

# City of Mackay

City of Mackay



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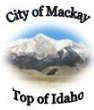
## Emergency Operations Plan

March 2019



# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

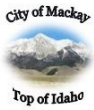
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# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

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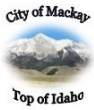
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# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

## **ADOPTION OF THIS EMERGENCY OPERATIONS PLAN**

This Emergency Operations Plan (EOP) was adopted by the Mayor and City Council of the City of Mackay, by Ordinance #449 on March 12, 2019. It supersedes any and all previous plans. Approval of this EOP remains in effect until a change of plan is presented to and approved by the Mayor and City Council.

Maintenance of this plan is also assigned to the Mayor or his designee. For efficient maintenance of this EOP, approval of the Mayor and City Council will be required only for changes to an individual Section and not for the entire EOP (unless the revision is to the total EOP).

Revisions are to be made as needed following any emergency drill, exercise, table top discussion, or actual emergency involving this plan

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Wayne C. Olsen  
Mayor, City of Mackay

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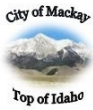
Attest Jaime Lish  
City Clerk



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# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## DISTRIBUTION LIST

This EOP will be produced in Microsoft Word for ease of maintenance and editing, and exported to a Portable Data Format (PDF) file for distribution. The EOP will be available to all City Employees and affected individuals and organizations.

Copies of the EOP will be provided to the City Clerk for safekeeping and record retention, one (1) copy; each Council Member, and the City Attorney, one (1) copy Custer County Emergency Manager's Office. Upon initial approval of this EOP and completion of any subsequent change, the Mayor or designee for the City of Mackay will transmit a copy of the EOP to the following agencies/organizations for their acknowledgement in having received a copy of this EOP:

---

Stu Lumpkin  
Custer County Sheriff's Office

---

Lucas Yockey  
Big Lost River Irrigation District

---

Randy Ivie  
South Custer Rural Fire District

---

Travis Roche  
Church of Jesus Christ of Latter-Day  
Saints

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Susan Buescher  
Mackay School District #182

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Kenneth Day  
Mackay Community Church

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Campbell Gardett  
St. Barbara's Catholic Church

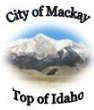
This EOP will also be posted on the City of Mackay's official web page at [www.mackayidaho-city.com](http://www.mackayidaho-city.com)

Any revision will also be distributed as indicated above.



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

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# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## PREFACE

Several natural and human-caused hazards pose unavoidable risk to public health and safety in and around the City. Important roles of the City are to anticipate hazards to minimize and otherwise manage risk; mitigate vulnerability; and prepare for, respond to, and recover from incidents as effectively and efficiently as possible. This EOP serves as the primary guide for conducting emergency management within the City. This EOP integrates with the County, State, and Federal plans.

This Emergency Operations Plan (EOP) contains a set of guidelines developed to assist in emergency response efforts to disasters occurring within the City of Mackay.

This EOP is adopted with the understanding that major emergencies and disasters are unique events that have the potential to present the community and response personnel with extraordinary problems and challenges that cannot be adequately addressed within the routine operations of government.

Because the size and scope of any imaginable disaster is impossible to predict, this EOP focuses on a streamlined, all-hazards preparedness approach to contingency planning rather than outlining highly detailed operational procedures.

Primary responsibility for preparedness lies with the following entities, in order: (1) individuals; (2) families; (3) the City of Mackay; (4) Custer County; and (5) the State of Idaho. While it is the intent of the City to prepare for, respond to, and mitigate all types of emergencies and disasters, the reality is that during a major disaster, individuals and families should be prepared to care for themselves for at least the first seventy-two (72) hours.

This EOP provides fundamental guidance for emergency responders from all agencies assigned specific functional responsibilities within the response effort. It is based on the premise that agencies will respond within their current capabilities. When those capabilities are exhausted, additional capabilities will be requested through Custer County, State agencies and finally Federal agencies.

The development of the EOP (and appropriate standard operating procedures) is an ongoing process requiring annual review, training, and exercise. Implementation of the EOP will require extensive cooperation, collaboration, and training with government and non-government entities who are partners in disaster planning and response.

Continued cooperation and assistance to implement this EOP is essential to improving the City's ability to protect its citizens.



# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

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# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

## **BASIC EMERGENCY OPERATIONS PLAN**

Emergencies that involve individuals or a family may require resources of the City such as Police, Fire, humanitarian aid, that is provided by existing Police and Fire Districts as well as Red Cross and other City private and church related organizations; but do not require issuing an Emergency Proclamation by the Mayor. These types of emergencies do not require activation of this Emergency Operations Plan.

### **PURPOSE**

The purpose of this EOP is to prescribe activities to be performed by the City and its officials to protect the lives and property of the citizens in the event of a natural or human-caused emergency or disaster. The EOP Basic Plan is supported by other jurisdictional plans that outline the threats and hazards specific to each jurisdiction. This plan describes emergency operations for the City Emergency Operations Center (CEOC) and the integration of various City emergency and administrative activities into a response effort based on the Incident Command System (ICS). The EOP also describes the interface of the CEOC and the on-scene incident command with the Custer County Emergency Operations Center (EOC) as necessary.

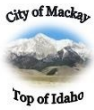
### **SCOPE**

The provisions of this EOP are applicable to all disaster emergencies that require a Proclamation of Disaster Emergency by the Mayor. This EOP is applicable to all response organizations acting on behalf of the government and/or residents of the City. Consistent with the “whole community” approach to emergency management, this plan provides a broad framework for coordination of any emergency management activity. Individuals, businesses, community-based organizations, churches, and government agencies are encouraged to familiarize themselves with this EOP and its use within the City. Incident- and/or hazard-specific plans may augment this plan if necessary to address specific hazards.

### **PLANNING ASSUMPTIONS**

The following assumptions were made for the preparation of this EOP:

The City is subject to a variety of emergencies. The most likely and damaging hazards which could create emergencies for the City include: severe weather, flooding, fire, and earthquakes.



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

All jurisdictions, agencies, and personnel responding to an emergency will do so in a manner consistent with the National Incident Management System and the Incident Command System.

Adjacent cities and other government entities will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.

When City resources are fully committed, and mutual aid from surrounding jurisdictions is exhausted, the Custer County Office of Emergency Management (CCOEM) is available to coordinate assistance and help satisfy unmet incident needs through the

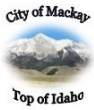
Custer County Emergency Operations Center (EOC). The CCOEM can call for mutual aid from adjacent counties or from the Idaho Bureau of Homeland Security. Ultimately, the State can ask the federal government for assistance for major disasters or emergencies.

The Mayor may declare a disaster emergency for the City in accordance with the provisions in Idaho Code Title 46, Chapter 10: State Disaster Preparedness Act. In the event of any emergency requiring evacuation or sheltering, the Mayor or designee will communicate the information to the public by appropriate means, including the Emergency Alert System (EAS), media alerts, and/or other technologies.

In the event of an evacuation of the City or any part thereof, evacuees will use their own transportation resources, when available. Additionally, those with companion or service animals will also provide transportation for their animals.

In the absence of personal transportation, the City will coordinate a means of evacuation from the impacted area(s) to pre-determined shelters and/or safe-zones in accordance with the City evacuation plan.

Emergency shelters may be activated using pre-designated locations such as public schools, churches, or other locations that have been established prior to the incident. Shelters will be operated by Volunteer Organizations Active in Disasters (VOAD), such as the American Red Cross. Shelter operators will provide basic necessities including food, clothing, lodging, and basic medical care and supplies, and will maintain a registration of individuals housed in the shelter.



# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

Special facilities such as educational facilities, churches, service organizations, or custodial care centers are encouraged to develop, coordinate, and furnish emergency plans to the City as applicable and required by codes, laws, regulations, or requirements.

## **PLAN IMPLEMENTATION**

When a disaster emergency is imminent or has occurred, The Mayor is responsible for the protection of the lives and property of the citizens. The Mayor may govern by proclamation, and has the authority to impose all necessary regulations to preserve the peace and order of the City.

The Mayor exercises primary supervision and control of emergency management activities within the City. The Mayor may implement emergency statutes and ordinances and may declare a state of emergency that will permit the City to mobilize and commit emergency resources.

Emergency Declaration Form is provided as Appendix A.

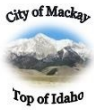
When the Mayor declares that an emergency is imminent or has occurred, this Emergency Operations Plan will be implemented as outlined herein. Portions of the plan may be implemented without an official Emergency Declarations.

When City of Mackay resources become overwhelmed and cannot meet the needs created by a disaster emergency, the Mayor shall call for the aid of Custer County as identified in the Custer County Emergency Operations Plan.

## **CONTINUITY OF GOVERNMENT**

### **Succession of Command**

- Mayor of the City of Mackay
- President of the Mackay City Council
- City Council Members based on seniority
- City Clerk



# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

## **CITY EMERGENCY OPERATIONS CENTER (CEOC)**

The City Emergency Operations Center (CEOC) is located at City Hall in the City Council Room located at 203 South Main Street, Mackay Idaho 83251.

The CEOC is activated by the Mayor as deemed necessary to protect life, property, and the environment from conditions created by a disaster, depending on the scope and severity of the disaster or emergency.

## **STAFFING OF CEOC**

The Mayor shall serve as the manager of the CEOC.

The following individuals shall serve on the Advisory Council to the Mayor, as requested by the Mayor, and will be assigned positions and areas of responsibility in the CEOC:

- Members of the City of Mackay City Council
- Representative of Custer County Sheriff's Department who has authority to speak for the department
- South Custer County Rural Fire District / City of Mackay Fire Chief
- Representative from Emergency Medical Services (EMT)
- City Clerk / Deputy City Clerk
- City Public Works Supervisor
- City Attorney
- Representatives of Civic, Church, School organizations
- Others as called upon by the Mayor

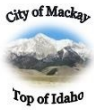
## **EMERGENCY PLANNING IN GENERAL**

The following factors make up the concept of operations for emergency management within the City:

This plan embraces the "all-hazards" principle that most emergency response functions are similar, regardless of the hazard.

The Mayor will develop and maintain mutual aid agreements with adjacent cities, districts, organizations, etc. and the Custer County for reciprocal emergency assistance as needed.





# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

The Mayor may appoint a liaison or designee to provide coordination services on behalf of the Mayor and other City officials.

The Mayor, the Mayor's designee, or Incident Commander will mobilize resources and personnel as required by the emergency situation.

Emergency response personnel and equipment of a responding mutual aid organization remain under the administrative and policy procedures and control of their respective organization, including medical protocols, standard operating procedures, and other personnel policies. Personnel of the responding organization shall maintain direct and overall control of vehicles and equipment to ensure these items are used within the intended specifications.

When the CEOC is activated, the CEOC and appropriate elements of the ICS will communicate and coordinate their activities related to response and matters of policy and/or authorities.

The City has three (3) primary roles in a disaster:

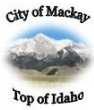
1. Manage emergency response policy-level processes, including:
  - declaration of a disaster emergency,
  - prioritization of limited resources, and
  - coordination of activities related to the disaster.
2. Share information with emergency organizations and the public.
3. Perform emergency response activities.

The City Emergency Operations Center plays an important role in managing emergency policy. Assigning Incident Commanders, issuing formal declarations of emergency, supporting evacuations, and determining priorities are all activities that fall within the domain of the Mayor's Advisory Group.

Emergency priorities and incident objectives, in decreasing order of importance, are typically to:

1. Protect life safety, including first responders;
2. Stabilize the incident;
3. Protect property, especially critical infrastructure; and
4. Protect the environment.

The Mayor will provide for continuity of operations and the establishment of lines of succession for key positions. The Mayor, or the Incident Commander may recommend



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

protective actions (such as evacuation or shelter in place) if the situation warrants. This local disaster emergency shall expire within seven (7) days unless the City Council expressly authorizes the continuance of such declaration.

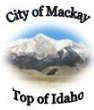
The Mayor's Advisory Group is responsible for setting emergency response policy and providing guidance and resources to Incident Commanders. The policy decisions and activities this group may have to consider and support include, but may not be limited to:

1. Deciding how to allocate limited physical, financial, and personnel resources to support competing incident priorities.
2. Considering the legal and moral implications of initiating an activity or not initiating any action.
3. Recalling City personnel to support activities of the CCC.
4. Recalled employees may be assigned tasks outside of their normal, daily activities according to the terms of union agreements.
5. No employee may be assigned a task they have not been trained to accomplish in a safe and competent manner.
6. Waiving the normal procurement process, as allowed under a disaster emergency, and engaging in contracts outside of the formal bidding process.
7. These activities must comply with any relevant State and federal guidance.

The City shall perform the daily functions to support operations. In addition to the City, several organizations provide services, either through statutory authority, contract, or other form of agreement.

During a disaster emergency, these organizations may be called upon to perform duties at the scene of a disaster emergency, an Incident Command post, the CCC and/or the EOC.

1. Fire Department – responsible for fire suppression, search and rescue, and mitigation of other hazards.
2. Emergency Medical Service - provision of medical treatment and transport (within their level of training and authorization).
3. Police Department (Custer County Sheriff's Department) – responsible for law enforcement duties, including access and traffic control around an incident, enforcement of any curfews, scene security, investigation of criminal activities, and providing other assistance as appropriate to the incident commander.



## **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

4. City Attorney – advise the Mayor, the Mayor’s Advisory Group, and department directors.
  
5. City Clerk/Deputy Clerk – responsible for tracking disaster related expenses, including overtime, supplies, contractor expenses, etc.; maintaining disaster declaration documents, developing emergency contracts; and protection of vital records. Also address employee issues such as overtime, training, health and safety, and hiring of temporary workers, as appropriate. In addition, the department will ensure data network and phones are operational within the City Command Center and other critical facilities and provide access to backup data as necessary.
  
6. Public Works – responsible for reviewing the integrity of City-owned assets and facilities, including any City buildings or structures and other structures within the jurisdiction, etc. The department also issues various permits and provides services according to the request of the Mayor or the Incident Commander. Provide heavy equipment for debris removal and sites for storage and reduction of debris.



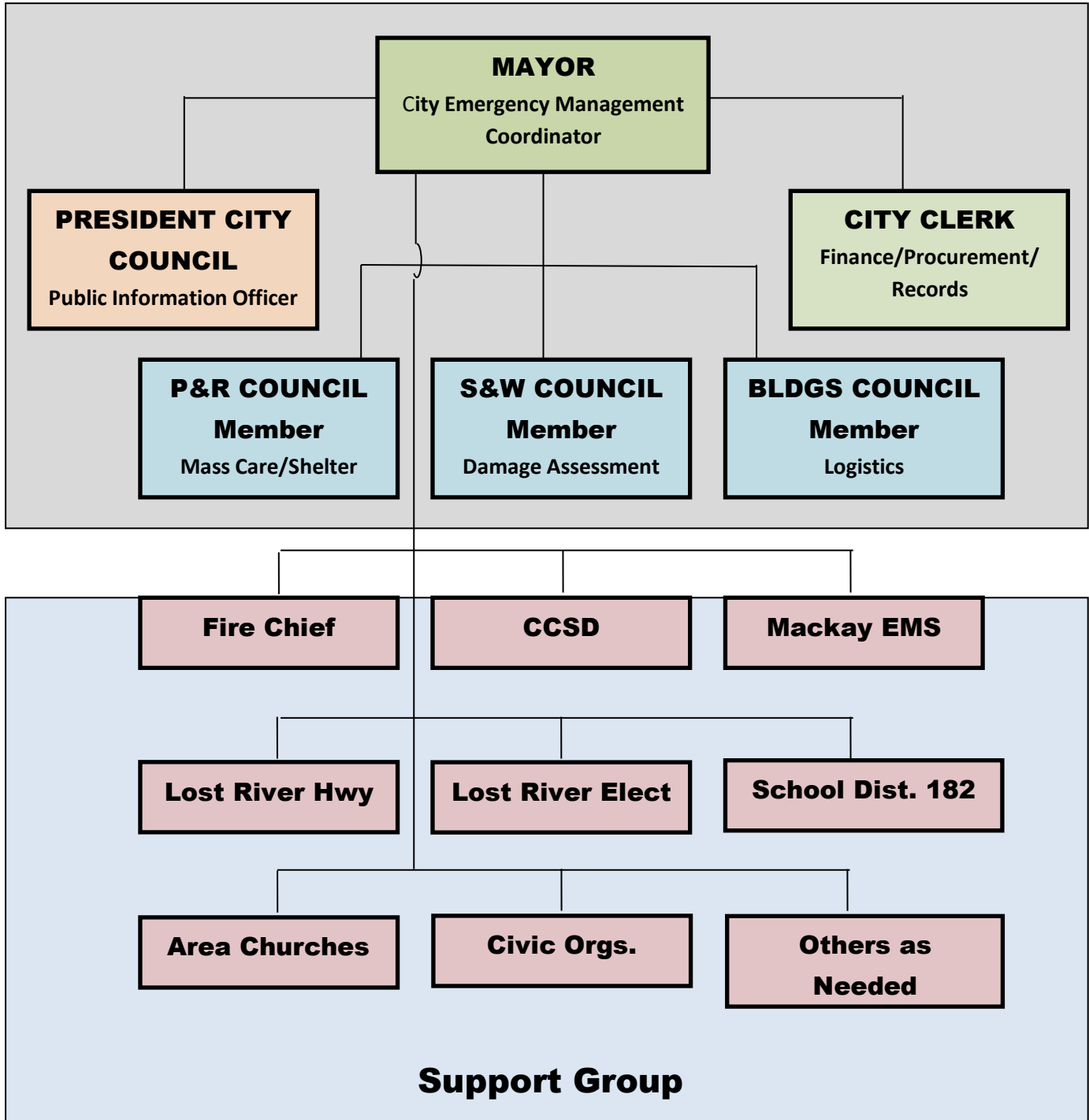
## **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

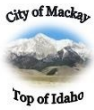
# **EMERGENCY OPERATIONS PLAN IMPLEMENTATION**



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## City Emergency Operations Center Organization





# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

## **City Emergency Operations Center Activation, Operations, and Deactivation Checklist**

### **Purpose**

This section details the City Emergency Operations Center (CEOC) activation criteria and procedures. The most critical time in most emergency incidents is the first few hours. Effective emergency response requires immediate action with the correct resources, personnel, and equipment.

### **Objectives**

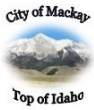
The main objective in managing emergency operations is to ensure the effective direction of emergency resources involved in preparing for, and responding to, situations associated with natural disasters or human-caused technological incidents.

The specific objectives of the City Emergency Operations Center (CEOC) are to facilitate the following:

- Protection of life, property, and the environment
- Overall management and coordination of emergency operations
- Maintenance/Restoration of operations and City services
- Coordination and liaison with appropriate Federal, State, and other local governmental agencies and private sector resources
- Management of mutual aid Establishment of response priorities and the completion of action plans
- Collection, evaluation, and dissemination of information and other essential data
- Disseminating emergency public information to the general public and the employees
- Control media attention and press releases
- Maintain a legal presence through-out the incident

#### **CEOC Minimum Staffing**

- Mayor
- City Clerk
- City Council Members



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Activate CEOC

- Establish Command and Control of the Incident
- Assemble Incident Information:
- Estimate the potential course and harm considering the following:
  - Magnitude of the incident
  - Spread of fire or hazardous materials
  - Life hazards
  - Vulnerable exposures
  - Impact on population
  - Impact on the environment
  - Safety factors and considerations
- Evaluate the enclosed Emergency Implementation Plan(s) (EIP)
  - Verify that are appropriate
  - Verify that objectives are correct
  - Review the EIP for accuracy
- Conduct Emergency Notification
- Activate EIP(s) as necessary
  - Determine and gather the resources necessary to accomplish objectives
  - Procure and Manage Equipment

## Establish a plan for returning all conditions to pre-incident status

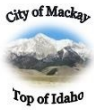
- Establish Recovery and Termination Criteria:
- Isolate the Area:
  - Establish perimeter and control zones
  - Deny entry to non-essential personnel

## **Continue to Evaluate the Process throughout the Incident**

## **Incident Termination**

The incident is terminated once the Incident Commander has demobilized ALL emergency response agencies and resources and declared the area safe to begin recovery operations.

The Incident Termination Procedure describes a formal process for terminating operations at the scene of an emergency, and outlines a framework for conducting a post incident analysis and critique so that operational plans may be improved, based on lessons learned from the response.



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

Major incidents should be formally terminated using a structured system. Proper termination of activities helps ensure that:

- Emergency response personnel are accounted for before leaving the incident scene
- Personnel have been properly briefed on the signs and symptoms of exposure to toxic materials or special decontamination that may be required off-site
- Correct information has been obtained concerning the specific hazards personnel have been exposed to, and exactly which personnel have received the exposure
- Critical data and information have been recorded for use during the incident critique, post incident analysis, investigations, etc.

## Debriefing

Debriefing activities should concentrate on funneling accurate information to the people who need it the most. Initially, this group will include response personnel who have controlled a specific division/group or who have worked in the exclusion zone.

On large incidents, the number of people who "need to know" critical post-incident information may be expanded to include support and technical personnel from mutual aid companies, outside agencies, etc. Expansion of the debriefing to outside agencies will be at the discretion of the Incident Commander.

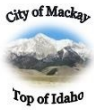
Note: Release of inaccurate information during the debriefing may have long reaching effects. Incorrect hazard data could cause those individuals exposed to a hazardous material to overlook the early warning signs or symptoms of exposure. Likewise, inadequate decontamination information could result in improper disposal, or damage expensive equipment.

The Incident Commander shall begin the debriefing as soon as possible as the emergency phase of the operation is completed. If practical, this should begin before first responders are released.

The Incident Commander should ensure that the following topics are covered during the debriefing:

- Exposure - Inform all responders exactly what hazardous materials they were (possibly) exposed to and their signs and symptoms. The debriefing person should instruct personnel to immediately notify the Medical Director and report to a hospital emergency room if signs or symptoms occur within 48 hours of the incident.





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- Equipment Damage - Identify equipment that may have been damaged and unsafe conditions requiring immediate attention or isolation for further evaluation. Responsibility for damaged equipment shall be assigned to a specific individual at the incident scene. The status of damaged equipment shall be reported in the shift log.
- Information Gathering - Assign information-gathering responsibilities for records, command checklists, etc. to a specific individual.
- Summarize Activities – Provide a very brief summary of what occurred at the incident so that personnel leave the scene with accurate information. Note that this should not be a critique.
- Closing Comments - Reinforce the positive aspects of the incident and assure personnel that problems will be addressed during the critique.

## Post-Incident Analysis

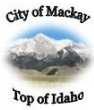
Many individuals and outside agencies will have a legitimate need for information concerning emergency response. These may include mutual aid companies, regulatory agencies, the media, insurance companies, accident investigators, police agencies, etc.

While it is appropriate to share information with legitimate organizations that have a "need to know", all such releases shall be approved by the Mayor. Within a reasonable time period after the incident, a Post-Incident Analysis (PIA) will be conducted in order to reconstruct the incident. The objective of the PIA is to establish a clear picture of the events that took place during the emergency. Such information may be used to conduct an incident critique, determine how much the response cost, or conduct a formal accident investigation.

The Incident Commander shall begin the PIA by designating one individual to collect information concerning the incident. Normally this is done during the debriefing. The Incident Commander and the person assigned to coordinate the PIA should meet as soon as practicable, to review key elements of the incident and to identify subjects for follow-up.

The following information should be obtained to support the PIA:

- Verification of shipping papers or Material Safety Data Sheets
- Owner/operator information
- Chemical hazard data
- Command checklists
- Command charts or notes
- Communication tapes and log sheet



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- Photographs or incident scene sketches
- Business cards of outside agency representatives
- Statements taken from response personnel

As soon as practicable, the individual coordinating the PIA should construct a brief chronological review of who did what, when, where, and how during the incident. A simple timeline, placing key players at specific locations at different times, is generally adequate.

Once available data has been assembled, the Emergency Director may assign an individual to write a formal report on the incident. The purpose of the report may be to formally document the incident for an accident investigation, the critique, etc. Reports will be prepared on a case-by-case basis.

**Note: At no time will a Post Incident Analysis report be released to outside organizations unless the Mayor has approved it.**

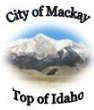
## Critique

All major emergency responses will be formally critiqued. Such incidents may include situations where personnel were exposed to hazardous materials, working incidents involving significant resources, time commitments, or any situation deemed appropriate by the Incident Commander.

The objective of the critique will be to:

- Improve the safety and health of emergency responders
- Promote a self-correcting system where specific problems are identified and corrected in a timely manner
- Promote teamwork among emergency response personnel
- Continue improving response training, skills, and techniques
- Revise and improve command checklists Improve preplanning for specific hazards and risks
- Strengthen and improve the Incident Command System, outside agency coordination, etc.

When it has been determined that a formal critique is required, the Incident Commander will assign responsibility for leading the critique to a Critique Leader. The Critique Leader will be responsible for the following:



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- Scheduling the critique within 30 calendar days of the incident
- Collecting all information resulting from the Post-Incident Analysis
- Notifying all individuals who participated in the original response
- Preparing all required visual aids, audiotapes, etc.
- Leading the critique
- Briefing management on the critique findings While there are many ways to conduct a critique,

The Critique Leader should assure that each participant has an opportunity to share relevant issues and concerns with the group. In general, the Critique Leader should make every effort to control the critique so that the results are meaningful and constructive. At no time will a critique be used as a forum to establish fault for poor performance, or as a method for disciplinary action.

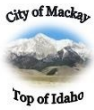


# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**



# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

## **EMERGENCY RESPONSIBILITIES**



# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

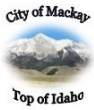
## **Mayor and City Council Responsibilities**

### **I. Response**

- Activate the CEOC if needed
- Establish Response Policies, Directives, and Priorities
- When notified, serve in the CEOC
- As appropriate, direct implementation of protective actions for public safety
- Issue a disaster declaration if appropriate
- Specify authority for warning, and direct warning be issued
- Serve as spokesperson before media or delegates and support that function
- Approve emergency information/instructions/media releases
- Issue evacuation orders in support of the Incident Commander
- Authorize procurement of resources

### **II. Recovery**

- Authorize mitigation strategies
- Establish Recovery Policies, Directives, and Prioritize Resources
- Establish Long Recovery and Restoration Policies



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## City Emergency Management Coordinator Responsibilities

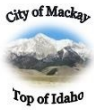
The Mayor or his designee shall serve as the City Emergency Management Coordinator.

### I. Response

- Analyze the emergency situation and decide how to respond quickly, appropriately, and effectively
- Coordinate with the response efforts of other jurisdictions
- Activate the CEOC as required
- Notify Custer County of the emergency situation and brief them
- Activate CEOC staff
- Assure significant events log is maintained - *assign responsibility to City Clerk/Deputy Clerk*
- Collect and disseminate damage assessment information - *assign responsibility to City Council Member responsible for City Sewer and Water Services*
- Assist with Logistics - *assign responsibility to Council Member with responsibility for Business/Industrial Park and City Buildings*
- Direct the communications to implement Emergency Communications and Warning procedures and act as or designate a Public Information Officer - *assign responsibility to the City Council President*
- Assist Fire and Rescue in evacuation in coordination with Incident Commander
- Direct the activation of mass care/shelter - *assign responsibility to City Council Member, responsible for Parks and Recreation*
- Coordinate procurement and delivery of emergency supplies - *assign to City Treasurer*

### II. Recovery

- Direct the collection of a Damage Assessment and disseminate damage assessment information
- Submit Situation Reports and Damage Assessment Information to Custer County
- Coordinate with Custer County on obtaining and administration of State and Federal assistance programs



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Public Information Officer Responsibilities

### I. Response

- Report to EOC
- Reassure the public that officials are working to resolve the situation  
Note: Unless required, do not withhold information from the public.  
This erodes public trust and confidence.
- Monitor media and public reports for accuracy and effectiveness
- Be prepared to provide warning to the public using standard warning messages found in ESF 2 Communication and Warning - Disaster Messages
- Respond to media queries, using the “Joint Information” System Philosophy in a timely fashion
- Jointly coordinate and communicate with State, Federal, and private agencies
- Provide information regarding locations of mass care and shelter, and aid centers
- Establish rumor control procedures and provide the information numbers for public inquiry
- Prepare timely, accurate “Joint” news releases as required
- Prepare a chronological record of events
- Secure spokespersons, depending upon the circumstances, for technical information and political consideration During response and recovery, the PIO will counsel with the Mayor on issuing emergency information releases, response, and all public information

### II. Recovery

- Maintain rumor control procedures
- Advertise aid and recovery centers locations and services
- Prepare timely, accurate, “Joint” news releases as required
- Schedule news conferences, interviews, and other media access
- Deactivate the dissemination of information as directed by the Mayor





# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Logistics Responsibilities

### I. Response

- Report to EOC upon notification
- Coordinate needs and priorities
- Identify facilities and sites available for resource storage, staging, and provide security
- Coordinate the acquisition and deployment of resources
- Monitor potential resources shortages
- Seek outside resources when local resources are not adequate
- Meet critical resource needs despite interruptions or damage to public services
- See that all responders have food, water, toilet facilities, and protection from the weather conditions
- Provide response resources

### II. Recovery

- Maintain accountability of the City's use of resources



# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

## **Finance (Treasurer) Responsibilities**

### **I. Response**

- Is responsible for all financial considerations of the incident
- Is responsible for all costs and financial considerations of the incident
- Handles purchase orders, future payments, budgeting, cost documentation, etc

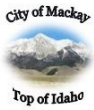
### **II. Recovery**

- Is responsible for financial documentation
- Is responsible for cost recovery



# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

## **Emergency Implementation Plans**



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Generic Emergency Implementing Plan Guide

The following six steps will help successfully resolve all types of incidents.

### 1. Size up (or assess) the situation.

- What is the nature of the incident
- What hazards are present
- How large of an area is affected
- How can the area be isolated
- What location would make a good staging area
- What routes would be good for the flow of response personnel and equipment
- What is the weather forecast

### 2. Identify contingencies.

- Take into account not only the current situation but also any possible developments
- What could happen
- Nothing is as easy as it looks
- Everything takes longer than you think it will
- If anything can go wrong, it will
- Remember routine calls for service will continue

### 3. Determine Objectives.

- Decide what you want to do
- Objectives may change as the incident progresses. (Incident Stabilization)
- Objectives are measurable, used to monitor progress, and establish priorities, based on size-up and contingencies

### 4. Identify needed resources.

- What resources (people and equipment) are needed to accomplish the objectives
- Where will you get them
- How long will it take them to get here
- What other agencies need to be involved (County, State, and/or Federal)



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- Will multiple shifts of responders be required
- What additional staffing, resources, and equipment will be required

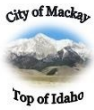
## **5. Build a plan and structure.**

- Responsibilities and tasks: Who will do what
- The chain of command: Who will report to whom
- Coordination issues: How will different groups work together, and how will they communicate

## **6. Take action.**

- Incident control requires a continuous process of repeating steps 1-6.

This six-step process occurs continually throughout the response, enabling responders to take quick appropriate action



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Emergency Implementation Plan 1 - Evacuation

**Primary Coordinator:** The Mayor of the City of Mackay

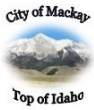
**Purpose:** This Emergency Implementation Plan describes the provisions that have been made to ensure the safe and orderly evacuation of people threatened by hazards in the City.

### Assumptions:

- Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being told to do so
- Some people will refuse to evacuate no matter what the threat. Evacuation will be primarily in family groups using private vehicles
- Transportation will also be required from the City
- Evacuation in emergency situations that occur with little or no warning will be implemented on an as needed basis. The individual responsible for implementing evacuation in this situation is the incident commander at the scene of the emergency, with support arranged through the CEOC as necessary
- The nature of the threat, the time available, adequacy of in place sheltering, the possibility of escalation, and the number of people affected will be considered when deciding if evacuation should be ordered
- Evacuation notices and recommended protective actions will be broadcast over the EAS, as well as local radio and TV stations. Depending upon the situation, door to door notification and or announcements via public address systems on law enforcement/fire department vehicles may be made
- Security of evacuated areas will be provided by local law enforcement and in situations where local resources are exceeded; National Guard forces may be requested.

### Policies:

- Orders to evacuate the City of Mackay or areas of the City will be made by the Mayor



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- In an emergency situation, with little or no warning, authority to order an evacuation to save lives and protect property rests with the incident commander
- The School is responsible for evacuation of their students, faculty, and staff
- Emergency highway regulations will be put into effect in time of National or State declared disasters, by a team composed of personnel from the Idaho Transportation Department, Idaho State Police, and local government and law enforcement officials. The State Emergency Highway Traffic Regulation Center will have overall supervision of the emergency highway traffic regulations
- The decision to allow the evacuated population to return will be made by the Mayor of the City of Mackay

## **Organization and Responsibilities:**

### **The Mayor of the City of Mackay will:**

- Issue evacuation orders when appropriate
- Determine the City's policy for dealing with people that do not comply with evacuation instructions
- Authorize return to evacuated areas when appropriate

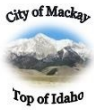
### **Fire and EMS will:**

- When notified, report to the CEOC
- Review current information about the emergency situation and make recommendations on the appropriate evacuation options to implement
- Determine if the incident commander has already evacuated any area; if so, identify perimeters and verify extent of evacuation and need for security

### **In support of evacuation.**

- Estimate traffic capacity of each designated evacuation route
- Select evacuation routes from risk area to designated mass care facilities
- Examine access to evacuation routes from each part of the risk area
- Prepare the evacuation movement control plan
- Coordinate with law enforcement officials in the field
- Identify assembly areas for pickup of people that require transportation

### **Mayor will coordinate with School Superintendent/Principal to:**



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- Evacuate students from school buildings when necessary
- Close school facilities and release students from school when directed by the Mayor of the City of Mackay
- Coordinate, when needed, the use of school buses and drivers to support the overall evacuation effort

## **Law Enforcement will:**

- Provide traffic control during evacuation operations; Operational considerations include:
  - Route assignment and departure scheduling
  - Road capacity expansion
  - Entry control for outbound routes
  - Perimeter control for inbound routes
  - Verify the structural safety of routes (roads, bridges, etc.) that will be used to evacuate people
  - During State or National emergencies, coordinate County and State highway use with Idaho Transportation Department District #3. Traffic flow, including dealing with breakdowns
  - Assist in the evacuation of the risk area, as necessary
  - Protect property in the evacuated area
  - Limit access to the evacuated area
  - Inform the CEOC of progress or problems relative to the evacuation

## **The CEOC will:**

- Disseminate information to the public to include:
  - Identification of areas to be evacuated
  - Evacuation routes
  - Departure times
  - Pick-up points for people requiring transportation assistance
  - Location of mass care facilities outside of the evacuation area
  - Keep evacuees and the general public informed on evacuation activities and any actions they should take
  - Disseminate information on appropriate actions to protect and care for pets and farm animals that are to be evacuated or left behind
  - Activate staff and open mass care facilities

## **Attachments:**

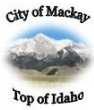
Attachment 1 Evacuation Pro and Con

Attachment 2 Shelter in Place Pro and Con





# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

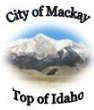
## Attachment 1 - Evacuation Pro and Con

### Pro

- 1. Feel Safer.** Evacuees “feel” safer by traveling away from danger.
- 2. Vehicles Are Available.** Most evacuees (65-76%) use family vehicles and many others (11-19%) use a relatives’ or friends vehicle.
- 3. Destinations.** Most evacuees (67%) go to homes of relatives and friends, or to cabins or second homes.
- 4. Family Units.** Nighttime evacuations are as family units, daytime evacuations are usually without family unity, as many are at work, school, recreation or shopping.
- 5. Effective Precautionary Evacuations.** Precautionary evacuations are very effective when sufficient time is available or when the incident is under control, e.g., an overturned tank car accident where righting of the tank car or transfer of the chemical contents can be held off until evacuation is complete, or when the population potentially affected is some distance away and the leak rate is slow.
- 6. Long Term.** An evacuation is necessary when an accidental release could be long term or when there is real potential for explosion.

### Con

- 1. Time Required.** Evacuation may take up to 2 to 4 hours to accomplish successfully.
- 2. Lengthy Warning Message.** The public warning messages may be lengthy and confusing, since it has to identify the danger, the area to be evacuated, list evacuation routes, identify public shelters, and list what can and cannot be taken to the shelter.
- 3. Extensive Support Services.** Requires setting up public shelters, traffic control, and area security as well as special transportation for those without vehicles, handicapped, and intensive care patients.
- 4. Transient Populations.** Transient populations at parks, marinas, campgrounds, summer camps and resorts do not have normal home type communications available (TV, radio, telephone, etc.) to receive evacuation instructions and may be unfamiliar with the area.
- 5. Potential Exposure.** If toxic fumes are present during the evacuation and wind changes speed/direction, evacuees could travel unaware into or through dangerous gases.

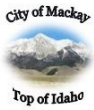


# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

**6. Panic Flight.** If not controlled and organized well with frequent credible information, provided, some “panic” and confusion will occur.

**7. Multi-Jurisdictional Problems.** Problems of coordination of effort exist when evacuees of one jurisdiction are sent to another, or where the area evacuated consists of several municipalities.

**8. Liability.** Liability issues may arise if injuries, damages, or loss of business and production occur, particularly if it is believed the evacuation was unnecessary, inappropriate, or in error. This is a superior reason to declare a disaster emergency before the evacuation.



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Attachment 2 - Shelter in Place Pro and Con

### Pro

- 1. Immediate Protection.** Protection can be provided immediately with little or no time required after warning.
- 2. Short Warning Message.** The public warning message is short since it is only necessary to identify the danger, describe the area affected, describe expedients to reduce air infiltration to the home or building, etc.
- 3. Little Preparation Time.** Little or no preparation time is necessary for shelter (only possible “sealing” of room be expedient improvements).
- 4. Ideal Life Support System.** The home is an ideal life support system with food, water, sanitation, medicines, bedding, clean air, communications (TV, radio, telephone), and familiar surroundings.
- 5. Short-Term Exposures.** Homes may be very appropriate for short-term exposures (particularly “puff” releases) of 2-4 hours duration.
- 6. Transients.** Those in parks, marinas, campgrounds, and outdoor sporting events may not have suitable shelter available, and would have to travel to such.

### Con

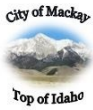
- 1. Public Training Needed.** The general public needs to be trained on in-place protection actions and acceptance, as this action may be contrary to normal human nature to run from danger.
- 2. Indoor Air Uncertainties.** Uncertainties may exist about whether indoor air concentrations will remain sufficiently low for a sufficiently long time period.
- 3. Explosive/Flammable Materials.** Sheltering in place may be inappropriate where releases of explosive or flammable gases could enter structures and be ignited by furnace and water heater ignitions.
- 4. Long-term Exposures.** Sheltering in place may be very inappropriate for long-term exposures (“plume” potential) of 12 hours or more.
- 5. Need To Air Out.** Infiltration of contaminated air into the structure over a period of time could result in high cumulative inhalation exposures, unless the structure is vacated and “aired out” after the plume outdoors have passed on or dispersed.



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

**6. Little Staff Support.** Requires considerably less emergency staff support than evacuation, as public shelter, traffic control, special transportation, and security personnel are not needed.

**7. Reduced Liability.** An in-place protection action issued for a chemical leak that later information proves as unnecessary will not be as ruinous or liable as an unnecessary evacuation order issued.



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Emergency Implementation Plan 2 - Communications and Warning

**Primary Coordinator:** City Emergency Control Center

**Support Agencies:** Custer County Sheriff's Office/ Butte County Sheriff's Office  
911 Dispatch Center, South Custer County Rural Fire District

**Purpose:** This Emergency Implementation Plan (EIP) provides direction and coordination for establishing, maintaining, and augmenting communications and warning systems during emergency response operations.

**Scope:** Communications are essential for adequate response to, and recovery from, emergency situations. This EIP describes the communications and warning systems that are available locally for the uninterrupted flow of information during the response and recovery phase of a disaster.

**Policies:** The Mayor, in implementing this EIP will:

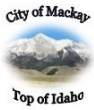
- Acquire, organize, coordinate, and deploy communications equipment, personnel, and resources to reestablish, and/or restore, communications/telecommunications capabilities following a disaster impact. Critical facilities shall be given priority service
- Identify communications facilities, equipment, and personnel located in and outside the affected area(s) that could be made available to support recovery efforts.
- Identify actual and planned actions of local communications/telecommunications companies and providers to restore services

### **Planning Assumptions:**

- The Mayor will coordinate Secondary Agencies to respond based on existing capabilities. Capabilities may change from time to time depending on budget shortfalls

### **Communications:**

- Communications needs during a disaster will exceed normal capabilities
- Telephone, Cell Phone, and Internet service may be interrupted or terminated

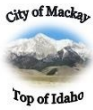


# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- Radio communication assistance may be available through other public agencies
- Amateur radio operators may be available to support emergency communications
- Geographic and weather conditions can limit communications
- Radio nets of the Idaho State Police, Idaho Department of Transportation, Department of Fish and Game, U.S. Forest Service, and the Bureau of Land Management may be utilized if additional radio systems are needed
- Cellular telephones may be needed to supplement existing communications resources and free tactical radio frequencies

## **Warning:**

- Dissemination of warnings will be through the most expedient means available, including radio, television, sirens, public address systems, and/or fire and law enforcement personnel
- As necessary, the County 911 Dispatch Center will notify affected cities, institutions, and resident State and Federal agencies, request all law enforcement agencies and/or fire departments to disseminate warning to their municipality, alert officials to warn their staff, and contact and warn all major employers and schools who may be affected by the emergency
- The Emergency Alert System (EAS) is activated to provide warning via radio and television channels
- Additional warning depends upon a deputy sheriff via vehicle siren and public address system
- Warning for catastrophic, widespread disasters, and national emergencies will be relayed from Idaho State Police and the Idaho Law Enforcement Telecommunications System (ILETS) to the County 911 Dispatch Center
- National Weather Service warning will be received by direct telephone link, by the National Oceanic Atmospheric Agency (NOAA) weather radio, by ILETs, television, and/or commercial radio
- Warnings for hazardous material incidents/accidents, such as oil, chemical, or radiological material spills, when the incident presents a hazard to the public, will be announced on radio/TV, as well as through the EAS



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Concept of Operations/Responsibilities:

### Organization:

- The Mayor and City Council authorizes use of all City Communication and Warning resources to support emergency response operations and augmentation of the communications network, as required
- The Mayor or designee coordinates the emergency communications section of the CEOC and supervises the personnel assigned to it
- Amateur radio volunteer emergency communication personnel can be mobilized to establish and maintain fixed, mobile, and portable station emergency communications facilities for local radio coverage and point-to-point contact of public safety officials and locations, as required
- The CEOC will be activated and will coordinate communication and warning support and coordination within the CEOC including:
  - Altering primary and support personnel/agencies
  - Establishing and maintaining communications support
  - Coordinate communications and warning activities with County, Federal and State EOCs

## Response Actions:

### Communications:

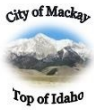
#### The Mayor and City Council will:

- Authorize use of all City communication resources to support emergency response operations
- Authorize augmentation of the communications network as required
- Authorize use of City employees to support the CEOC communications requirements

#### The Mayor will:

- Manage or assign the management of the emergency communications section of the CEOC and supervise the personnel assigned to it
- Determine the status of communications systems and brief the CEOC staff as needed
- Coordinate activation of communications links between the CEOC and mass care shelters, and other emergency operating locations





# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- Ensure the communications has the capability to sustain 24-hour operations if required
- Provide portable radios for communications between the IC and the CEOC
- Follow established procedures and radio protocol for voice transmissions and message handling
- Screen and log information

## **Amateur Radio Volunteers will:**

- Alert and mobilize volunteer emergency communication personnel
- Establish and maintain fixed, mobile, and portable station emergency communications facilities
- Maintain continuity of communications for the duration of the emergency period, or until normal communication is substantially restored
- Provide County, State, national and worldwide health and welfare communications as needed when emergency communications have been addressed

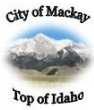
## **Warning:**

- Issue cancellation of the warning notice, or otherwise ensure emergency responders and the public are aware of the fact that the emergency is terminated

## **Attachments:**

Attachment 1 Emergency Alert System activation procedures

Attachment 2 Disaster Messages



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Attachment 1 - Emergency Alert System (EAS) Activation Procedures

**Activation Sources:** To activate the EAS take the following steps.

**Authorized Officials\*** may request activation of the EAS through the Central Activation Center (CAC) located at the State Communication Center (STATECOM) in Meridian Idaho at (208) 846-7610 or 1-800-632-8000. EAS message text may be faxed to the CAC at (208) 846-7620.

If unable to contact CAC, EAS activation may be requested through: The Idaho State Police (ISP) District 6 Dispatch Center in Idaho Falls, ID 1-208-846-7500 or the local emergency 736-3060. EAS message text may be faxed to the ISP at 1- (208) - 846-7520. ISP has a radio and microwave link with State

If the links are down they cannot activate EAS at their location. If unable to contact ISP, EAS activation may be requested through the National Weather Service (NWS) Boise Forecast Office at (208-334-9860 or 208-334-9518). EAS message text may be faxed to the NWS at (208) 334-1660.

NOTE: The National Weather Service will encode and activate the EAS directly from their facility at the Boise Airport. EAS activation procedures Authorized Officials will use the following format when requesting EAS activation:

"This is (name/title) of the City of Mackay. I request that the Emergency Alert System be activated for the Eastern Idaho Local Area because of (Give description of emergency)." Sample EAS Message forms are located in Attachment 2.

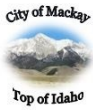
The Authorized Officials, requesting activation and EAS activation personnel, will determine transmission details (i.e., live or recorded, immediate, or delayed, and target zones for broadcasting the EAS message, whether text needs to be faxed).

Requesting Officials should include a description of the emergency actions being taken by local government, and instructions to the public. The maximum messages length is limited to two minutes, which is the maximum recording time of EAS equipment. Maintain contact with the EAS activation personnel until the message is recorded or transmitted.



# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

- \* The following are authorized to request activation of the EAS.
  - Mayor of the City of Mackay
  - President of the Mackay City Council
  - City of Mackay Fire Chief



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Attachment 2 - Disaster Messages

The following forms are to be used to prepare messages for Emergency Alert System (EAS) . See Attachment 1 for instructions on EAS contact and activation. Instructions or prompts to the preparer are capitalized and in parentheses. These instructions/prompts should not be read over the air. Fill out the message completely before contacting State Communications Center or the local media outlet.

### WARNING MESSAGE

At (Time) today, local officials reported an incident involving (Description of the Situation)

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The incident is occurring/has occurred at (Location). As a precautionary measure, all persons near this location should be prepared to take protective actions if recommended in the near future. (If This Is a Hazardous Chemical Incident Include the Following) Stay indoors, close all windows, doors, and vents, and stay tuned for further information

"The preceding has been an announcement by the (Agency) Stay tuned to this station for updates."

### SHELTER IN PLACE MESSAGE

At (Time) \_\_\_\_\_ today, local officials reported a potentially serious condition involving (description of situation)

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The incident is occurring/has occurred at (Location)

All persons in (Distance) radius of (Name Area or Location)

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are advised to take the following protective actions:



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- Go indoors and stay there until further notice
- Bring pets inside
- Close and lock all outside doors and windows
- Turn off heating systems
- Close or shut off any opening that might bring air in from the outside, such as any air conditioner, range fan, bathroom vent, clothes dryer, or fireplace damper
- Use tape and paper, or aluminum foil, to seal any openings to the outside
- Building superintendents should set all ventilation systems to 100 percent recirculation; If this is not possible, ventilation systems should be turned off
- If you are in a vehicle in this/these area(s), close your windows, vents, and turn off your heater or air conditioner; Continue on to your destination in an orderly fashion
- Do not telephone government officials directly involved; They will keep you informed of the situation through this station. Do not use the telephone except for medical emergencies

"The preceding has been an announcement by the (Agency) Stay tuned to this station for updates."

## PREPARE TO EVACUATE MESSAGE

At (Time) \_\_\_\_\_ today, local officials reported a potentially serious condition involving (Description of Situation)

\_\_\_\_\_

The incident is occurring/has occurred at (Location)

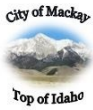
\_\_\_\_\_

All persons in (Distance) radius of (Name Area or Location)

\_\_\_\_\_ should stay indoors and prepare to evacuate

If you are in your home, gather all necessary medications, clothing, and supplies. **YOU DO NOT NEED TO EVACUATE AT THIS TIME**, but stay tuned for further instructions

"The preceding has been an announcement by the (Agency) \_\_\_\_\_ Stay tuned to this station for updates."



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## EVACUATION MESSAGE

At (Time) \_\_\_\_\_ today, local officials reported an incident involving (Description of Danger) \_\_\_\_\_

The incident is occurring/has occurred at (Location and Time) \_\_\_\_\_

"We are advising people (Distance) radius of (Name Area or Location) . \_\_\_\_\_

to evacuate the area in an orderly manner

Use (Street Names) \_\_\_\_\_ to the North, \_\_\_\_\_ to the East, \_\_\_\_\_ to the West, and \_\_\_\_\_ to the South as evacuation routes.

If you need transportation assemble at (Name of Pick-Up Points) \_\_\_\_\_

If you need special help call \_\_\_\_\_. Do not call 911 for assistance or information.

Public shelters will be set up at \_\_\_\_\_

and "We are advising people to take the following protective actions:

- Leave as soon as possible
- Take the following items with you:
  - special medications or dietary needs
  - personal items
  - infant children's needs
- If possible, use your own transportation
- Help your neighbors, if you have room, take them with you
- Keep your car windows and vents closed while traveling. Turn off your heater or air conditioner. Drive slowly and carefully obeying traffic laws and officials directing
- Before leaving your home or business:
  - Turn off all lights and electrical appliances

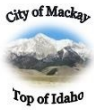


# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

- Turn down heating systems (or turn off air conditioners).
- Secure your home or business.

"The preceding has been an announcement by (Agency)

Stay tuned to this station for updates."



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Emergency Implementation Plan 3 - Public Information

**Primary Coordinator:** President of City Council

**Agencies:** City of Mackay

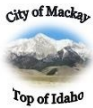
**Purpose:** This Emergency Implementation Plan describes the means, organization, and process by which the City will coordinate the provision of timely, accurate, and useful instructions to area residents during emergencies.

**Scope:** This EIP provides for public information activities during an actual or pending emergency and actively solicits information from all liaisons to ensure current and complete information is being disseminated.

### **Policies:**

- The Mayor or designee will activate the CEOC and will designate staff to assist in that effort
- The President of the City Council will coordinate information concerning specific disasters, their associated threats, and protective actions to the news media and general public and will:
  - Manage and staff media and emergency public information telephone lines before, during, and after a disaster
  - Release public information concerning needed volunteers and donations, re-entry, and other recovery issues
  - Ensure media (both print and electronic) are monitored for correct and consistent informational releases
  - Coordinate with the State of Idaho Bureau of Homeland Security Public Information Officer information regarding the Declaration of a City Disaster and resources being supplied by the Custer County
- A Joint Information Systems approach will be established whereby involved Public Information Officers will cooperatively release information, share media monitoring information, manage rumors, and provide unified messages to the public
- The Public Information Officer (PIO) will serve as official spokesperson for the City and will coordinate all public information releases with the Mayors and





# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

assume responsibility for the organization and operation of the Joint Information System including information release approval

- A continuing flow of emergency information and instructions will be provided to the public and the media through the Joint Information System
- A rumor control function will operate in the Joint Information System to ensure that accurate information is disseminated immediately and regularly
- Ongoing public education programs will be provided by Custer County Emergency Management Coordinator, to increase the awareness of those hazards that the City of Mackay is particularly vulnerable to, and the mitigation, preparedness, response, and recovery activities associated with those hazards

## **Planning Assumptions:**

- A Joint Information System will be activated
- Telephone and/or power service may be interrupted, requiring alternate methods of communications, such as communications provided by an amateur radio organization
- There is a need for a single source of reliable information during an emergency for both the public and the media
- The City of Mackay has a website ([www.mackayidaho-city.com](http://www.mackayidaho-city.com))
- Certain special populations (non-English speaking, hearing/vision impaired, elderly, or ill) will require extraordinary measures for alert/notification
- In case of a disaster that generates extensive media interest, we will request the Bureau of Homeland Security (IBHS) to activate a Public Information Emergency Response Team to support the City effort

## **Concept of Operations/Responsibilities:**

### **General:**

- The Public Information Officer will be in the City Emergency Operations Center (CEOC) with access to the responsible elected officials, current emergency information, and the media
- The Public Information Officer will activate the City Joint Information System
- The Public Information Officer will coordinate with the CEOC staff, liaison agencies, PIOs from the County, State, and Federal government, as necessary

### **Organization:**

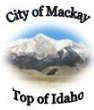


# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- The President of the City Council or designee will coordinate this EIP and accept public information functions delegated by the Mayor
- The Custer County Emergency Management Coordinator will coordinate with IBHS if a Public Information Emergency Response Team is needed
- All Tasked Organizations, this includes Fire Department, Law Enforcement, Public Works, Highway Districts, School Districts, and corporate public information officers that are directly involved in emergency operations, will support the Joint Information System by providing staff to support emergency information activities, as requested by the PIO

## **Response Actions:**

- The President of the City Council will:
  - Delegate Emergency Public Information to the County PIO
  - Report to the CEOC and manage all aspects of Public Information on behalf of the City
  - Assume public information functions Activate the Joint Information Center/System
  - Ensure timely preparation and dissemination of emergency information
  - Schedule news conferences, interviews, and other media access
  - Coordinate rumor control activity
  - When necessary, obtain media assistance in disseminating information to potential donors on unmet needs, items that are not needed and should not be donated, cash donation policies, and other donations-related matters
  - Assign print and broadcast monitors to review all media reports for accuracy
  - Coordinate with IBHS if a Public Information Emergency Response Team is needed



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Emergency Implementation Plan 4 - Mass Care, Emergency Assistance, and Housing

**Primary Coordinator:** City Council Member responsible for Business/Technical Parks and City Buildings

**Supporting Agencies:** American Red Cross, Custer County Emergency Management, Custer County Sheriff's Office, Mackay Jointy School District #182, Religious and Community Volunteer Organizations, State of Idaho Health and Welfare

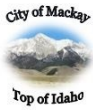
**Purpose:** This Emergency Implementation Plan describes procedures that will be followed to ensure disaster victims receive temporary shelter, food, clothing, and essential life support needs, if they are displaced from their homes because of a disaster.

Note: Mass Care is defined as follows: Housing of disaster victims temporarily displaced from their homes that are able to care for their physical needs, but are in need of shelter, food, and/or clothing.

**Scope:** Provide sheltering, including mass feeding, to evacuees and responders during a disaster.

### **Policies:**

- Mass care shelters will be established in public or commercial buildings such as schools, churches, and motels. This EIP will be activated by the Mayor of the City of Mackay. The request may be made prior to or following a disaster
- Activities will be coordinated through the City Emergency Operations Center (CEOC)
- Support agencies will provide staff as appropriate in the CEOC on a 24-hour basis for the duration of activation
- Arrangements to use schools, churches, and other facilities for shelters is the responsibility of the Mayor in conjunction with support agencies such as Volunteer Organizations, Businesses, School Districts, and the Red Cross



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Planning Assumptions:

- Local volunteer disaster assistance organizations will support the City with qualified, trained manpower to provide emergency shelter and lodging service until supplemented by national voluntary disaster assistance organizations
- Cooking facilities will not be available in all shelters
- Meals will be provided daily in mass care facilities and through mobile feeding facilities, as possible
- Public utilities service, electricity, and gas may not be available
- No buildings to be used as mass care facilities are stocked, and there is no current Federal, State, or County programs to do so
- Families may be separated during the evacuation and relocation process

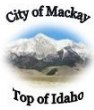
## Concept of Operations/Responsibilities:

### Organization:

- The Mayor of the City of Mackay will make recommendations on the need and locations of mass care facilities
- Volunteer Organizations will make arrangements for use of facilities as mass care shelters and provide personnel to activate, staff, and manage mass care shelters
- Shelter Operations will seek to reunite separated families using the American Red Cross procedures
- Emergency feeding facilities will be assisted by the support agencies. State of Idaho Health and Welfare will assist with the issuance of emergency food stamps to disaster victims

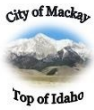
### Response:

- The City Council Member responsible for Business /Technical Parks and City Buildings will:
  - Assess the situation, and in coordination with the volunteer representatives and support agencies, determine the number and locations of mass care facilities to be open
  - Coordinate with the CEOC to facilitate dissemination of information to the public on both the location of mass care facilities and directions to them
  - Identify food and water needs following a disaster or emergency, obtain and/or arrange for these resources, including transportation, as necessary



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- Coordinate with relief efforts provided by volunteer organizations performing mass care functions
  - Coordinate the establishment of a system to provide shelter registration data to appropriate authorities
  - Coordinate the provision of emergency first aid in shelters and fixed feeding sites
  - Coordinate with Custer County Sheriff's Department to provide shelter facility security
  - Coordinate with the CEOC to ensure each shelter has a working communications system
  - Request assistance from the CEOC to provide electricity and heat at shelter locations as necessary
  - Establish and maintain liaison with State, private, and volunteer support services for provisions and personnel required to augment staff
  - Collect information from mass care facility managers to support the City's effort to respond to inquiries from family members about status of loved ones
  - Submit mass care facility status report to the CEOC for each operational period; The report should identify equipment and supplies used and any other problems or issues that need to be resolved
  - Arrange for the transportation of evacuees to their homes, or to temporary housing
  - When appropriate, terminate operations and close the facility
- **The Volunteer Shelter Operations Staff will:**
- Implement registration procedures for all evacuees that enter the facility
  - Provide the CEOC with names and other appropriate information about people sheltered in the facility, to respond to family inquiries and to assist in the reuniting of separated families
  - Maintain records of expended goods and services
  - See that the facility is cleaned and returned to its original condition



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Emergency Implementation Plan 5 - Public Safety and Security

**Primary Coordination:** Mayor of the City of Mackay

**Support Agency:** Custer County Sheriff's Department

**Purposes:** This Emergency Implementation Plan (EIP) coordinates all law enforcement activities during a declared disaster in the City of Mackay, including interfacing with Federal and State Law Enforcement agencies.

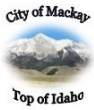
**Scope:** This EIP is applicable to all law enforcement organizations in the City of Mackay, as well as those from outside the City who may provide law enforcement support as outlined in Idaho State Code.

Law Enforcement support involves:

- Directing criminal investigations that may be a contributing factor to the declared disaster
- Management of evidence
- Mobilizing and coordinating personnel, equipment, and supplies
- Maintaining security in evacuated areas
- Directing traffic movements and assisting in the relocation of residents and visitors
- Providing incident command for back County or rural search and rescue operations

### **Policies:**

- TITLE 31 COUNTIES AND COUNTY LAW CHAPTER 22 SHERIFF: The policy of the State of Idaho is that the primary duty of enforcing all penal provisions and statutes of the State is vested with the sheriff of each County as provided in section 31-2227, Idaho Code
- TITLE 50 MUNICIPAL CORPORATIONS CHAPTER 2 GENERAL PROVISIONS – GOVERNMENT – TERRITORY 50-209. POWERS OF POLICEMEN: The policemen of every City, should any be appointed, shall have power to arrest all offenders against the law of the State, or of the City, by day or by night, in the same manner as the sheriff



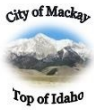
# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- TITLE 67 STATE GOVERNMENT AND STATE AFFAIRS CHAPTER 29 IDAHO STATE POLICE 67-2901 (5) (a): The Idaho State Police shall have power to enforce all of the penal and regulatory laws of the State, to preserve order, and exercise any and all powers, duties and authority of any sheriff or other peace officer anywhere in the State of Idaho, in the same manner and with like authority as the sheriffs of the Counties
  - The Custer County Sheriff is the chief law enforcement officer in the County
  - The City of Mackay provides law enforcement services to the City via a contract with Custer County and the Custer County Sheriff's Department
  - The Sheriff's Office has sufficient officers to provide law enforcement services to the City

## **Concept of Operations:**

### **Responsibilities:**

- The Custer County Sheriff, an elected official, is the chief law enforcement officer in the County. The Sheriff's Office provides law enforcement in all unincorporated areas of the County and via contract with the City of Mackay
- The Mayor of the City of Mackay, through the Custer County Sheriff's Office is responsible to coordinate all City wide law enforcement activities in support of a declared disaster and to ensure that jurisdictional standard operating procedures for implementation of this EIP are compatible
  - The CEOC will fulfill all assigned functions as specified by: θ Managing law enforcement resources and operations using jurisdiction standard operating procedures
  - Assist with warning the public
  - Direct evacuation
  - Control and limit access to disaster scenes and evacuated areas
  - Coordinate and assist with emergency communications, as needed
  - Assist in initial damage assessment if personnel are available



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Emergency Implementation Plan 6 - Firefighting

**Primary Coordinator:** South Custer County Fire District/City of Mackay, Fire Chief

**Agencies:** South Custer County Fire District, City of Mackay Volunteer Fire Departments

**Purpose:** The purpose of this Emergency Implementation Plan is to provide a comprehensive mechanism to ensure appropriate utilization of local fire resources prior to, and after the impact of a disaster. These resources include, but are not limited to, the detection and suppression of urban, rural, and wild land fires resulting from, or occurring coincidentally with, a significant disaster condition or event.

**Scope:** Firefighting support involves:

- Managing and coordinating firefighting resources
- Detection of and suppression of fires
- Mobilizing and coordinating personnel, equipment, and supplies

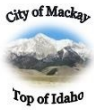
### **Policies:**

- All firefighting operations shall be conducted according to existing standard operating procedures and formal agreements
- The Fire Chief is the primary Incident Commander (on Scene Commander)
- All assisting fire departments will operate within their legal jurisdictions, unless responding to mutual aid as agreed
- All requests for County, State and or Federal assistance will be requested through the CEOC

### **Planning Assumptions:**

- The firefighters are volunteers
- The volunteer fire department personnel have differing levels of training





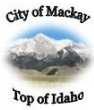
# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- The Emergency Medical Services (EMS) provide emergency medical services for the City of Mackay. Mackay EMS respond with firefighters
- Mutual and Automatic Aid Agreements provide for sufficient manpower, equipment, and supplies to address structural and wild land fires in the City

## **Concept of Operations:**

### **Responsibilities:**

- The Fire Department(s) having jurisdiction will function as the incident commander, and respond as directed in departmental standard operating procedures, and aid formal agreements and will:
  - Manage department resources and direct fire department operations
  - Assist with warning the public as requested
  - Assist in evacuation and relocation actions
  - Assist in the organization, planning, and coordination of search and rescue operations
  - Assist in decontamination procedures for hazardous materials incidents
  - Coordinate and assist with emergency communications as needed
  - Assist in initial damage assessment



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Emergency Implementation Plan 7 - Flooding

**Primary Coordinator:** Big Lost River Irrigation District

**Agencies:** Big Lost River Irrigation District, National Weather Service, Idaho Department of Water Resources

**Purpose:** The purpose of this Emergency Implementation Plan is to provide a comprehensive mechanism to ensure appropriate utilization of resources prior to, and after the impact of a disaster. These resources include, but are not limited to, the monitoring of weather conditions, the inflow and out flow of water from the Mackay Reservoir, establishment of warning measures, designation of evacuation route, etc.

**Scope:** Flooding scope involves:

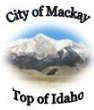
- Managing and coordinating resources
- Monitoring of potential and existing flooding
- Mobilizing and coordinating personnel, equipment, and supplies

### **Policies:**

- The Big Lost River Irrigation District is the primary Incident Commander (on Scene Commander).
- The Mayor or the President of the City Council shall issue the evacuation order
- All requests for County, State and or Federal assistance will be requested through the CEOC

### **Planning Assumptions:**

- The Swauger Ditch (slough) borders the west and south sides of the City.
- Several residences are along the ditch and may experience flooding.
- Evacuation due to flooding from the ditch is not expected
- The Big Lost River flows through the impact area of the City. However, there are no residences within the limits of the City
- The Mackay Dam controls release of water from the Mackay Reservoir into the Big Lost River above the City of Mackay



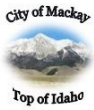
# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- High spring runoff from snow melt and flash flooding in the Copper Basin area and other head water streams filling the reservoir, are causes for release of abnormal amounts of water into the river below the dam
- Monitoring of snow fall on Smiley Mountain is used to determine amount of potential runoff from snow melt
- The Howell Ranch Gauge on the Big Lost River is used to monitor water going into the reservoir
- National Weather Service forecasts are used to predict precipitation that will flow into the reservoir and into the river
- Emergencies involving the Mackay Dam are considered possible
- Evacuation of the City of Mackay could be required in some emergencies
- There will be a period of time available to issue an alert to prepare for an evacuation
- Individuals and Families will provide their own transportation in the event of an evacuation
- Individuals and Families will take needed items with them (72 hour kits)
- Pet owners will take care of their animals
- If evacuation is on a school day, the school will evacuate their students, faculty and staff
- Churches and civic organizations will plan for their members who will need special assistance to evacuate
- The City siren will sound the evacuation alarm which will be a continuous alarm
- The City of Mackay will provide assistance to those along the river in the impact area if requested
- Mutual and Automatic Aid Agreements provide for sufficient manpower, equipment, and supplies to address flooding

## **Concept of Operations:**

## **Responsibilities:**

- The Mayor of the City of Mackay is responsible for:
  - Monitoring of weather conditions
  - Being cognizant of the amount of snow on Smiley Mountain during the spring runoff season
  - be aware of the amount of water entering the reservoir during spring runoff and when alerted to severe weather
  - Keeping the citizens of Mackay advised of water conditions as needed
  - Advising citizens of evacuation plans if evacuation is eminent



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- Implementing evacuation plans
- The Big Lost River Irrigation District is the incident commander, and responds as directed in standard operating procedures, and formal agreements and will:
  - Manage department resources and direct fire department operations
  - Advise the Mayor concerning warning the public as requested
  - Assist in evacuation and relocation actions
  - Assist in the organization, planning, and coordination of emergency plans
  - Coordinate and assist with emergency communications as needed

## **Attachment:**

Evacuation Plan for the City of Mackay



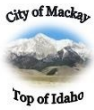
# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

## **Attachment 1 - Emergency Evacuation Plan**

**Upon activation of the emergency siren indicating that citizens of Mackay are to evacuate proceed as follows:**

- 1. Gather family members and any neighbors that may need assistance along with your 72 hour kits**  
**School - gather students as quickly as possible and load buses**
- 2. Proceed on the nearest street directly to Salmon Street on the north east side of town**
- 3. Travel to the intersection of Main and Salmon Streets**
- 4. Obey Traffic Control Directions**
- 5. Proceed on Main Street (extended) to the bar road and continue to Pass Creek Road**
- 6. Assemble at the gravel pit and await further instructions**
- 7. If you must park along the edge of the road, do so in a manner that will not prevent traffic flow in either direction (maintain 2 way traffic)**

**DO NOT GO ON THE MINE HILL AS YOU WILL BE STRANDED. THE BRIDGE MAY WASH OUT, ALONG WITH OTHER RIVER BRIDGES**



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Emergency Implementation Plan 8 - Severe Weather

**Primary Coordinator:** Mayor of the City of Mackay

**Agencies:** National Weather Service

**Purpose:** The purpose of this Emergency Implementation Plan is to provide a comprehensive mechanism to ensure appropriate utilization of resources prior to, and after the impact of a disaster. These resources include, but are not limited to, the monitoring of weather conditions, establishment of warning measures, designation of shelters, etc.

**Scope:** Severe Weather scope involves:

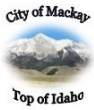
- Managing and coordinating resources
- Monitoring of potential and existing severe weather
- Mobilizing and coordinating personnel, equipment, and supplies

### **Policies:**

- The National Weather Service is the primary information provider
- The Mayor or the President of the City Council shall issue the emergency order
- All requests for County, State and or Federal assistance will be requested through the CEOC

### **Planning Assumptions:**

- The National Weather Service provides weather forecasts and broadcasts emergency weather information as information is available
- Severe weather can occur at any time of the year
- Severe weather includes but is not limited to:
  - Heavy rain
  - Strong winds
  - Blowing and drifting snow
  - Extreme hot or cold temperatures



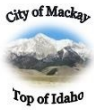
# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- Severe weather may damage individual as well as community property making it uninhabitable
- Severe weather would not necessitate evacuation of the City of Mackay except in the case of flooding (see Flooding Emergency Implementation Plan)
- Families and Individuals will have sufficient notice to obtain necessary supplies including food, and alternative heating sources (in winter months)
- Many residents have recreational vehicles which are self-contained (need no utility connections to be habitable) and could be used as temporary living quarters
- Loss of electrical power in the colder fall, winter and early spring months is considered the major disaster emergency caused by severe weather that needs to be addressed by the City of Mackay
- Activation of emergency shelters would be required if total City electrical power is lost for more than eight (8) hours with temperatures below thirty-two (32) degrees

## **Concept of Operations:**

## **Responsibilities:**

- The Mayor of the City of Mackay is responsible for:
  - Monitoring of weather conditions
  - Being alerted to severe weather
  - Activation of shelters as needed



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Emergency Implementation Plan 9 - Earthquake

**Primary Coordinator:** Mayor of the City of Mackay

**Agencies:** South Custer County Fire District, City of Mackay Volunteer Fire Departments, Big Lost River Irrigation District, Custer County Sheriff's Department, Emergency Medical Services

**Purpose:** The purpose of this Emergency Implementation Plan is to provide a comprehensive mechanism to ensure appropriate utilization of resources.

**Scope:** Support involves:

- Detection of and suppression of fires
- Search and rescue
- Emergency Medical Care
- Managing and coordinating firefighting resources
- Mobilizing and coordinating personnel, equipment, and supplies
- Activation of shelters

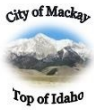
### **Policies:**

- All firefighting operations shall be conducted according to existing standard operating procedures and formal agreements
- The Fire Chief is the primary Incident Commander (on Scene Commander).
- All requests for County, State and or Federal assistance will be requested through the CEOC

### **Planning Assumptions:**

- There will be no warning prior to the event
- Major destruction of structure may occur
- City of Mackay sewer and water may be interrupted
- Communication service may not be available
- There may be a total power outage
- Flooding may occur
- US highway 93 may not be passable in either direction





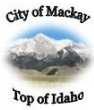
# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- The City of Mackay may be isolated from surrounding cities
- The firefighters are volunteers and may not be able to respond
- The volunteer fire department personnel have differing levels of training.
- The Emergency Medical Services (EMS) personnel are volunteers and may not be able to respond
- The EMS provides emergency medical services for the City of Mackay.
- Mackay EMS responds with firefighters.
- Designated shelters may not be habitable
- Individuals will have to rely on each other for a period of time

## **Concept of Operations:**

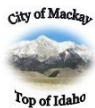
## **Responsibilities:**

- The Mayor of the City of Mackay will:
  - Assess the condition of the City Hall and ensure it is safe
  - Designate a secondary location for the CEOC if the City Hall is uninhabitable
    - Possible relocation areas include Oscar Wornek Business Park Buildings #1 and #2, Mackay Senior Center
  - Activate the CEOC as soon as possible
  - Issue notice of disaster to Custer County
  - Declare a Disaster Emergency
  - Activate Emergency Implementation Plans as necessary
  - Coordinate emergency response efforts
- The South Custer Rural Fire Department/City of Mackay Fire Chief will:
  - Respond to the CEOC as soon as possible
  - Function as the incident commander, and respond as directed
  - Manage department resources and direct fire department operations
  - Assist in the organization, planning, and coordination of search and rescue operations
  - Assist in initial damage assessment
  - Assist with warning the public as requested
  - Assist in evacuation and relocation actions
  - Coordinate and assist with emergency communications as needed
- Emergency Medical Services will:
  - Respond to the CEOC as soon as possible



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- Function under the direction of the incident commander, and respond as directed
  - Manage department resources and direct operations
  - Assist in the organization, planning, and coordination of search and rescue operations
  - Assist with warning the public as requested
  - Assist in evacuation and relocation actions
  - Coordinate and assist with emergency communications as needed
- Previously Selected Representatives of Churches, Civic Organizations, etc. will:
- Respond to the CEOC as soon as possible
  - Function as directed by the Mayor, and respond as directed
  - Assist with emergency communications as needed
  - Coordinate and assist with emergency communications as needed
  - Assist in the organization, planning, and coordination of search and rescue operations
  - Assist with warning the public as requested
  - Assist in evacuation and relocation actions



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Emergency Implementation Plan 10 - Search and Rescue

**Primary Coordinator:** South Custer County Fire District/City of Mackay Fire Chief

**Support Agencies:** South Custer County Fire District, City of Mackay Volunteer Fire Departments, Mackay Emergency Medical Service

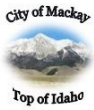
**Purpose:** This Emergency Implementation Plan (EIP) outlines roles and responsibilities for Search and Rescue in the City of Mackay

**Scope:** This EIP addresses Urban Search and Rescue only within the impact area of the City of Mackay. Rural Search and Rescue within the unincorporated areas of Custer County is the responsibility of the County

- Urban Search and Rescue is defined as operations requiring technical rescue skills such as confined space, trench, high angle, or water rescue
- The Fire Chief will be the Incident Commander for all urban search and rescue in the City of Mackay

### **Planning Assumptions:**

- Urban Search and Rescue, as described in this EIP, is limited to technical rescue, damaged structures, and collapsed buildings
- As requested by the Fire Chief, Secondary Agencies will respond to provide support based on existing capabilities. Capabilities may change from time to time depending on budget shortfalls
- the event of a major disaster such as an earthquake or flood, necessary search and rescue support will be available from County, State and Federal sources
- District Fire personnel have been trained in technical rescues techniques such as trench, high angle, confined space, and water



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

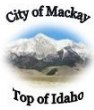
## Concept of Operations/Responsibilities:

### Organization:

- For Urban Search and Rescue the Fire Chief will be the Incident Commander
- Unified command may be necessary to direct specialized skills, established by separate fire departments and applied to tactical operations

### Response Actions:

- The Fire Chief, upon notification of a need for Urban Search and Rescue will:
  - Determine the threat to rescuers
  - Establish a lookout and accountability system for rescuers before entering scene
  - Conduct rescue operations according to standard operating procedures
- The Custer County Coordinator of Emergency Management will:
  - Request activation of the EOC
  - Declare a Disaster if necessary
  - Coordinate support activities for the rescue mission with assistance of the others as needed
  - Request additional State and Federal assistance if needed



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Emergency Implementation Plan 11 - Energy

**Primary Coordinator:** City of Mackay CEOC

**Agencies:** City of Mackay Public Works, Lost River Highway District, ATC Communications, Independent Suppliers

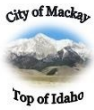
**Purpose:** The purpose of this Emergency Implementation Plan is to coordinate the restoration of commercial, or provision of emergency energy supplies during a declared disaster in City of Mackay.

**Scope:** The CEOC is responsible for coordinating the provision of emergency energy supplies, transporting and delivering fuel, and the provision of emergency power to support immediate response operations as well as restoring power to normalize community functioning. The CEOC will work closely with County, State, and Federal agencies including energy offices, energy suppliers, and distributors. This includes:

- Assessing energy system damage, energy supply, energy demand, and requirements to restore such systems
- Assisting local agencies in obtaining fuel for transportation and emergency operations
- Administering, as needed, statutory authorities for energy priorities and allocations
- Recommend local actions to conserve fuel
- Coordinate information with County, State, and Federal officials, and energy suppliers about available energy supply recovery assistance
- Processing all fuel and power assistance requests received Policies
- During a declared disaster, the CEOC will work with the Lost River Highway District, City Public Works, and private energy providers to coordinate the restoration of services to respond to the scope of anticipated needs during an energy shortage/outage, i.e. fuel (gasoline, propane, etc.), electricity, and so forth

### **Planning Assumptions:**

- It is expected that the present government structure will remain intact and will function during a disaster or emergency



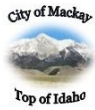
# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- This EIP along with the Lost River Independent Highway District, City Public Works, and private energy providers will coordinate efforts to remove debris and restore power as efficiently as possible during a declared disaster
- Private suppliers will restore power and gas service based on their existing response procedures
- Local resources may be unavailable due to damage, inaccessibility, or insufficient supply(s) following a disaster
- Coordination with the State agencies through the Idaho Bureau of Homeland Security Southwest Idaho Area Field Officer will be essential to begin the recovery process and meet emergency energy needs, as well as returning the community to pre-disaster conditions. Coordination will be through Custer County
- Resources will be used to assist with emergency efforts to provide fuel and power and other resources as necessary
- Resource allocation considerations include response, recovery, and return to normalcy
- Lost River Electric will be responsible for commercial power service restoration within their service areas
- ATC will be responsible for restoration of telecommunications service within their area of service
- Other suppliers of energy products, such as diesel fuel, gasoline, and propane will coordinate with CEOC to manage the available resources during a declared disaster
- County, State or Federal disaster assistance will not be provided until City resources are fully committed to the response/recovery effort

## Concept of Operations

### Organization:

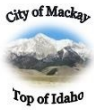
- The CEOC will coordinate provisions of emergency power and all energy restoration, and will maintain a status map of energy outages
- Support agencies will coordinate activities to provide sufficient fuel supplies to emergency response organizations, by coordinating the provision of materials, supplies, and personnel for the support of emergency activities being conducted, including activities along evacuation routes, and communicating with local utility organizations to coordinate emergency response and recovery needs
- The CEOC will identify emergency shelter electricity status/needs



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

**Response Actions:** The CEOC will contact electric, gas, telephone, and other utilities serving the City to obtain information about damage and/or assistance needed in their areas of operation

- As required, determine expected duration of emergency event, explanation of utilities' actions, and recommendations of County, State and local agency actions in support of the utilities
- Coordinate with support agencies to establish priorities and develop strategies for the initial response
- Monitor the procedures followed by individual utilities during energy generating capacity shortages, to ensure consistent action and communication
- Assign Teams to the impacted areas, to determine possible affected areas industries, and resources needed for energy restoration
- As requested coordinate emergency power to relocation shelter
- Provide information to the public regarding outage
- Energy Suppliers will coordinate service restoration with CEOC



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Emergency Implementation Plan 12 - Resource Support

**Primary Coordinator:** City of Mackay CEOC

**Agencies:** Custer County Sheriff's Office, South Custer Rural Fire District, Mackay School District #182, Big Lost River Irrigation District, Lost River Highway District, Lost River Electric, Church of Jesus Christ of Latter-Day Saints, Mackay Community Church, St. Barbara's Catholic Church, American Red Cross

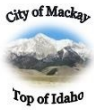
**Purpose:** The purpose of this Emergency Implementation Plan is to provide logistical and resource support to local entities involved in delivering emergency response and recovery efforts for the natural disasters, technological emergencies, and other catastrophic events.

**Scope:** The CEOC will coordinate support to emergency response and recovery efforts. This support includes locating, procuring, and issuing resources such as supplies, office space, office equipment, fuel, communications, contracting services, personnel, heavy equipment, and transportation.

**Policies:** Resources requests will be filled from local inventories first. As resources are drawn down, County sources will be used. The following list of source preferences will be used, if practical:

- City stocks
- Contracted supplies/vendors
- Other local commercial vendors
- County sources, including the Idaho Bureau of Homeland Security
- Procurement will be made in accordance with County, State, and Federal laws and regulations
- Volunteers and donations will be utilized when available
- Normal practices and procedures will be continued under emergency conditions to the extent possible





# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- Every effort will be made to document each transaction sufficiently, so that complete records can be reconstructed and claims properly verified after the emergency period has passed
- No administrative process will be permitted to interfere with operations essential to preventing injury

## **Planning Assumptions:**

- A local disaster declaration may obviate normal purchasing procedures
- Basic life safety resources have first priority
- Resources restoring essential services have priority once life safety issues are satisfied
- Recovery resources have priority once essential services are satisfied

## **Concept of Operations/Responsibilities**

### **Organization:**

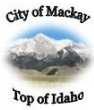
- City of Mackay Emergency Operations Center is the primary lead for and is responsible for coordinating resources and support activities.
- The CEOC is responsible for tracking and documenting costs and expenses.

### **Response Actions:**

- Procure buildings and parking areas large enough to be staging warehouses and locations
- Acquire replacement facilities for any damaged or destroyed facilities
- Coordinate transportation resources
- Establish a property tracking system and maintain records for all properties loaned in support of the event by the County, State, or Federal government
- Coordinate contractual services between the City and the commercial sources.
- Coordinate volunteer work force organization

### **Attachment:**

Attachment 1: Donated Goods Management



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Attachment 1 Donated Goods Management

**Purpose:** This attachment describes the management of goods donated as disaster relief to the people of the City of Mackay

### Assumptions:

- Lack of an organized system of management for the identification, receipt, organization, and distribution of donations will result in chaos
- Persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods, and services
- An aggressive public information effort will expedite the distribution of goods, as well as limit the influx of unwanted goods
- The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the County level
- Suitable space and equipment will be available to receive, sort, and store the influx of donated goods.
- Donations of non-useful and unwanted goods can be expected; these include loose unsorted clothing, perishable items, and worn-out items
- Some donors will seek to bypass the distribution system established by the City
- The magnitude of the disaster and the severity of local need will dictate the amount of space and personnel required for the reception and distribution of donated goods
- A telephone number will be published immediately following the event to accept incoming calls for donations

### Concept of Operations:

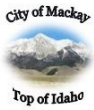
#### Receipt of Donated Goods for City of Mackay:

- The community and religious organizations, in coordination with CEOC, will manage the receipt and distribution of donated goods.



# **CITY OF MACKAY EMERGENCY OPERATIONS PLAN**

- The IBHS donations software, or locally developed software, will be used to record all donated resources and volunteer offers received.
- Operational personnel will be solicited from the Volunteer Coordinator's list of available personnel resources.



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## Damage Assessment

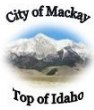
**Purpose:** This Annex describes the organization and procedures the County will follow to assess, compile, and report damages caused by natural or man-made disasters.

### Assumptions:

- An initial damage assessment will be conducted by local personnel.
- Local damage assessment teams will be composed of personnel from South Custer Rural Fire District/Mackay Volunteer Fire Department
- In the event of a major disaster, trained State and Federal personnel will be available to assist in detailed damage assessments.
- Damage assessment operations will be coordinated from the CEOC.
- Initial damage assessment will be conducted as soon as possible after a disaster to determine the number of casualties, and the damage to public and private property
- Elected officials will use this information to determine if a disaster declaration is warranted, and if County, State or Federal assistance is required
- Damage assessment information will be collected and summarized on Bureau of Homeland Security Damage Assessment Forms (Attachment 2).
- Although initial assessment of damages immediately following a disaster rests with the City of Mackay, it may be apparent that a request for a presidential declaration is necessary.
- As such, the City, through Custer County and the State Bureau of Homeland Security, will request that the Federal Emergency Management Agency (FEMA) dispatch Federal representatives to assist the City in assessing damages to public and private properties.
- Damaged structures within the City will be posted

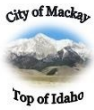
### Organization and Responsibilities: CEOC will:

- Authorize activation of the damage assessment function
- Authorize a request for County, State and/or Federal assistance in conducting damage assessment if appropriate.
- Authorize posting of damaged structures within the City
- Review damage assessment reports to determine if outside assistance is necessary. If assistance is required, coordinate damage assessment reports and needs with Custer County and Bureau of Homeland Security (IBHS) Field Officer
- Prepare damage assessment reports and plot damaged areas on maps



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

- Develop and release damage assessment, and if appropriate, claims information to the public.
- Establish priorities for emergency repair to Streets, bridges, buildings, and debris removal.
- Develop procedures for conducting safety assessments of damaged facilities to include checklists and placards to indicate condition of inspected buildings
- Controlling entry into damaged buildings
- Implement a system to handle requests for inspection of damaged facilities
- Create a database that will manage records of damaged buildings and provide timely reports of buildings' status as repairs are made
- Coordinate with and assist County, State and/or Federal agencies in conducting Preliminary Damage Assessments
- Provide initial and follow-up situation and damage reports to IBHS
- Form damage assessment teams and brief them on the following:
  - Current disaster status
  - Damage assessment procedures, checklists, forms, etc. (
  - Assign area of assessment responsibility with priority given to key facilities and infrastructure
  - Compile, analyze, and track the data received from damage assessment teams
  - Debrief damage assessment teams
  - Ensure the CEOC staff is aware of unsafe buildings, streets bridges, and other facilities
  - Provide a detailed account of damage sustained throughout the City
- Coordinate with the American Red Cross for results of their assessment efforts
- Collect damage information, from all sources, on the following:
  - Public streets and bridges
  - Mackay Dam
  - Public buildings and equipment
  - Schools
  - Communication facilities and equipment
  - Water and sewage treatment plants
  - Private residences
  - Private businesses
  - Churches
- Maintain a situation map



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

## APPENDIX 1

# DECLARATION OF LOCAL DISASTER EMERGENCY

---

**WHEREAS**, there is threat to life and property in the City of Mackay, as the result of \_\_\_\_\_,

Which occurred on \_\_\_\_\_ 20\_\_\_; and,

**WHEREAS**, the resulting \_\_\_\_\_ is threatening structures, roadways, infrastructures, public utilities, and other lines of communications as well as \_\_\_\_\_.

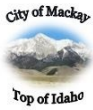
**HERE AS**, Idaho Code Section 46-1101 authorizes the mayor of a city to declare a local disaster emergency; and,

**WHERE AS**, Idaho Code Section 46-1002(2) defines the term "Disaster" as the imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause; and,

**WHERE AS**, Idaho Code Section 46-1002(3) provides that the term "Emergency" includes the occurrence or imminent threat of a disaster or condition threatening life or property that requires state emergency assistance to supplement local efforts to save lives and protect property or to avert or lessen the threat of a disaster from, among others - but not limited to, the State of Idaho; Custer County; and the Independent Highway District; and,

**WHERE AS**, Idaho Code Section 46-1011(1) requires a mayor's declaration declaring, continuing, or terminating a local disaster emergency be filed promptly with the local county recorder and given prompt and general publicity; and,

**WHERE AS**, Idaho Code Section 46-1003(2) (3) (4) authorize the City to execute agreements and to cooperate with the federal government and the governments of other states; to prevent and reduce damage, injury, and loss of life and property resulting from natural or man-made catastrophes, riots; to prepare assistance for prompt and efficient search, rescue, care, and treatment of persons injured, victimized or threatened by disaster; and to provide for rapid and orderly restoration and rehabilitation of persons and property affected by disasters; and,



# CITY OF MACKAY EMERGENCY OPERATIONS PLAN

**WHERE AS**, a mayor's declaration of a local emergency disaster activates the response and recovery aspects of applicable local and intergovernmental disaster emergency plans for the furnishing of aid and assistance; and,

**WHERE AS**, the public interest and necessity demand immediate expenditure of public money to secure materials, equipment, and services from private and public entities to provide for disaster emergency relief and assistance to persons injured, victimized, or threatened by unhealthy, unsafe, and unsustainable condition in the City; and,

**NOW THEREFORE**, the Mayor of the City of Mackay, Custer County, Idaho does hereby declare that:

A local disaster emergency exists in the City of Mackay and that all efforts will be made to protect the citizens and property of the City through activation of all local disaster emergency plans and state emergency assistance; and,

This Declaration of Local Disaster Emergency ("Declaration") shall expire in seven (7) days from the date of filing of this Declaration unless the Mackay City Council expressly authorizes the continuation thereof (Idaho Code 46-1011); and,

This Declaration of Local Disaster Emergency and any termination proclamation to be made when the threat to public health and safety has ended shall be promptly filed with the Custer County Recorder's Office; and,

Prompt and general publicity shall be given by a press release notifying the public of this Declaration.

**APPROVED AND ADOPTED** \_\_\_\_\_, 20\_\_\_\_  
Month Day Yr.

\_\_\_\_\_  
Mayor, City of Mackay

ATTEST:  
  
\_\_\_\_\_  
City Clerk