

# Idaho Bureau of Homeland Security



QUARTERLY NEWSLETTER

WINTER 2012

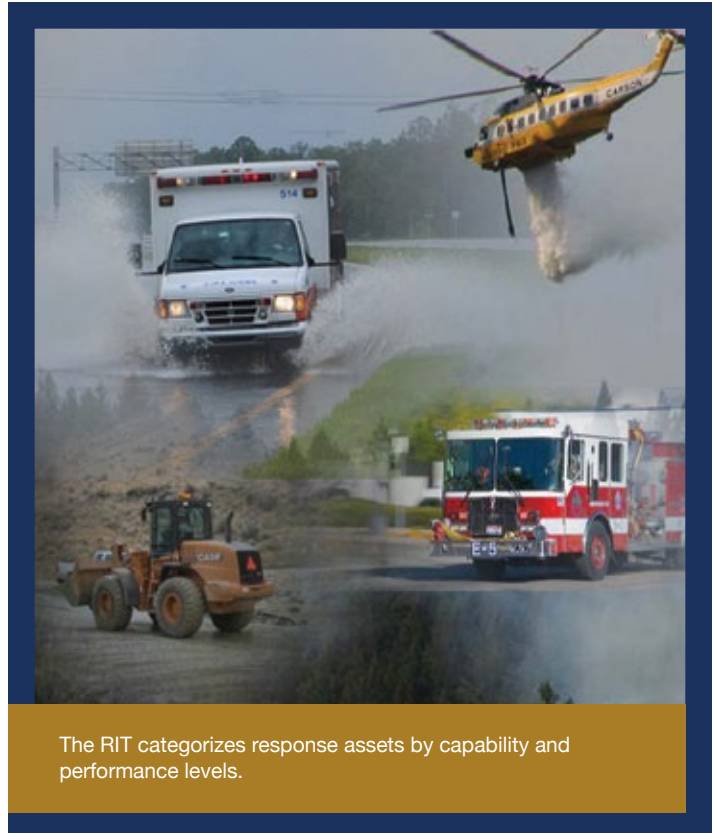
## Managing Resources and the Resource Inventory Tracker

For several years, the State of Idaho and its counties and tribes have conducted an extensive project to inventory emergency management resources throughout Idaho. Now, public and private agencies and organizations with an emergency management role are encouraged to regularly update and maintain resource inventories using the web-based resource management tool called the Resource Inventory Tracker (RIT), found at <http://www.bhs.idaho.gov/Pages/Plans/NIMS/ResourceManagement.aspx>.

During a disaster or emergency, the RIT allows agencies to quickly search the database for information on available resources by the agency, county and region. Using FEMA Tier 1 and State-developed Tier 2 resource typing definitions, the RIT categorizes response assets by capability and performance levels, including measurable standards such as size, weight, minimum capability, capacity, and more. The RIT provides information on who owns the asset, where it is located, and the designated point of contact. Resources that are deployable or privately owned are also noted.

The RIT and its statewide inventory of response equipment and personnel face several challenges and/or misconceptions, particularly as the number of users continues to expand. For

Tracker continued on pg. 3 »



The RIT categorizes response assets by capability and performance levels.



IDEOC Reservists will be utilized to support the IDEOC during disaster events

## Idaho Emergency Operations Center Launches Reservist Program

The Idaho Bureau of Homeland Security launched its Reservist Program for the Idaho Emergency Operations Center (IDEOC) this fall, and is currently seeking individuals who would like to be involved in Idaho's disaster response operation. This program will help to enhance the staffing of the IDEOC in the event of a large disaster where more staffing is needed to support the operations.

There are many positions available in the various units from receiving requests to creating missions to gathering data and creating reports about the situation. After attending the initial orientation, Reservists will be invited to attend position specific training and exercises. Required training will be provided at no expense to the volunteer and depending on the type of exercise, per diem may be provided. If a reservist

IDEOC continued on pg. 2 »



Greetings to all our emergency management and homeland security partners. As many of you know, the level of grant funding made available to Idaho has been decreasing and is projected to continue trending in that direction. We view this as both a challenge and an opportunity for emergency management in Idaho. Indications are showing that the Emergency Management Performance Grant (EMPG) is projected to remain at a consistent level, and this is a good thing. On the other hand, the State Homeland Security Grant Program saw a decline for fiscal year 2011 of about \$1.4 million, and FY 2012 is expected to see a sizeable drop as well.

We as an emergency management community have been fortunate in the past decade to have the opportunity to increase the capabilities of our jurisdictions with equipment, plans, trainings and exercises. Our communities and our citizens depend on our ability to prepare for, protect against, respond to and recover from all the hazards we face. We view the

decline in funding not as an end of an era, but as an opportunity to strengthen our community through an increase in collaboration. Now we must work to provide our services to our constituents through the prism of working with others in our geographical and organizational areas to make sure we are ready for the next disaster.

Recently the National Emergency Management Association (NEMA) made a proposal to FEMA to reform the way grants are administered nationally. Under the proposal states would be awarded three allocations; the EMPG grant, a new homeland security cadre grant, and a project-based investment and innovation grant. I support this proposal as a method of funding our state and local enterprises in a flexible manner and in a way that measurably demonstrates the value added to our state and our nation.

As the Director of Idaho's emergency management agency and as the State Administrative Agent for grant funds to our state, I will continue to provide updates and analysis to you, our partners. I will also continue to work hand in hand with the Idaho Emergency Management Association to ensure our path forward is one that is collaborative in nature and provides the maximum benefit to the citizens of Idaho.

Thanks,  
Bill

Bill Shawver, Brigadier General, State of Idaho Military Division  
Director, Idaho Bureau of Homeland Security  
Direct Line: 208-422-3001  
Admin Asst: 208-422-5301



This newsletter is the official newsletter of the Idaho Bureau of Homeland Security. This quarterly publication is intended for the use of the State of Idaho's emergency management community, legislators, government officials and others who are interested in learning about Idaho's emergency management techniques and procedures.

C.L. "Butch" Otter, Governor

Maj. Gen. Gary Saylor, Adjutant General,  
Idaho Military Division

Brig. Gen. Bill Shawver, Director, Idaho  
Bureau of Homeland Security  
(208) 422-3040

Robert Feeley, editor  
(208) 422-3033

Blake Holgate, design editor  
(208) 863-8464

**IDEOC continued from pg. 1 »**

or volunteer is activated to participate in an emergency or disaster event, compensation commensurate with roles and responsibilities is available.

To enroll in this volunteer program, individuals need to turn in a personnel information form and then attend a Reservist Orientation. The form can be found at <http://www.bhs.idaho.gov/Pages/Volunteer.aspx>. Click on the form link on the right side of the screen. There is also a link to IDEOC position descriptions located on this page.

The Orientation explains the mission of the BHS and the IDEOC, reviews the

disaster process, explains the program and the policies and gives individuals an opportunity to ask questions. The intent is to give people unfamiliar with emergency management an opportunity to learn more about the process and to see if this program is right for their abilities and volunteer ideals.

The people that are trained in specific positions will be utilized to support the IDEOC during disaster events. Each position in the IDEOC is vital to the success of the response. Capable, trained staff is needed to ensure that we support the local jurisdictions and the State quickly

and effectively in their response to the damage a disaster can cause.

If you are interested in participating in the Reservist program, please return the personnel information form to the Idaho Emergency Operations Center Program Coordinator.

Cherylyn Murphy  
IDEOC Program Coordinator  
[cmurphy@bhs.idaho.gov](mailto:cmurphy@bhs.idaho.gov)  
208-422-3020

Tracker continued from pg. 1 »

example, a jurisdiction or organization may be concerned that the State or federal government will appropriate local resources and equipment during an incident. This is not the case. Owners of resources, whether from the public or private sector, always determine the availability of their assets and make the choice whether to approve or deny a request for assistance.

Emergency management personnel from all sectors also face the difficulty of maintaining an updated inventory given declining resources of time and money and an increasing catalog of mandated tasks. As agencies purchase or decommission response assets, their inventory of resources should be updated in the RIT. Periodic checks should also be conducted to ensure contact information for an agency's designated users are correct. Doing so will ensure the continued availability and accuracy of an important tool allowing jurisdictions to manage escalating incidents that threaten to overwhelm their resources. For more information on the RIT or to set up an account, please contact Alicia Martin-Cowger.

Alicia Martin-Cowger  
NIMS Coordinator  
amartin-cowger@bhs.idaho.gov.  
208-422-3309

The Resource Inventory Tracker allows agencies to quickly search the database for information on available resources by agency, county and region.

## JAROD DICK RECOGNIZED AS BHS EMPLOYEE OF THE QUARTER

Jarod Dick, Hazardous Materials Program Assistant, has been selected as the Winter 2012 Employee of the Quarter.

Jarod has shown a high level of initiative in working with County Prosecutors, the state Attorney General's Office, insurance companies and first responders in recovering costs for responses to drug labs and other hazardous materials incidents. This initiative is evident by the increased rate at which those costs are recovered.

Jarod has also improved the process for the regulatory functions BHS is required to perform through the Emergency Planning and Community Right-to-Know Act (EPCRA). He has streamlined the reporting function and is able to enter the Tier II reports into CAMEO, and get them to local and state agencies in a timely and efficient manner. To assist facilities in submitting their Tier II reports electronically, Jarod created a video tutorial which has been placed on the BHS website.

Jarod is now creating a video tutorial to assist in the use of the Computer-Aided Management of Emergency Operations (CAMEO) which is provided at no cost

by EPA. CAMEO is a system of software applications used to plan for, and respond to chemical emergencies using TIER II information. This tutorial will assist users in making it simple to take advantage of the resource.

Jarod has worked to enable reporting parties to report their Toxic Release Inventories (TRI's) electronically beginning in 2012. This report is due to the BHS by July 1 and is also an EPCRA requirement. In the past years, facilities have had to mail paper reports to the state.

Jarod has also assisted in creating materials to reach out and announce the new Public-Private Partnership Program. He has worked on the Haz Mat and the PPP Program sections of the BHS Website to make it user friendly and informative. His computer skills, as well as his artistic abilities helped advance these products to a very high level.

Jarod's willingness to assist is admirable and he is continually looking for better ways to do the things we do. In addition to being efficient and a hard worker, he is a great person to work with.

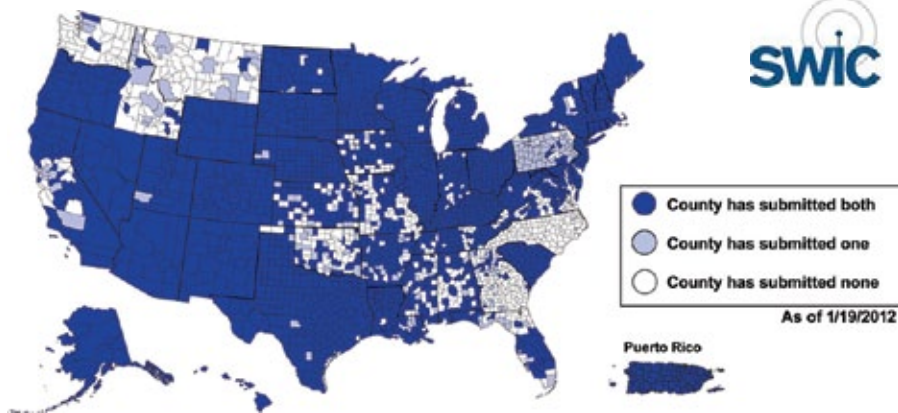


Mary Marsh  
Public-Private Partnerships Section Chief  
mmarsh@bhs.idaho.gov  
208-422-5723

# Statewide Interoperability Coordinator (SWIC) Update for Idaho:

On December 6th through the 8th of 2011, I had the pleasure of representing Idaho at the National Council of Statewide Interoperability Coordinators (NCSWIC) conference in Atlanta, Georgia. This meeting occurs biannually, and is sponsored by

public safety communications professionals with valuable data to present to elected officials. Overall, NECP Goal 2 scores indicated that significant progress has occurred across the Nation since the 2006 National Interoperability Baseline Survey was conducted.



So what exactly have stakeholders learned from their responses to the NECP Goal 2 data? First, they will gain a better understanding of the capabilities of their counties communications systems. Additionally, some responders found that they relied too heavily upon cellular phone usage on a daily basis. Some agencies found out they possessed adequate technology, but were not employing it properly. Often end user equipment training was the common solution for improvement in day to day operations.

the Department of Homeland Security's Office of Emergency Communications. The meeting was also a first ever NCSWIC – SAFECOM joint session.

There were several key topics addressed in round table discussions. Of those there is one that will affect all of the Public Safety Community, not just within the State of Idaho, but all of us before the calendar's year end and that is narrow banding. Many states are behind the curve in making the necessary license modifications and equipment purchases in order to meet the mandate. Fortunately for us, Idaho has been proactive and ranks as one of the top five leaders in license modification and compliance with the mandate. According to a recent survey of the Federal Communications Commission's database, 75 percent of all the transmitters within the State of Idaho have had their licenses modified for narrowband operation. If you are not sure on the status of any of your agencies license you can check that status at this website address: [http://www.publicsafetytools.info/start\\_nb\\_status.php](http://www.publicsafetytools.info/start_nb_status.php).

Another topic of importance to interoperability which we received an update on was nationwide counties response to the National Emergency Communications Plan, or NECP, Goal 2 data collection survey on capabilities and performance. The corresponding graphic is the response of all county jurisdictions around the country, and how the different states fared.

OEC is encouraging all states and territories to continue gathering and reporting data from the remaining counties. It is particularly important to report this data because it is likely that future grants, technical assistance, and workshops will be designed and targeted to address gaps identified in the data. Furthermore, the data will serve as a baseline to measure future progress as well as equip

Analyzing the results of the NECP Goal 2 data can further interoperability efforts within the State of Idaho. Here are some ways that they can help out:

- Identifying gaps in capabilities and performance
- Focusing finite training resources, leveraging technical assistance, and exercising wisely
- Strategically prioritize funding
- Educating lawmakers
- Supporting data for grant and technical assistance applications
- Supporting COML initiatives
- Evaluating drills and exercises
- Developing a better understanding of county capabilities and build relationships with county personnel
- Provide data to District Interoperability Governing Bodies (DIGBs) and analyze data from a regional perspective

When events happen, whether large or small, interoperability amongst jurisdictions is often a large key to their success. Your input is looked-for to make interoperability a triumph during times of response.

Robert Hugli  
Technical Coordinator, Fleet Communications Group, Public Safety Communications  
[rhugi@bhs.idaho.gov](mailto:rhugi@bhs.idaho.gov)  
208-288-4000

# Planning for Emergency Support Function Six

Emergency Management in Idaho is based on the principle of self help which according to the Office of the Governor, Executive Order No. 2010-09 means local governments are the "principal provider for emergency response in Idaho". When planning for Emergency Support Function 6 (ESF 6) it is important to know what the capability of each county is. ESF 6 is the Emergency Support Function that describes the process of setting up emergency shelters, feeding, providing emergency first aid, establishing bulk distribution points, victim notification and family reunification, management of donated goods and volunteers, and housing and human services. The severity of the disaster will determine which services and the amount of support needed to adequately provide for displaced citizens.

According to ESF 6 of the Idaho Emergency Operations Plan, the state "monitors and coordinates state support for mass care, emergency assistance, (disaster) housing, and human services responses by state agencies and non-governmental organizations. Idaho ESF 6 is responsible for providing related guidance to local jurisdictions and tribes as necessary to assist in all phases of the emergency

management cycle." When thinking about planning for an emergency that will require an ESF 6 service it is important to remember that the State of Idaho is not a shelter provider. The state doesn't own or lease buildings that can be opened up for the specific purpose of sheltering displaced citizens. That is why it is important when creating plans for sheltering and feeding operations, as well as other ESF 6 services, that local jurisdictions use only real resources available to them. If a school or church is designated as a sheltering facility the plan should denote any times that the building cannot be used because of regularly scheduled events. If a local jurisdiction decides to work with the American Red Cross (ARC) every effort should be made to ensure the ARC knows of this intent and works with the jurisdiction when the Mass Care plan is written and exercised.

Once capabilities are known for local jurisdictions the State of Idaho will use this information to create a comprehensive Idaho ESF 6 plan that will ensure during a disaster that local jurisdictions can request state guidance and additional resources regarding establishing and managing mass care facilities and/or providing emergency assistance to individuals, families, and their pets. This will be done by requesting assistance through the Idaho Emergency Operations Center. It should be understood that the Idaho Bureau of Homeland Security, while the state coordinating agency for ESF 6, is not a direct provider of services to persons displaced or otherwise affected by the disaster but rather a supporting resource for local jurisdictions.

This bottom-up approach to ESF 6 planning will allow local jurisdictions and the State of Idaho to determine where gaps exist in the planning process and open the door to establishing the threshold at which local resources would become overwhelmed.

Heidi A. Novich  
Community, Volunteer, and Special Programs Planner  
hnovich@bhs.idaho.gov  
208-422-3015



Establishing and managing mass care facilities is a critical piece of Emergency Support Function 6.

# Protected Critical Infrastructure Information (PCII)

The Bureau of Homeland Security has implemented a brand new policy and procedure for Protected Critical Infrastructure Information (PCII). The bureau's new policy and procedures will enable BHS to share sensitive critical infrastructure information with the local authorities who have a legitimate reason to access the information. This will ultimately enhance our ability to work together as a team to protect the infrastructure we all rely on.



Access to PCII is strictly controlled and limited to authorized users.

Protected Critical Infrastructure Information (PCII) program provides legal protection to qualifying infrastructure information. The Critical Infrastructure Information Act of 2002 protects sensitive infrastructure information from release under the Freedom of Information Act (FOIA), state and local disclosure laws, and prohibits PCII to be used in civil litigation or for regulatory purposes. The safeguarding of PCII helps establish a foundation of trust with the private sector necessary for sharing important information.

Access to PCII is strictly controlled and limited to authorized users. To access PCII, local, state, and federal government employees must complete the on-line standardized PCII Authorized User Training Course which provides detail on the proper handling and safeguarding of PCII. In addition to completing the required training, individuals must have homeland security responsibilities, have a legitimate need-to-know for specific information, and sign a non-disclosure agreement.

Private-sector companies, state and local governmental entities and working groups comprised of government and private sector representatives can submit information to be considered for protection under the PCII program. Information related to security, protected systems to include documents, records, or information pertaining to threats, vulnerabilities, and operations may be submitted for PCII protection. This information must be voluntarily submitted, not customarily available in the public domain, and may not be submitted in lieu of compliance with any regulatory requirements.

To access PCII relevant to homeland security and emergency preparedness within your community, you must first complete the PCII Authorized User Training. This training is provided on-line and should only take 1-2 hours to complete. To request PCII Authorized User Training, submit your request via e-mail to: [pcii-training@dhs.gov](mailto:pcii-training@dhs.gov). Questions regarding the implementation of the PCII program in Idaho should be directed to the PCII Officer for the Idaho Bureau of Homeland Security, Dave Jackson.

Dave Jackson  
CI/KR Program Manager  
[djackson@bhs.idaho.gov](mailto:djackson@bhs.idaho.gov)  
208-422-3047

# 2011 FEDERAL FISCAL YEAR GRANT WRAP UP

In FY 2011 Idaho received 9 federal grants totaling \$10,363,301.06. This is down from the 2010 Total of \$13,705,956.39. The largest decreases are the Stonegarden and EOC grant programs that both received no federal funding and a decrease of over one million in the State Homeland Security Grant Program. The 7 federal grant allotments range from \$46,438 to \$5,137,205.00 and cover homeland security issues to Hazardous Materials and Emergency Management. The two largest grant allotments were for SHSP for \$5,137,205.00 and EMPG for \$3,451,413.00. Of the total federal grant amount received by Idaho, \$6,736,397.23, or 65%, was passed through to subawardees.

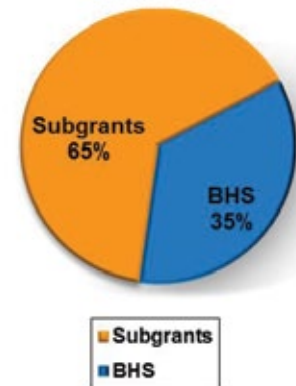
In 2011, the Idaho Bureau of Homeland Security (BHS) continued to follow the guidelines established for the for

homeland security grant processes. Nationally there are significant changes in focus notably, the changes as follows:

In the State Homeland Security Grant Program (HSGP) there are three national priorities each with underlying objectives. SHSP Priority One is the Whole Community with three the objectives of Threat and Hazard Identification (THIRA), Planning and the Organization and Typing of Equipment. Priority two is the Building of Prevention and Protection Capabilities with the objective of implementation of the National Suspicious Reporting Initiative. The third HSGP priority is the maturation of the Fusion Center.

The Emergency Management Performance Grant (EMPG) has a similar focus of the Whole Community with the

2011 Idaho Homeland Security Grants Total

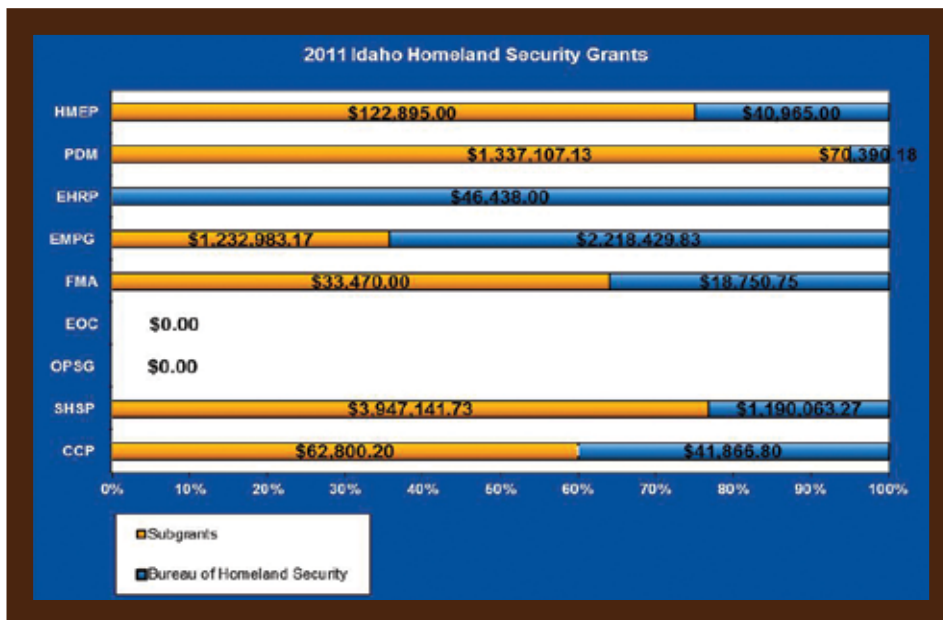


objectives, Approved Emergency Plans, the completion of a THIRA, Training and Exercise Plans and the Target Training and Verification of the Capability of Personnel.

The charts show the grants received by BHS in the past fiscal year as well as funds passed through to our subgrantees. More detailed grant information, including a complete breakout of all grant funds for 2010, is available at the BHS Grants webpage at : <http://www.bhs.idaho.gov/Pages/FinanceAndLogistics/Grants/PDF/Grant%20Numbers.pdf>

The cost sharing program for the State Homeland Security Program (SHSP) in 2011 supported only one program, Training and Exercise.

Brad Hufford, Grants Branch Chief  
(208) 422-3017  
bhufford@bhs.idaho.gov



## TIER II – Vital Information for Your Community

Facilities covered by The Emergency Planning and Community Right to Know Act (EPCRA) must submit an emergency and hazardous chemical inventory form to the Local Emergency Planning Committee (LEPC), local fire department, and the Bureau of Homeland Security (BHS) annually by March 1. TIER II forms require basic facility identification information, employee contact information for both emergencies and non-emergencies, and information about chemicals stored or used at the facility the previous year. This information is essential for preparing first-responders, emergency planners, and citizens for a hazardous chemical emergency.

The BHS website at [www.bhs.idaho.gov](http://www.bhs.idaho.gov) contains information to assist with TIER II reporting. The information includes step-by-step instructions, a video demonstration of using Tier II Submit, and links that may be helpful for those that report, as well as those that receive the reports.

Responders and LEPC's may find it helpful to upload the TIER II Reports to the CAMEO suite, a free program from the EPA, and available for

download through a link on our website. The CAMEO suite combines site-specific information with a full database of chemicals and their



In 2010 over 883 Idaho facilities were identified through the Tier II process.

respective properties (including reactivity). It allows users to store, access, and effectively plan for emergencies involving chemicals (including plume scenarios), based on actual facility-specific information as provided in the TIER II Report. BHS sponsors Cameo classes and also has trained personnel that can provide assistance.

It is important to remember that helping maintain public safety is a responsibility we all share. Proper planning for a potential chemical hazard is an effective and preemptive step in our commitment to protecting the people of Idaho. For more information about TIER II Reporting, please contact Jarod Dick or Mary Marsh.

Mary Marsh  
Public-Private Partnerships Section Chief  
(208) 422-5723  
[mmarsh@bhs.idaho.gov](mailto:mmarsh@bhs.idaho.gov)

Jarod J. Dick  
Hazardous Materials Program Assistant  
(208) 272-4491  
[jdick@bhs.idaho.gov](mailto:jdick@bhs.idaho.gov)