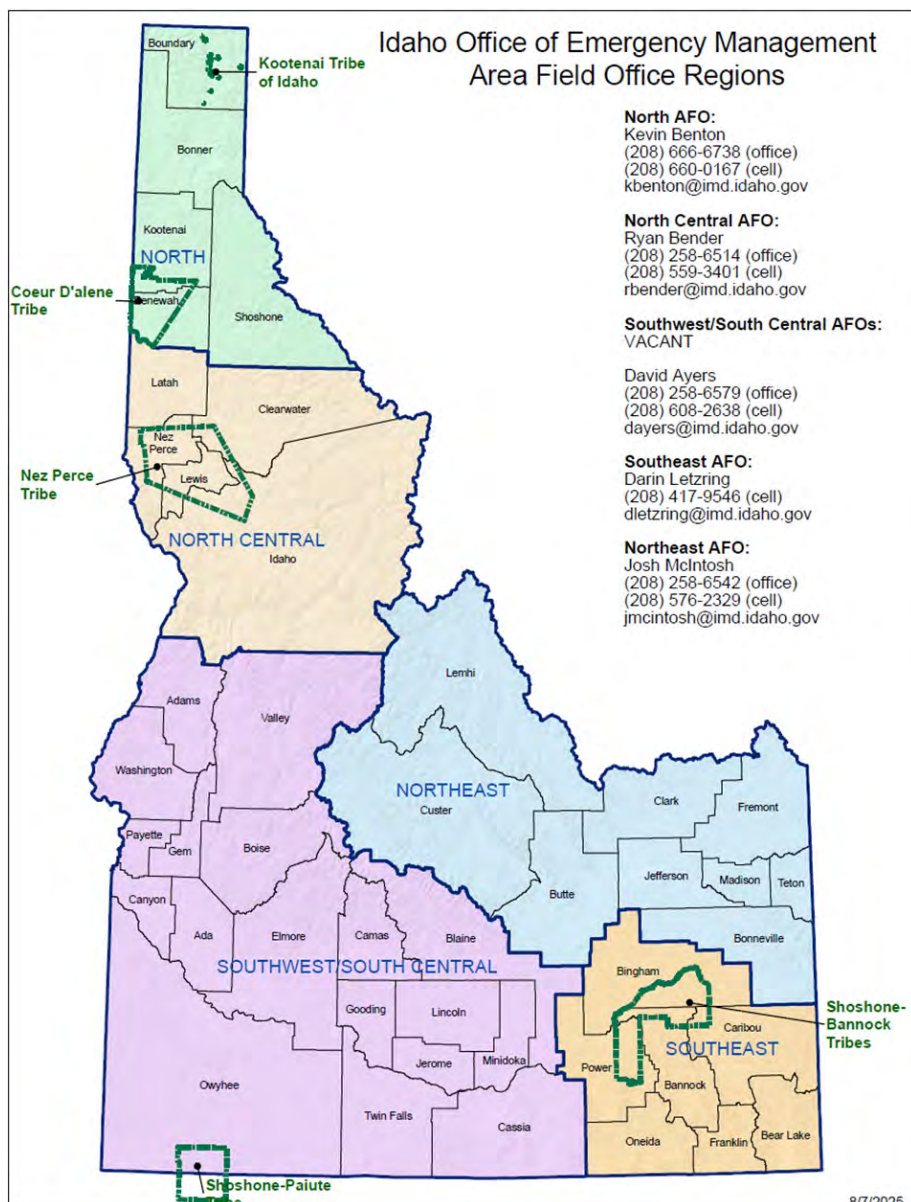Your participation in preparedness exercises, and understanding what responders and citizens need in the event of an emergency, is critical.

IOEM and local/tribal emergency managers enhance the emergency preparedness of Idaho's communities through the sustainment of comprehensive, all-hazard training and exercise programs.

*For additional information visit **ioem.idaho.gov/training-exercise***

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ACRONYMS

AFO	Area Field Officer	IIMAST	Idaho Incident Management and Support Team
BCA	Benefit Cost Analysis	IOEM	Idaho Office of Emergency Management
COOP	Continuity of Operations Plan	IPSCC	Idaho Public Safety Communications Commission
COG	Continuity of Government	ISP	Idaho State Police
CWPP	Community Wildfire Protection Plan	LEPC	Dept. of Environmental Quality
DEQ	Dept. of Environmental Quality	LETPP	Law Enforcement Terrorism Prevention Program
DIGB	District Interoperability Governance Board	MOU/MOA	Memorandum of Understanding/Memorandum of Agreement
DOT	Dept. of Transportation	NEMA	National Emergency Management Association
EAS	Emergency Alert System		
EMAC	Emergency Management Assistance Compact	NFIP	National Flood Insurance Program
EMPG	Emergency Management Program Grant	NGO	Non-Governmental Organization
EOC	Emergency Operations Center	NIMS	National Incident Management System
EMS	Emergency Medical Service	NPA	National Priority Area
EOP	Emergency Operations Plan	NWS	National Weather Service
FEMA	Federal Emergency Management Agency	PA	Public Assistance
FMA	Flood Mitigation Assistance	PDA	Preliminary Damage Assessment
HazMat	Hazardous Materials	PDM	Pre-Disaster Mitigation
HMGP	Hazard Mitigation Grant Program	RRT	Regional Response Team
		SBA	Small Business Administration
HMP	Hazard Mitigation Plan	SERT	State Emergency Response Team
HSEEP	Homeland Security Exercise and Evaluation Program	SHSP	State Homeland Security Grant Program
HSGP	Homeland Security Grant Program	SLCGP	State and Local Cybersecurity Grant Program
IA	Individual Assistance	SWIC	Statewide Interoperability Coordinator
ICS	Incident Command System		
ICSAR	Idaho Collapse Search and Rescue	THSGP	Tribal Homeland Security Grant Program
IDAVOAD	Idaho Voluntary Organizations Active in Disasters	VOAD	Volunteer Organizations Active in Disasters
IEMA	Idaho Emergency Management Association	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.

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