



## NOTICE OF PUBLIC MEETING

Monday, June 25, 2018  
CITY COUNCIL CHAMBERS  
680 Park Avenue  
Idaho Falls, ID 83402  
3:00 p.m.

*The public is invited to attend. This meeting may be cancelled or recessed to a later time in accordance with law. If you need communication aids or services or other physical accommodations to participate or access this meeting or program of the City of Idaho Falls, you may contact City Clerk Kathy Hampton at 612-8414 or the ADA Coordinator Lisa Farris at 612-8323 as soon as possible and they will accommodate your needs.*

### **SPECIAL MEETING (Council Work Session)**

*Times listed in parentheses are only estimates.*

#### Call to Order and Roll Call

Mayor:

- Acceptance and/or Receipt of Minutes
- Calendar, Announcements and Reports (10)

Council:

- Liaison Reports and Concerns (10)

Fire:

- Emergency Operations Plan Training and Introduction (60)

Parks and Recreation:

- Fee Waiver Resolution Discussion (10)
- Tree Trimming Standards Discussion (10)
- Special Events – Alcohol and Security Discussion (10)

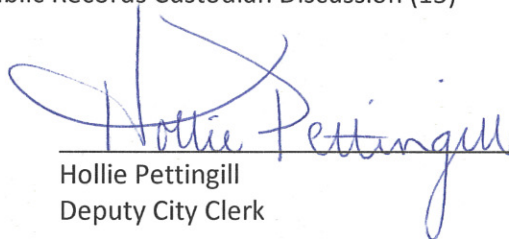
Presentation:

- Idaho Falls Civic Center for the Performing Arts Committee, Fundraising Ordinance Review (15)

Legal:

- Public Records Custodian Discussion (15)

DATED this 22<sup>nd</sup> day of June, 2018

  
\_\_\_\_\_  
Hollie Pettingill  
Deputy City Clerk



# MEMORANDUM

**TO:** Honorable Mayor and Council

**FROM:** Brad Cramer, Director

**DATE:** June 6, 2018

**RE:** June 5, 2018, Planning Commission Action

Planning Commission took the following action during the June 5, 2018 meeting.

1. **CUP18-004: CONDITIONAL USE PERMIT. CUP Message Center at CEI.** Generally south of John Adams Pkwy., west of S 25th E, north of E 17th St., and east of Ashment Ave. The Planning and Zoning Commission approved the CUP as presented.
2. **ANNX18-005: ANNEXATION/INITIAL ZONING.** Generally south of E Sunnyside Rd., west of S 15th E, north of E 49th S and east of Stonebrook Lane. <sup>1</sup>
  - A) **Sunnyside –Annexation / Initial Zoning of RE and RP.**
  - B) **S Holmes –Annexation / Initial Zoning of LC, R2 and R1.**On June 5, 2018, the Planning and Zoning Commission recommended to the Mayor and City Council approval of the annexation and initial zoning of the Sunnyside and S. Holmes areas as presented
3. **RZON18-005: REZONE. Portion of Hatch Div 1 & 5, 1.28 Acres, R3A, R2, R1 to LC.** Generally south of Kearney St., west of the Meppen Canal, north of E 1st St., and east of N Woodruff Ave. The Planning and Zoning Commission recommended to the Mayor and City Council denial of the request to rezone.
4. **ANNX18-006: ANNEXATION/INITIAL ZONING. T & T Park.** Generally south of E 33rd N, west of N Holmes Ave., north of E Anderson St., and east of US Hwy 20. The Planning and Zoning Commission recommended to the Mayor and City Council denial of the request to rezone
5. **PLAT18-014: FINAL PLAT. T & T Park.** Generally south of E 33rd N, west of N Holmes Ave., north of E Anderson St., and east of US Hwy 20. The Planning and Zoning Commission recommended approval of this application.
6. **PLAT18-017: FINAL PLAT. Linden Trails Division 1 First Amended.** Generally south of Broadway, west of S Bellin Rd., north of Pancheri Dr. and east of S Old Butte Rd. The Planning and Zoning Commission recommended approval of this application
7. **PLAT16-040: FINAL PLAT. Linden Trails Addition, Division 3.** Generally south of Broadway, west of S Bellin Rd., north of Pancheri Dr. and east of S Old Butte Rd. On June 5, 2018, the Planning and Zoning Commission recommended to the Mayor and City Council approval of the final plat for Linden Park, Division No. 3, as presented
8. **PLAT16-041: FINAL PLAT. Linden Trails Addition, Division 4.** Generally south of Broadway, west of S Bellin Rd., north of Pancheri Dr. and east of S Old Butte Rd. On June 5, 2018, the

Planning and Zoning Commission recommended to the Mayor and City Council approval of the final plat for Linden Park, Division No. 3, as presented.

**RECOMMENDED COUNCIL ACTION:** To receive recommendation(s) from the Planning and Zoning Commission pursuant to the Local Land Use Planning Act (LLUPA).

PC Action 6/5/2018

**Idaho Falls Sister Cities Youth Meeting**  
**June 6, 2018**

**Attendees:**

Cameron Archer	Melinda Cebull	David Eaton	Kendra Peck	Rebecca Smith
David Archer	Nicholas Cebull	Katie Eaton	Nathan Peck	Whitney St. Michel
Max Benjamin	Peter Cebull	Kylie Eaton	Dallin Peck	Ian St. Michel
Misty Benjamin	Brennan Corbridge	Gabe Padron	Laurie Retallic	Ness Villassenor
Elliot Boring	Tate Corbridge	Jorge Padron	Jacobi Retallic	<b>*Action items in red</b>

**Business Section of the Meeting**

**Minutes:**

The May 14<sup>th</sup> meeting minutes were provided to the group by email. Whitney motioned to approve the meeting minutes and Kendra seconded her motion.

**Fundraiser Reports**

- **Cherry Blossom Raffle/Dinner Fundraiser:** The group received a nice letter from Jerry at Snow Eagle and a check for \$1413. Jerry donated his profits for the entire day to the group. The group made \$1494 from the raffle for a total of \$2907. Dave asked for lessons learned or suggestions for improvements and none were provided.
- **Garage Sale:** The group made \$866.64 from the garage sale. This is consistent with amounts made in previous years. One member suggested possibly having the sale both Friday and Saturday. Some thought keeping the sale the same hours as the neighborhood garage sale worked well.
- **Town & Country Fundraiser:** The group has sold ~\$900 in gift cards for a profit of \$180. If you would like to purchase gift cards, contact Dave Eaton.

**Japan Exchange:**

- Peter collected airfare from the students and chaperones going to Japan.
- **Whitney will be getting tickets information to students soon.**
- **Whitney will be providing trip guidelines and a packing list to students.**
- **Whitney will be purchasing passport holders for students.**
- **Kendra asked students to email pictures of student IDs to her.** The Japanese can use them for discounts at their amusement park. She took pictures of the IDs brought to the meeting. Students need to bring them to Japan.
- Junko will come to the next meeting and discuss Japanese etiquette.
- Kendra read the draft itinerary to the group. It is listed below.

**Jul. 26** Arrive Narita 14:40 (2:40 p.m.)

Meet at Sister City Hall for light meal and pictures

**Jul. 27** (A.M.) Visit Mayor Japanese Calligraphy

(P.M.) Craft Tatami Coaster Visit Temple and Shrine  
Welcome Party

**Jul. 28** Family Day

**Jul. 29** (Family Day

**Jul. 30** (A.M.) Sports Day

(P.M.) Field Trip by Train

**Jul. 31** (A.M.) Cooking Japanese Dishes "Curry and Rice"  
(P.M.) Club Activity at JHS

**Aug. 1** (A.M.) Aquarium  
(P.M.) Water Activity in Oarai Beach

**Aug. 2** (A.M.) Soy Sauce Factory  
(P.M.) Papermaking

**Aug. 3** Amusement Park "Nasu Highland Park"

**Aug. 4** Family Day

**Aug. 5** (A.M.) Family time  
(P.M.) Family time  
Farewell Party

**Aug. 6** See-off Ceremony  
Depart Narita 16:20 (4:20 p.m.)

**July Meetings:** Dave asked if we want to have two meetings in July. The group decided to wait and decide until the next meeting. We will see if we have everything ready for the trip or if both meetings are needed to get ready.

**Student Meeting:** Vanessa led a bingo game used to help students learn Japanese phrases. The bingo phrases can be found at the end of the minutes.

A motion to adjourn was made by Peter and seconded by Dave Archer.

#### Bingo Cheat Sheet

- |                           |                                 |             |
|---------------------------|---------------------------------|-------------|
| 1. Nice to Meet you       | - Hajimemashite                 |             |
| 2. My name is             | - Watashi no namae wa .... desu |             |
| 3. Where is the Bathroom? | - Toire wa doko desu ka?        |             |
| 4. Thank you very much    | - Arigatou gozaimasu            |             |
| 5. Thank you for the meal | - gochisousamadeshita           |             |
| 6. You are welcome        | - doitaishimashite              |             |
| 7. Let us eat             | - itadakimasu                   |             |
| 8. I'm sleepy             | - Nemutai desu                  |             |
| 9. I'm Hungry             | - onaka ga suite                |             |
| 10. I'm Thirsty           | - Nodo ga Kawaita               |             |
| 11. Are you ok?           | - Daijoubu desu ka?             |             |
| 12. Hello                 | - Konnichiwa                    |             |
| 13. Ohayō gozaimasu       | - Good morning                  |             |
| 14. Konbanwa              | - Good Afternoon                |             |
| 15. Oyasumi nasai         | - Goodnight                     |             |
| 16. Sayonara              | - Goodbye                       |             |
| 17. Gomen nasai           | - Im sorry                      |             |
| 18. Oishii                | - Yummi                         |             |
| 19. Kyo wa Samui desu     | - Its cold (outside)            |             |
| 20. Tsumetai              | - Its cold (object)             |             |
| 21. Atsui                 | - Its hot (outside or object)   |             |
| 22. Hai                   | - Yes                           |             |
| 23. iie                   | - No                            |             |
| 24. Wakarimasen           | - I dont understand             | Nani - What |



## MEMORANDUM

**TO:** Mayor Casper, City Council, and City Clerk Hampton

**FROM:** Fire Chief Dave Hanneman

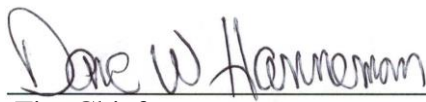
**DATE:** June 18, 2018

**RE:** Council Item for June 25th meeting

Mayor and Council Members,

Attached please find an electronic copy of the Idaho Falls Emergency Operations Plan. This is a new plan for the City that details the steps and procedures that staff and the Elected Officials should take in the event of a citywide disaster. I will be delivering an introduction to the plan, along with detailed training on your expectations at the work session on Monday. I will also be asking for Council to adopt by resolution the plan during the following Thursday Council meeting.

Respectfully,,

  
Fire Chief



# Emergency Operations Plan

## June 2018

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### **VIII. Appendix F: Bonneville County Emergency Operations Plan**

## **ABOUT THIS PLAN**

This Emergency Operations Plan (EOP) contains a set of guidelines developed to assist in emergency response efforts to disasters occurring within the City. The EOP was written in accordance with the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans Version 2.0 and is intended to integrate with EOPs written for all levels of government, including cities within Bonneville County, the State of Idaho, and the National Response Framework (NRF). This EOP used guidance from FEMA (including the National Incident Management System [NIMS]), as well as lessons learned from disasters and emergencies that have threatened the City and County in the past.

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.

Bonneville County is located in Eastern Idaho. Even with its significant capabilities for emergency response, primary responsibility for preparedness lies with the following entities, in order: (1) individuals; (2) families; (3) the City; (4) the 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 ninety-six (96) 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 mutual aid organizations, 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.

## **ADOPTION OF EMERGENCY OPERATIONS PLAN (EOP)**

This Emergency Operations Plan was adopted by the Mayor and City Council of the City of Idaho Falls, by Resolution 2018 \_\_\_\_\_ on \_\_\_\_\_ (date). It supersedes all previous plans. Approval of this EOP remains in effect until a change to this plan is presented to and approved by the Mayor and Council.

Maintenance of this plan is also hereby assigned to the Mayor or the Mayor's designee.

For the purpose of efficiently maintaining this plan and its associated appendices, the approval of the Mayor and Council is required only for the basic EOP, not associated plan appendices. Any changes to the basic EOP or appendices must be cooperatively developed with and communicated to appropriate plan stakeholders.

\_\_\_\_\_  
City of Idaho Falls Mayor

\_\_\_\_\_  
Attest: City Clerk

## CERTIFICATION OF REVIEW

An annual review of this Emergency Operations Plan was conducted on the following dates and is hereby certified by the Mayor or Fire Chief.

[illegible]

## RECORD OF CHANGES

The EOP will be readopted whenever major changes in the EOP indicate that re-adoption by the elected officials is necessary. Administrative changes do not require re-adoption.

[illegible]

## DISTRIBUTION LIST

The EOP will be produced in Microsoft Word and exported to a Portable Data Format (PDF). The EOP is available to all City employees and affected persons. The EOP will be available on the City's official website at [www.idahofallsidaho.gov](http://www.idahofallsidaho.gov).

Copies of the EOP will be distributed to City Clerk's Office for safekeeping and record retention, one (1) copy; City Coordination Center, five (5) copies; each Department Director, Council Member, and City Attorney, one (1) copy each; as well as the Bonneville 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 Idaho Falls will transmit a copy of the EOP to the following agencies:

[illegible]

## **I. BASIC EMERGENCY OPERATIONS PLAN**

### **A. Introduction**

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.

### **B. 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 Coordination Center (CCC) 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 CCC and the on-scene incident command with the Bonneville County Emergency Operations Center (EOC).

### **C. 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, 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.



## **D. Situation**

The following information specific to the city should be considered when addressing an emergency within the city:

1. The CCC is located at 343 E Street, Idaho Falls, ID 83402.
2. The City is the county seat for Bonneville County and is the largest city in eastern Idaho. Idaho Falls serves as a hub to all of eastern Idaho and much of western Wyoming. The area is served by the Idaho Falls Regional Airport (IDA).
3. In 1949, the Atomic Energy Commission opened the National Reactor Testing Station in the desert west of the city, and on December 20, 1951, a nuclear reactor produced useful electricity for the first time in history. The Idaho National Laboratory (INL), as it is now known, remains a major economic engine for Idaho Falls, employing more than eight thousand (8,000) people and functioning as an internationally renowned research center. INL operates and manages the world-famous Advanced Test Reactor (ATR).
4. The total area of the city is approximately 23 square miles. As of the 2010 census, the population of Idaho Falls was 56,813, with a metro population of 136,108. As of 2013, the population was estimated at 58,292.
5. Idaho Falls is home to the College of Eastern Idaho and hosts satellite campuses for the University of Idaho and Idaho State University.
6. The City is governed by a Mayor-City Council form of government, with the Mayor and six (6) elected City Council members. The City consists of eleven (11) departments, including:
  - a. Idaho Falls Fire Department
  - b. Idaho Falls Police Department
  - c. Idaho Falls Regional Airport (IDA)
  - d. Municipal Services
  - e. Legal Services
  - f. Community Development Services
  - g. Public Works
  - h. Parks and Recreation

- i. Idaho Falls Public Library
- j. Human Resources
- k. Idaho Falls Power

7. When a local disaster emergency has been proclaimed, the Mayor may govern by proclamation, and has the authority to impose all necessary regulations to preserve the peace and order of the city.
8. The city is subject to a variety of hazards. The most likely and damaging hazards faced by the city include: flooding, severe weather, hazardous materials incidents, urban wildfire interface, and earthquakes.

## **E. Planning Assumptions**

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

1. "Disaster" means occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made incident, including but not limited to fire, flood, earthquake, windstorm, wave action, volcanic activity, explosion, riot, or hostile military or paramilitary action, including acts of terrorism.
2. All jurisdictions, agencies, and personnel responding to an emergency will do so in a manner consistent with the National Incident Management System (NIMS) and the Incident Command System (ICS).
3. 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.
4. When City resources are fully committed, and mutual aid from surrounding jurisdictions is exhausted, the Bonneville County Office of Emergency Management is available to coordinate assistance and help satisfy unmet incident needs through the Bonneville County Emergency Operations Center (EOC) – a facility maintained and operated by BCOEM and staffed by personnel from area emergency management partners throughout the County. The BCOEM 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.

5. Whenever warranted, 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.
6. 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.
7. 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.
8. 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.
9. Special facilities such as educational facilities or custodial care centers will be encouraged to develop, coordinate, and furnish emergency plans to the emergency services organizations of the city and the county, and other government agencies as applicable and required by codes, laws, regulations, or requirements.
10. Facilities covered by the Emergency Planning and Community Right to Know Act must annually submit an emergency and hazardous chemical inventory form to the State Emergency Response Committee and the jurisdictional fire department. The inventory forms (TIER II Forms) require basic facility identification information, employee contact information (both emergency and non-emergency), and information about chemicals stored or used at the facility.

## **II. Concept of Operations**

### **A. General**

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

1. This plan embraces the “all-hazards” principle that most emergency response functions are similar, regardless of the hazard.
2. The Mayor is responsible for the protection of the lives and property of the citizens. The Mayor exercises primary supervision and control of emergency management activities within the city.
3. The City will embrace and utilize NIMS and ICS.
4. The Mayor may appoint a liaison or designee to provide coordination services on behalf of the Mayor and other City officials.
5. The Mayor, the Mayor’s designee, or Incident Commander will mobilize resources and personnel as required by the emergency situation.
6. The appropriate officials will develop and maintain mutual aid agreements with adjacent cities, districts, and the county for reciprocal emergency assistance as needed.
7. 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.
8. The Mayor may appoint a policy group to address legal, fiscal, and other matters. The Mayor’s Policy Group may encompass the City Attorney, Police Chief, Fire Chief, Public Works Director, Idaho Falls Power Director, the City Clerk, and other personnel deemed necessary by the Mayor to address the disaster emergency.

9. The CCC may be activated to support the needs of the IC and the Mayor's Policy Group.
10. The CCC may function as the meeting location to support the Mayor's Policy Group and specific ICS structures, sections, or elements, such as the finance and administration section, Public Information Officer (PIO), etc., as necessary to support the incident.
11. When the CCC is activated, the CCC and appropriate elements of the ICS will communicate and coordinate their activities related to response and matters of policy and/or authorities. The Mayor or Mayor's designee will assume the role of Mayor's Policy Group manager and assign staff roles in the CCC consistent with their training and experience to meet the needs of IC.
12. The CCC will communicate and coordinate with the County EOC and other CCCs, as appropriate. *Note: Information about the Bonneville County EOC operation is located in Appendix D.*
13. Positions are staffed only when needed. Responsibilities for any positions that are not staffed remain with the next-higher filled position. Positions may be staffed in the IC post or at the CCC, depending on the incident and the resource requirements necessary for the City officials to address the disaster emergency.
14. After receiving notice of a potential emergency from the National Terrorism Advisory System, the National Weather Service watches and warnings, or other reliable sources, consideration should be given to increasing the readiness posture of the City by ensuring appropriate personnel are monitoring the potential event or by activating the CCC. Readiness postures include:
  - a. Monitoring Status – Conditions exist where an event or emergency may threaten the jurisdiction; however, the consequences of the event have not yet impacted the city. Key emergency response personnel and the Mayor are aware of a developing situation and receiving situational reports from field elements (fire, police, public works, etc.) and/or IC as needed. An individual may be assigned to perform liaison duties with the BCEM and brief other key City personnel.

- b. Activation – The effects of the emergency are expanding and all appropriate personnel are present in the CCC as directed by the Mayor or Mayor’s designee per the demands of the incident. Since the situation during each incident is different, staff will be activated as necessary to address the demands of the response and recovery efforts.
- 15. Communication, alerts and warnings may be provided to the public through a variety of methods, including: The National Weather Service NOAA Weather Wire System and NOAA Weather Radio; the Emergency Alert System (EAS); Bonneville County Sherriff’s Code Red Alert System, Idaho State Alert & Warning System; wireless emergency alerts; local broadcast media; City website and social media pages; and emergency vehicles/door-to-door. Newsletters, brochures, and other publications will be used for less time-sensitive emergency preparedness messaging.

## **B. Organization and Assignment of Responsibilities**

The Idaho State Disaster Preparedness Act, as amended by the Homeland Security Act of 2004, requires that states and counties develop plans to prepare for disasters and emergencies from natural or man-made causes, including enemy attack, acts of sabotage, or other hostile action (Idaho Code §46-1001). General roles and responsibilities of state agencies are outlined in Governor’s Executive Order 2010-09, “Assignment of All-Hazard Mitigation, Preparedness, Response, and Recovery Functions to State Agencies in Support of Local and State Government Relating to Emergencies and Disasters.” The responsibilities of federal, state, county, and local government are provided in the sections below as they are described in the Idaho Emergency Operations Plan, adopted November 2012.

1. Emergency Support Functions (ESF): ESFs and the lead agencies associated with each are appendices of this EOP. Appendix E has the ESFs where the City of Idaho Falls is the primary entity. Appendix F has the ESFs where Bonneville County is the primary or coordinating entity.
2. Responsibilities of Government: The sections below provide high-level information related to the responsibilities of the various levels of

government. Additional information and organizational responsibility is provided for the City.

3. Federal Government: When an incident occurs that exceeds or is anticipated to exceed local or state resources, or when an incident is managed by federal departments or agencies acting under their own authorities, the federal government uses the National Response Framework to involve all necessary department and agency capabilities, organize the federal response, and ensure coordination with response partners.
4. State Government: The State of Idaho EOP describes the roll of the Governor as follows:

“During the continuance of any state of disaster emergency, the Governor is commander-in-chief of the militia and may assume command of all other forces available for emergency duty. To the greatest extent practical, the Governor shall delegate or assign command authority by prior arrangement embodied in appropriate executive orders or regulations, but nothing herein restricts his authority to do so by orders issued at the time of the disaster emergency.”

The Idaho Office of Emergency Management: (1) coordinates state and federal emergency response, recovery, and mitigation operations during emergencies and disasters; (2) provides technical support to local jurisdictions involved in local emergencies and disasters that do not require state resources; (3) coordinates collaborative efforts with other state governments and federal agencies; and (4) coordinates all requests from state and local governments for disaster emergency assistance.

5. Bonneville County: Each county shall maintain a disaster agency or participate in an intergovernmental disaster agency, “which has jurisdiction over and serves the entire county, or shall have a liaison officer appointed by the County Commissioners designated to facilitate the cooperation and protection of that subdivision in the work of disaster prevention, preparedness, response, and recovery. Each county and/or intergovernmental agency shall prepare and keep

current a local or intergovernmental disaster emergency plan for its area.”

6. City of Idaho Falls: A local disaster emergency may be declared only by a Mayor or Chairman of the County Commissioners within their respective political subdivisions. It shall not be continued or renewed for a period in excess of seven (7) days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the local county recorder.

The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local or intergovernmental disaster emergency plans and to authorize the furnishing of aid and assistance thereunder.

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

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

The CCC plays an important role in managing emergency policy. Assigning ICs, issuing formal declarations of emergency, supporting evacuations, and determining priorities are all activities that fall within the domain of the Mayor’s Policy Group.

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

- protect life safety, including first responders;
- stabilize the incident;
- protect property, especially critical infrastructure; and
- protect the environment.



Individuals assigned to work in the CCC should receive ICS training to a minimum level that includes ICS 100, 200, 700, and 800. Jurisdictional staff will complete additional ICS training (such as ICS 300 and 400) consistent with the training programs developed by their respective agency or department. The training of jurisdictional personnel should conform to the U.S. Department of Homeland Security NIMS guidelines.

The Bonneville County EOC may provide services if the City is unable to accomplish activities and objectives due to the scope and magnitude of the incident.

The Mayor, Mayor's designee, or IC assigns individuals to positions according to operational need, individual capability, and experience. Detailed descriptions and responsibilities for specific positions and departments are presented in the sections below.

1. Mayor and the Mayor's Policy Group: The Mayor of the City is responsible for establishing the policy for operations under their authority. The Mayor will also coordinate appropriate policy-level stakeholders during disaster emergencies. The Mayor will provide for continuity of operations and the establishment of lines of succession for key positions. The Mayor may designate a CCC where appropriate personnel will gather to address the disaster emergency within the city. The EOP for the City that integrates with the Bonneville County EOP will be updated and reviewed by the Mayor's designee.

The Idaho Disaster Preparedness Act of 1975 stipulates that the Mayor is responsible for the declaration of a local disaster emergency. The Mayor, his/her designee, or the IC may recommend 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 Policy Group is responsible for setting emergency response policy and providing guidance and resources to ICs. The policy decisions and activities this group may have to consider and support include, but may not be limited to:

- a. Deciding how to allocate limited physical, financial, and personnel resources to support competing incident priorities.
  - b. Considering the legal and moral implications of initiating an activity or not initiating any action.
  - c. Recalling City personnel to support activities of the CCC.
    - i. Recalled employees may be assigned tasks outside of their normal, daily activities according to the terms of union agreements.
    - ii. No employee may be assigned a task they have not been trained to accomplish in a safe and competent manner.
  - d. Waiving the normal procurement process, as allowed under a disaster emergency, and engaging in contracts outside of the formal bidding process.
    - i. These activities must comply with any relevant state and federal guidance.
2. City Coordination Center Manager: The CCC manager is responsible for coordinating City departments in the CCC. The CCC Manager will be the City's Fire Marshal unless otherwise designated by the Fire Chief. The CCC manager provides information and recommendations to the Policy Group for consideration. Policies are implemented in the CCC, by department heads, and in the field by the IC. The CCC communicates and coordinates with the Bonneville County EOC if facilities are not co-located.
3. City Departments and Allied Partners: The City departments and allied partners perform the daily functions to support operations. In addition to City departments, 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 IC post, the CCC and/or the EOC.
- a. Fire Department – responsible for fire suppression, search and rescue, provision of medical treatment and transport (within their level of training and authorization) and mitigation of other hazards.

- b. Police 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.
- c. Legal Department – advise the Mayor, the Mayor’s Policy Group, and department directors.
- d. Municipal Services – responsible for tracking disaster related expenses, including overtime, supplies, contractor expenses, etc.; maintaining disaster declaration documents, developing emergency contracts; and protection of vital records. In addition, the department will ensure data network and phones are operational within the CCC and other critical facilities and provide access to backup data as necessary.
- e. Community Development Services – coordinates building inspections, permits, and damage assessments. Advises Mayor and Mayor’s Policy Group on issues related to code enforcement, planning and zoning.
- f. 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 IC.
- g. Human Resources – addresses employee issues such as overtime, training, health and safety, and hiring of temporary workers, as appropriate.
- h. Parks and Recreation – provides heavy equipment for debris removal and sites for storage and reduction of debris.
- i. Idaho Falls Power – assesses energy system disruption, energy supply and demand, and requirements to restore disrupted systems.

## C. Communications

Delivery of emergency information to responders and the public is important during a disaster emergency. Communications between the CCC, on-scene IC, the Bonneville County EOC, and the Sheriff's Communications Center may occur via different methods, depending on the situation. Information may be transmitted to emergency responders via the following methods:

- County-wide 700MHz radio system

Emergency public information is information provide to the general public. Information and guidance released must describe the basic emergency situation and provide specific expected actions for the public. These actions may include shelter-in-place, evacuation recommendations, shelter locations, or other incident-specific information. Methods for delivering emergency public information available to the City include:

- Route alerting via police and fire apparatus
- Code Red telephone alerts from the joint City/County Emergency Dispatch Center (9-1-1)
- Emergency Operations Center or Joint Information Center
- Local media outlets, including television, internet, and radio
- City website
- City social media channels
- City Txtwire System
- Emergency Alert System (EAS)
- National Weather Service, NOAA Weather Radio and Weather Wire Services
- Idaho State Alert and Warning System (ISAWS)

The BCEM can accept notifications and requests for assistance through the joint City of Idaho Falls/Bonneville County Dispatch Center (9-1-1). The BCEM can interface with the Idaho Bureau of Homeland Security (Idaho BHS) to request additional support and resources for local emergencies.

Additional communications methods available to through the County include:

- County-wide 700MHz radio system

- Cellular phones
- Land-line telephone connection
- Satellite telephone
- Facsimiles
- E-mail communication
- Auxiliary Communications Services (ACS)

Specific situations may require additional radio network operators and capability. Bonneville County ACS, available through BCEM, may be activated to provide communication capabilities between shelters, hospitals, or other facilities that require assistance for emergency information flow.

#### **D. Administration and Logistics**

The following administrative measures will be taken during disaster response activities:

1. During a disaster, appropriate City representatives will submit reports, requests for assistance, and damage assessments to the Bonneville County EOC when requested.
2. The Bonneville County EOC will forward reports and requests for assistance to the Idaho BHS.
3. The City will use pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
4. The City will keep narrative and written log-type records of response actions. These records will form the basis for status reports to be submitted to the BCEM and Idaho BHS, when requested.

#### **E. Continuity of Government**

Disasters can have an adverse impact not only on the residential population, but also the local government. This impact may disrupt the ability of the City government to carry out executive, legislative, and other jurisdictional functions required to sustain operations. Continuity of Government (COG) planning is essential to ensure that the City can

support the functions required throughout the response and recovery phases of a disaster. COG programs include, but are not limited to:

- Order of succession
- Identification of alternate facilities
- Identification of critical tasks
- Protection of vital records/information systems

## F. Order of Succession

There may be instances when an individual who is designated as a leader may be unable to fill their leadership role. When the role is essential to the City's ability to complete its critical missions, a successor or substitute must be named to assume the duties and responsibilities of that role. Idaho provides for order of succession through Idaho Code Title 59, Chapter 14: Emergency Interim Executive and Judicial Succession Act.

In the event that any officer of any political subdivision (or the officer's deputy provided for pursuant to law) is unavailable, the powers of the office shall be exercised and duties shall be discharged by the designated emergency interim successors in the order specified. The emergency interim successor shall exercise the powers and discharge the duties of the office to which the successors are designated, until such time as a vacancy is filled in accordance with the constitution or statutes or until the officer (or deputy or a preceding emergency interim successor) again becomes available to exercise the powers and discharge the duties of their respective office.

Table 1: The City of Idaho Falls Elected Officials Order of Succession

Key Position	Primary Successor	Secondary
Mayor	Council President	Council Member
Council President	Council Pro Tem	Council Member
Council Members		

Table 2: The City of Idaho Falls Appointed Official Order of Succession

Key Position	Primary	Secondary
Airport Director	Director of Operations	Airport Security Coordinator/Operations Supervisor

Municipal Services Director	Controller	Treasurer
Fire Chief	Deputy Chief of Administration	Deputy Chief of Operations
Human Resources Director	Human Resources Analyst	Human Resources Analyst
Library Director	Library Supervisor 1	Library Supervisor 2
Police Chief	Captain	Captain
Parks & Recreation Director	Superintendent of Parks	Superintendent of Recreation
Community Development Director	Building Director	Planning Director
Public Works Director	Assistant PW Director	City Engineer
Idaho Falls Power Director	Assistant Director	Engineering & Compliance Manager

## G. Identification of Alternate Facilities

During a disaster, the normal place(s) where City operations occur may not be available. In this case, City personnel and activities will be conducted at the pre-identified back up facility. The City will conduct emergency and critical functions at the following alternate location(s):

Table 2: Alternate Facilities

Critical Facility	Alternate
City Hall	Idaho Falls Power / Idaho Falls Police Department
Idaho Falls Power	
Wastewater Treatment Plant*	
CCC, Station 1 Headquarters, 343 E. St.	Station 3, 2125 Federal Way

## H. Identification of Critical Tasks

Each city has critical tasks to complete on a daily basis. This may include collection of tax revenues, generation of payroll, maintenance of facilities, or other required tasks. Identification of the most critical tasks or processes in advance of a disaster will provide guidance to personnel in an emergency.

The following tasks are presented for consideration as the top priorities during a disaster emergency:

1. Maintain or restore communications and information technology infrastructure.
2. Ensure all employees and their families are provided with appropriate support, including shelter, food, items needed for preventative measures, and critical incident stress debriefing.
3. Restore functionality to critical City facilities, including City Hall, Idaho Falls Power and the Wastewater Treatment Plant.
4. Develop cost tracking for time and materials for employees, contractors, and materials.

## **I. Protection of Vital Records and Information Systems**

City leadership will require certain vital records during a disaster. Protection of, and access to, these records requires planning. Vital records include documents required to continue the mission of the City departments and agencies during and after a disaster. These records will assist in providing services both to internal City departments and external customers (such as citizens, contractors, other government entities). Example documents may include:

- This EOP
- Any other Continuity of Government / Continuity of Operations Plans
- Computer system back-ups/servers
- Order of Succession Ordinances or Resolutions
- Declarations of Emergency and related documents
- Plans, policies, and procedures for critical processes
- Payroll information
- Emergency contact lists
- Contracts and leases
- Legal and financial records
- Insurance documents



Each City department's functional responsibilities and business needs vary. Department directors must identify which records are vital and assign responsibilities for record preservation to appropriate staff.

#### **J. Vital Records Coordinator**

The City has assigned the role of vital records coordination to the City Clerk. The Clerk shall develop and deliver a brief report to the Mayor and Council annually regarding records coordination efforts. The report should list the vital records identified by department, the responsible individual within the department charged with record preservation, and the method or plan for record availability during and following a disaster.

#### **K. Role of Department Directors**

Each department director shall create a list of vital records and develop an action plan to ensure availability of records during and following a disaster. Records may be available via hard copy or electronic media. Any electronic media containing personally identifiable information shall be encrypted using current standards and policies.

#### **L. Plan Requirements, Maintenance, and Distribution**

The maintenance and implementation of this EOP is the responsibility of the Mayor (who may delegate authority to make changes, but the Mayor still has the ultimate legal responsibility of the EOP). The EOP components will be reviewed and updated annually or when significant changes are noted within the City. Whenever portions of this EOP are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes. Changes to the hazards and vulnerabilities of the City shall also warrant a review of this EOP.

Annual training will be provided by the Fire Department to appropriate City staff who are expected to participate in an emergency response. A record of this training will be retained by the City at the CCC or electronically in the City's training software. A just-in-time training should be available to personnel that may be assigned to the CCC outside of the annual training cycle.

This EOP and its supporting materials are controlled documents. While distribution of the basic plan is allowable, additional supporting documentation that has been developed (such as notification lists, hazard-

specific annexes, or personal information listings) is not considered to be available to the public. Distribution of such information is based on a regulatory or functional “need to know.” Copies of this EOP are distributed according to an approved control list. A record of distribution, by copy number, shall be maintained on file by the Mayor or the Mayor’s designee. Controlled copies of the EOP shall be distributed to designated EOP holders. Revisions or changes are documented by means of the “Record of Changes” page near the front of this EOP. A receipt system will be used to verify the update process. Distribution of the EOP to others than by the controlled documents process described shall be pursuant to federal and state law.

## **M. Authorities**

The following state and federal laws authorize emergency management activity and form the legal basis for activities described in this EOP:

### **1. State of Idaho**

- Idaho Code Title 46, Chapter 10, State Disaster Preparedness Act
- Idaho Code Title 67, Chapter 55, Post-Attack Resource Management Act
- Idaho Emergency Operations Plan, November 2012
- Idaho Fire Code 2009, Section 104.11: Authority at Fire and Other Emergencies
- Idaho Stream Channel Protection Act
- Idaho Code Title 31, Chapter 14, Fire Protection District
- Idaho Code Title 31, Chapter 20, County Officers In General
- Idaho Code Title 31, Chapter 22, Sheriff
- Idaho Code Title 38, Chapter 1, Idaho Forestry Act
- Idaho Code Title 42, Chapter 38, Alteration of Channels of Streams
- Idaho Code Title 59, Chapter 14, Emergency Interim Executive and Judicial Succession Act

### **2. Federal**

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 100-707)
- Flood Control and Coastal Emergency Act (Public Law 84-99)

- Code of Federal Regulations Title 44: Emergency Management and Assistance
- Post-Katrina Emergency Management Reform Act of 2006 (Public Law 109-295)
- Homeland Security Act of 2002 (Public Law 107-296)
- Federal Land Policy and Management Act of 1976 (Public Law 94-579)
- Flood Disaster Protection Act of 1973, as amended (Public Law 93-234)
- National Flood Insurance Act of 1968, as amended (Public Law 90-448)
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT ACT) Act of 2001, as amended (Public Law 107-56)
- Pandemic and All-Hazards Preparedness Reauthorization Act of 2013 (Public Law 113-5)
- Pets Evacuation and Transportation Standards Act of 2006 (Public Law 109-308)
- Americans with Disabilities Act of 1990, as amended (Public Law 101-336)
- National Dam Inspection Program (Public Law 92-367)
- Dam Safety Act of 2006 (Public Law 109-460)

## Appendix A: Acronyms

ACS	Auxiliary Communications Services
BCEM	Bonneville County Emergency Management
BHS	Bureau of Homeland Security (Idaho)
CCC	City Coordination Center
COG	Continuity of Government
CISDS	Critical Incident Stress Debriefings
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IMAT	Incident Management Assistance Team
ISAWS	Idaho State Alert and Warning System
LTR	Long-Term Recovery
NIMS	National Incident Management System
PIO	Public Information Officer
SITREP	Situation Reports
SOP/SOG	Standard Operating Procedure/Guide
VOAD	Volunteer Organizations Active in Disasters

## **Appendix B: Glossary**

**COMMAND POST (CP)** – A facility established at a safe distance from an incident site where the Incident Commander and the Command and General Staff, and technical representatives can make response decisions, deploy personnel and equipment, maintain contact with the media, and handle communications.

**CRITICAL INCIDENT STRESS DEBRIEFINGS (CISD)** – A debriefing normally done within seventy-two (72) hours of the incident.

**EMERGENCY ALERT SYSTEM (EAS)** – Consists of broadcast stations and interconnecting services that have been authorized by the Federal Communications Commission to operate in a controlled manner during war, state of public peril or disaster, or other national emergency.

**EMERGENCY OPERATIONS CENTER (EOC)** - A location from which centralized emergency management can be performed, general by civil government officials (municipal, county, state, and federal). The Bonneville County EOC is located at 605 N. Capital, Idaho Falls, ID, 83401

**GEOCAST** – An emergency reverse telephone notification system that allows users to geographically define notification areas and automatically call the homes and business in that area.

**IDAHO STATE ALERT AND WARNING SYSTEM (ISAWS)** – The Idaho State Alert and Warning System is a modernization and integration of the nation's alert and warning infrastructure.

**INCIDENT ACTION PLAN (IAP)** – Contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

**INCIDENT COMMANDER (IC)** – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. This IC must be appropriately trained in the Incident Command System.

**INCIDENT COMMAND SYSTEM (ICS)** – A standardized on-scene emergency management concept specifically designated to allow its user(s) to adopt an

integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

**INCIDENT MANAGEMENT ASSISTANCE TEAM (IMAT)** - IMATs are made up of dedicated and experienced senior-level emergency management professionals that are able to deploy upon a moment's notice when requested by the state. IMATs generally consist of ten (10) members, with expertise in operations, logistics, planning, and recovery. They are a rapidly deployable asset to anywhere in the region or the country, supporting our states and territories in their emergency response efforts.

**MITIGATION** – Mitigation activities are those that eliminate or reduce the probability of disaster occurrence. They also include those long-term activities that lessen the undesirable effects of unavoidable hazards.

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)** – A system described in Homeland Security Presidential Directive 5 that provides a consistent nationwide approach for federal, state, local, and tribal governments; the private sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incident regardless of cause, size, or complexity.

**PUBLIC INFORMATION OFFICER (PIO)** – The person responsible for the transfer of information to other agencies, the public, and/or the news media during the response phase of an incident. The PIO may be the IC or IC's designee.

**RESPONSE** – The efforts to minimize the hazards created by an emergency by protecting the people, the environment, and property and returning the scene to normal pre-emergency conditions.

**SITUATION REPORTS (SITREP)** – Recurring report which documents and describes a particular reoccurrence or event.

**STANDARD OPERATING PROCEDURE/GUIDE (SOP/SOG)** – A set of step-by-step instructions compiled to assist personnel with carrying out routine operations.

**UNIFIED COMMAND (UC)** – An ICS composed of designated agency officials, representing different legal authorities and functional areas of responsibility. UC uses a collaborative process to jointly determine incident objectives, priorities, and a single IAP. One (1) member of the UC is designated as spokesperson.

## **Appendix C: Disaster Emergency Checklist and Disaster Declaration**

### **Disaster/Emergency Declaration Guide**

- Idaho Code Title 46, Chapter 10: State Disaster Preparedness Act.
- Declaration must be signed by the Mayor or successor, and expires within seven (7) days unless renewed by governing body. Declaration template on following pages.
- Must be given prompt and general publicity and filed with local county recorder.
- Provides limited immunity for emergency actions of public employees.
- Authorizes issuance of orders and regulations to protect life and property (e.g., establish curfews, suspend public events, ration water, etc.)
- Activates emergency plans.
- Eases purchasing and contracting restrictions, removes requirement to seek competitive bids.
- Allows jurisdiction to suspend non-emergency functions and fully commit resources and personnel to the disaster.
- Allows critical equipment to be commandeered.
- Declaration is required for reimbursement of extraordinary emergency costs and funds to repair damaged public facilities.

## **MAYOR'S LOCAL DISASTER EMERGENCY DECLARATION OF IMMINENT THREAT**

WHEREAS, Idaho Code § 46-1011 allows a Mayor or Chairman of the County Commissioners within their respective political subdivisions to declare a local disaster emergency; and

WHEREAS, Idaho Code § 46-1002(3) defines disaster as the, “imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or manmade cause, including but not limited to fire, flood, earthquake, windstorm, wave action, volcanic activity, explosion, riot, or hostile military or paramilitary action and including acts of terrorism;” and

WHEREAS, the imminent threat of widespread and severe damage or loss of property in the City of Idaho Falls, Idaho as a result of a \_\_\_\_\_ constitutes a “disaster”; and

WHEREAS, a declaration activates the response and recovery aspects of applicable local or intergovernmental disaster emergency plans for the furnishing of aid and assistance; and

WHEREAS, Idaho Code § 46-1002(43) provides that an “emergency” includes the 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;” and

WHEREAS, an emergency exists because a \_\_\_\_\_ disaster is imminent and threatens life and property in the City of Idaho Falls, Idaho and requires state emergency assistance to supplement local efforts to protect life and property; and

WHEREAS, Idaho Code § 67-2808 authorizes the Council of the City of Idaho Falls, Idaho to declare an emergency where that the public interest and necessity demand the immediate expenditure of public money without compliance with formal bidding procedures; and

WHEREAS, an emergency declaration must be filed with the County recorder's office and “given prompt and general publicity.”



NOW THEREFORE, the Mayor of the City of Idaho Falls, Idaho does hereby declare:

That a local disaster emergency exists 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

That this Local Disaster Emergency shall expire within seven (7) days unless the City Council expressly authorizes the continuance of such Declaration; and that this Declaration of Local Disaster Emergency Declaration of Imminent Threat ("Declaration") shall be promptly filed with the Bonneville County Recorder's Office; and that prompt and general publicity shall be given by a press release notifying the public of this Declaration.

APPROVED AND ADOPTED this \_\_\_\_\_  
Date Month Year

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## **Appendix D: City of Idaho Falls Emergency Support Functions**

The following pages contain the Emergency Support Functions (ESFs) that the City will have responsibility for at the City level. Bonneville County Office Emergency Management coordinates the additional ESFs with the appropriate primary agencies.

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## Appendix D: Emergency Support Functions

### ESF 1: Transportation-Infrastructure

Primary Agency	City of Idaho Falls Public Works Department
Supporting Agencies (Internal)	
Supporting Agencies (External)	Idaho Transportation Department Idaho National Guard Private Contractors

#### I. Introduction

- a. Purpose: ESF 1 provides the resources (human, technical, equipment, facility, materials and supplies) of member agencies to coordinate and support the sustainment and response to incidents that impact the local, county, or regional transportation infrastructure. This ESF will be coordinated by the Public Works Director.
  - b. Scope: The scope of ESF 1 during its activation is to:
    - i. Coordinate with City operations and county agencies to determine the scope of damage to the jurisdictions transportation infrastructure.
    - ii. Coordinate with local City operations for temporary restoration of damaged transportation infrastructure and/or for developing alternative transportation capabilities to support emergency operations.
    - iii. Identify and monitor available public and private transportation resources and capabilities needed for emergency operations.
    - iv. Support and coordinate mobilization of additional transportation resources from within and outside the County.
    - v. Respond to requests for transportation resources and capabilities needed for emergency operations, and coordinate utilization of transportation resources for all types of emergency operations.
    - vi. Implement, as required, the necessary controls for the prioritization allocation of transportation capacity and processing for transportation requests.
-

- vii. Coordinate and facilitate demobilization and restoration resources and capabilities.
- viii. Conduct a post-incident assessment of transportation infrastructure.

## II. Concept of Operations

### a. Activation

- i. This ESF will be activated, staffed and implemented by the primary and support agencies whenever directed to do so by the Mayor, the Mayor's designee, the field IMAT, or IC.
- ii. The primary agency may be advised to activate the ESF prior to the onset of an emergency situation, immediately after its impact on the City, or during the activation of the CCC.
- iii. Upon activation, the primary agency is responsible for notification and mobilization of its personnel and resources.
- iv. Once activated, designated personnel from the primary agency will coordinate operations of this ESF from its position in the CCC.
- v. The UC/IC will activate the ESF from its position in the CCC.
- vi. The UC/IC will activate the ESF whenever the known or anticipated impacts of the event require its services and capabilities.
- vii. Activation may be considered needed when one or more of the following has or is expected to occur:
  - 1. Significant damage to transportation infrastructure has/will occur.
  - 2. The loss of transportation infrastructure will have an impact on emergency response and/or support.
  - 3. Transportation services will be required in support of emergency operations.
  - 4. A request for assistance has been received.

### b. Notification

- i. The ESF primary agency is responsible for notifying:
    - 1. The designated support agencies to activate the ESF or to stand by for possible activation.
    - 2. Additional personnel from some or all of the support agencies.
-

c. Emergency Operations

i. Pre-Event Preparedness: The ESF primary agency has oversight for ESF 1. The primary and support agencies will ensure that the following actions are taken prior to the onset of an emergency:

1. Review standard operating procedures (SOPs), action checklists, and job aides for ESF personnel.
2. Review and update equipment inventories and personnel rosters necessary for possible ESF implementation.
3. Review training for all primary and support personnel scheduled to work within the CCC. Provide just-in-time training as needed to all staff filling the ESF position.
4. Assist assigned personnel from the ESF primary and support agencies.
5. Coordinate pre-incident efforts with private-sector organizations as they relate to the ESF.
6. Coordinate ESF preparedness activities related to all levels of planning for response and recovery operations.
7. Pre-deploy personnel to protected locations of facilities within the City to expedite implementation of the ESF.
8. Identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards or to improve the ability to address existing threats.
9. Identify available staffing for 24-hour operations.

d. Response Operations

i. Initial Actions

1. Identify which support agencies for this ESF will be needed.
  2. Take steps to ensure that support agencies are activated as appropriate.
  3. Ensure the functionality of telecommunications and data management systems to be used by the ESF. Take corrective action as needed.
  4. Assess position procedures, checklists, rosters, and inventories.
-

5. Receive an initial briefing regarding the situation and the current status of County emergency operations by other ESFs.
  6. If protective actions are to be implemented for threatened populations, determine the schedule for protective actions to begin, and initiate the following actions to support the operations, including, but not limited to:
    - a. Coordinate with ESF 2 (Communications) for communication systems and information coordination between various disciplines.
    - b. Coordinate with ESF 6 (Mass Care, Emergency Assistance, and Human Services) on shelter locations, bulk distribution facilities and/or mass feeding sites.
    - c. Coordinate with ESF 7 (Resource Management) and ESF 5 (Emergency Management) on the transportation of goods and equipment needed for response to the incident.
    - d. Coordinate with ESF 13 (Public Safety and Security) for traffic control.
    - e. Coordinate with ESF 15 (External Communications) on public notification process.
      - i. Establish communications with Idaho Office of Emergency Management (OEM) EOC and determine the following:
        1. The current status of Idaho OEM emergency operations relevant to the ESFs operations.
          - a. The activation of the Idaho Emergency Support Function (IF-ESF 1), transportation annex, the Idaho Transportation Incident Management Plan, the Idaho Transportation Department (ITD)
-

Emergency Highway Traffic  
Regulation Plan.

7. Review protocols for the County to request assistance from the ESF.
  8. Provide any initial requests for ESF assistance.
    - a. Notify mutual aid partners, as well as necessary vendors and contractors, of the activation of the ESF.
    - b. Determine the availability of services and resources through mutual aid partners.
    - c. Collaborate to develop operational priorities based on the objectives set forth in the initial briefing.
    - d. Obtain transportation-related damage and traffic assessment reports.
    - e. Establish a process whereby the CCC will report any information on a transportation system or infrastructure status change during regularly scheduled SITREP.
- ii. Continuing Actions
1. Maintain a log of actions.
  2. Monitor and repost the status of, and damage to, the transportation systems according to plans, policies and procedures.
  3. Monitor ESF staffing and resource availability and adequacy; take corrective actions when necessary.
  4. Review the CCC action plan for operational period and prioritize ESF operations and resource allocation in accordance with its directives.
  5. Monitor ESF emergency actions initiated and/or continuing from the previous operational period until completion.
  6. Respond to requests from ESF personnel at incident scenes or other emergency locations, if applicable, for additional services and assistance.
  7. Maintain complete and accurate documentation regarding emergency operations and expenditures.
  8. Participate in CCC briefings.
  9. Develop a plan for the use of alternative transportation solutions that can be implemented
-

when systems or infrastructure are damaged, unavailable, or overwhelmed.

10. As ESF response actions near completion, anticipate and plan for transitioning the ESF to recover phase operations; provide ESF recovery plans to ESF 5.

e. Recovery Operations

- i. Ensure the completion of all response phase emergency operations and the resolution of all requests for assistance.
- ii. Advise all activated ESF support agencies of the initiation of recovery phase operations and provide coordination and guidance regarding needed support agency actions.
- iii. Determine the status of current County operations and the need for continuing assistance from the ESF.
- iv. Review the CCC action plan for recovery and adjust ESF recovery actions for consistency.
- v. Provide updated information regarding completion of ESF response phase operations to ESF 5.
- vi. Implement the planned ESF recovery phase operations to include, but not be limited to, the following:
  1. Coordinate with ESF 3 (Public Works and Engineering) on damage assessment to transportation critical infrastructure.
  2. Coordinate with ESF 3 and ESF 12 (Energy) on road clearing priorities.
  3. Develop a method of coordinating the restoration and recovery of the transportation system and infrastructure, including the recommendations of priority restoration.
  4. All restorations and recovery processes should follow steps established in the Idaho EOP and, when applicable, federal disaster support guidelines.
- vii. AS ESF recovery actions near completions, anticipate and plan for the transition to demobilizations phase operations; providing ESF demobilization plans to ESF 5.

f. Demobilization Operations

- i. Notify County EOC that the City CCC will demobilize.
  - ii. Review all ESF operational and financial documentation
-



- to ensure its completeness and accuracy.
- iii. Account for all deployed ESF personnel, equipment, and supplies.
- iv. Identify ESF systems, equipment, or supplies damaged or depleted during ESF operations, and assign responsibility for repair or restoration.
- v. Determine the availability of services for CISDs from ESF 8 (Public Health Service) for emergency works, and ensure that primary and support agency personnel are advised on how to access CISD assistance.
- vi. Upon receipt of authorization from the CCC manager, obtain approved copy of the demobilization.
- vii. Provide completed ESF documentation to the County and forward to Idaho BHS.
- viii. Notify all support agencies of the ESFs demobilization.

### III. Support ESFs

The primary function of ESF 1 will be the facilitation of the movement of people and products during disasters. As a result, it is imperative that ESF 1 work closely with numerous other ESFs to establish an effective process of communication and information collection.

Critical Support ESFs for ESF 1 include:

ESF 2 – Communications	Obtain information to provide air traffic information and transportation conditions to determine routes and methods used to get mobile communication assets into the area.
ESF 3 – Public Works	Provide assistance on the clearance of roadways.
ESF 6 – Mass Care, Emergency Assistance and Human Services	Provide location of shelters.
ESF 7 – Resource Support	Coordinates identification and provision of fuel, land, and limited staffing to other departments in countywide emergencies.
ESF 8 – Public Health Services	Determine the location and

	needs of access and functional needs populations.
ESF 13 – Public Safety and Security	Coordinate provision of traffic services.
ESF 15 – External Communications	Provide public information and warnings.

### ESF 3: Public Works and Engineering

Primary Agency:	City of Idaho Falls Public Works
Supporting Agencies (Internal):	City of Idaho Falls Fire Department City of Idaho Falls Police Department City of Idaho Falls Community Development Services City of Idaho Falls Parks & Recreation
Supporting Agencies (External):	Idaho Transportation Department

#### I. Introduction

- a. Purpose: Emergency Support Function (ESF) 3 provides a coordination response from public works and engineering agencies during an emergency or disaster in the City. ESF 3 can provide personnel and resources for preparedness, response, recovery, and mitigation activities to support primary emergency management objectives. ESF 3 is a led and coordinated by the Idaho Falls City Engineer. ESF 3 resources are used when individual agencies are overwhelmed and request additional service assistance from public works and engineering agencies.
- b. Scope: The scope of ESF 3 during its activity is to:
  - i. Direct, coordinate, and facilitate actions, as necessary, to protect critical public infrastructure and properties at risk.
  - ii. Assess and monitor the functionality of critical infrastructure and, as needed, coordinate and direct emergency protective, repair, and/or restoration actions.

- iii. Support, coordinate, and facilitate assessments of the impact of an event on the City and damage to resources and infrastructure.
- iv. Support the prioritization and coordination of the need for inspections, stabilization, and condemnation of damaged structures and property.
- v. Provide and/or obtain and coordinate engineering and technical expertise necessary to support and facilitate emergency operations.
- vi. Respond to requests for assistance with structural and utility services for emergency facilities activated within the City (see ESF 12, Energy).
- vii. Support, facilitate, and coordinate clearance, collection, storage and disposal of disaster-related debris within the City in coordination with the County, as needed.
- viii. Coordinate and facilitate demobilization of public works and engineering resources and capabilities.
- ix. Respond to request for assistance from fire and law enforcement, and provide equipment and supplies to assist in the facilitation of access control.
- x. Support ESF 1 with the development of temporary emergency access routes, including streets, roads, bridges, waterways, airfields, and any other facilities necessary to facilitate the execution of rescue operations.
- xi. The key emergency functions that fall under ESF 3 can be grouped into the following five functional categories:
  - 1. Damage assessment.
  - 2. Restoration of critical facilities and infrastructure (assisting ESF 12).
  - 3. Building inspection and stabilization.
  - 4. Restoration of transport (assisting ESF 1).
  - 5. Debris management.

## II. Concept of Operations

### a. Activation and Notification

#### i. Activation

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1. This ESF will be activated, staffed and implemented by the primary and support agencies whenever directed to do so by the Mayor, the Mayor's designee, and the field IMAT or IC.
2. The primary agency may be advised to activate the ESF prior to the onset of an emergency situation, immediately after its impact on the City, or at any time during the activation of the CCC.
3. Upon activation, the primary agency is responsible for notifying and mobilization its personnel and resources.
4. Once activated, designated personnel from the primary agency will provide coordination of the ESF with its position in the CCC.
5. The field IMT or IC will activate the ESF whenever the known of anticipated impacts of the event require its services and capabilities.
6. Activation may be considered needed when one or more of the following has or is expected to occur:
  - a. Significant damage to transportation infrastructure has occurred or is anticipated.
  - b. Large-scale evacuation is required.
  - c. Transportation services will be required in support of emergency operations.
  - d. A request for emergency transportation services assistance has been received from a City agency, surrounding City or County.

ii. Notification

1. Field IMTs or IC will be responsible for notifying the ESF primary agency.
  2. The ESF primary agency is responsible for notifying:
    - a. The designated support agencies to activate the ESF or to stand by for possible activation.
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- b. Bonneville County Department of Emergency Management (BCEM) Operations Center to inform them that ESF 3 has been activated. This may be accomplished by a one-time notification from the CCC manager that the CCC is operational, with a list of ESFs active.

- b. Emergency Operations

- i. Pre-event Preparedness: The ESF primary agency oversees ESF 3. The primary and support agencies will ensure that the following actions are taken prior to the onset of an emergency:
    1. Review SOPs, action checklists, and job assignments for ESF personnel.
    2. Review and update equipment inventories and personnel rosters necessary for possible ESF implementation.
    3. Locate equipment inventories and personnel rosters necessary for ESF implementation and ensure they are up-to-date and immediately available.
    4. Review training for all primary and support personnel scheduled to work within the CCC. Provide just-in-time training as needed to all staff filling the ESF position.
    5. Coordinate pre-incident efforts with private-sector organizations as they relate to the ESF.
    6. Coordinate ESF preparedness activities relating to all levels of planning for response and recovery operations.
    7. Protect facilities, systems, equipment, and supplies that are necessary for ESF implementation from the effects of the event to the greatest extent feasible.
    8. Consider the pre-deployment of personnel to protected locations or facilitate within the City to expedite implementation of the ESF.
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9. Identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, to improve the ability to address existing threats.
  10. Identify available staffing for 24-hour operations.
  11. Validate existing list of construction contractors and engineering firms with active City contracts that would be available for infrastructure repairs.
  12. Conduct vulnerability analyses at critical facilities and make recommendations to improve physical security.
  13. Coordinate planning with ESF 3 support agencies and other ESFs to refine public works and engineering operations.
  14. Identify anticipated resource shortfalls.
- ii. Response Operations
1. Initial Actions
    - a. When the CCC is activated, the ESF primary agency will staff this ESF workstation, identify which support agencies are required to facilitate operations, and take steps to ensure that support agencies are activated and altered as appropriate.
    - b. Ensure the functionality of telecommunications and data management systems to be used by this ESF.
    - c. Locate and review procedures, checklists, rosters and inventories.
    - d. Complete notifications of primary and support agency personnel.
    - e. Receive an initial briefing and/or information regarding the situation and the status of emergency operations.
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- f. Direct activations and staffing of facilities outside of the CCC that are necessary for implementation of the ESF.
  - g. Respond to any initial requests from City agencies for assistance.
  - h. Establish communications and the corresponding ESF at the Bonneville County EOC, surrounding CCCs, or the Idaho Bureau of Homeland Security EOC (if activated), and define the protocol for requesting assistance.
  - i. Notify mutual aid partners, as well as necessary vendors and contractors, of the activation of the ESF.
  - j. Determine the availability of services and resources through mutual aid partners.
  - k. Coordinate with appropriate private sector organizations to maximize use of all resources.
  - l. Collaborate to develop operational priorities based on the objective set form in the initial briefing.
  - m. Obtain preliminary damage-assessment reports for impacted critical infrastructure and other property.
  - n. Pre-position response resources when it is apparent that public works and engineering resources will be necessary.
  - o. Relocate public works and engineering resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
  - p. Monitor and coordinate public works and engineering resources and response activities.
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- q. Participate in briefings and provide input to the planning section to assist in the preparation of the CCC action plan and SITREPs.
- r. Prioritize and implement emergency clearing of debris from transportation routes to provide access for emergency response personnel, equipment, and supplies in areas affected by an emergency or disaster (coordinate with ESF 1 and ESF 12).
- s. Provide life-safety services, as required and appropriate.
- t. Implement necessary initial actions specific to the ESF based on direction and objectives as set forth by the ESF 5 (Emergency Management) primary agency.

## 2. Continuing Actions

- a. Monitor ESF staffing and resource availability and capabilities. Take corrective actions when necessary.
  - b. Review the ESF Standard Operation Guidelines (SOG) for the operational period, and prioritize ESF operation and resource allocation in accordance with its directives.
  - c. Monitor ESF emergency actions initiated and/or continuing from the previous operational period until completion.
  - d. Respond to requests from ESF personnel at incident scenes or other emergency locations (if applicable) for additional services and assistance.
  - e. Maintain complete and accurate documentation regarding emergency operations and expenditures.
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- f. Maintain communication with activated CCCs, and respond to requests for assistance and resources.
- g. Participate in CCC briefings.
- h. As ESF response actions near completion, anticipate and plan for transitioning the ESF to recovery-phase operations, provide ESF recovery plans to ESF 5.

### 3. Recovery Operations

- a. Ensure the completion of all response-phase emergency operations and the resolution of all requests for assistance.
  - b. Advise all activated ESF support agencies of the initiation of recovery-phase operations, and provide coordination and guidance regarding needed support agency actions.
  - c. Determine the status of current operations and the need for continuing assistance from the ESF.
  - d. Review the CCC action plan for recovery and, if indicated, adjust ESF recovery actions for consistency.
  - e. Provide updated information regarding completion of ESF response-phase operations to ESF 5.
  - f. Implement the planned ESF recovery-phase operations to include, but not limited to, the following:
    - i. Damage assessment of transportation-critical infrastructure.
    - ii. Assistance to ESF 12 with road-clearing priorities.
    - iii. Coordination with ESF 12 on assistance needed for utility restoration.
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- iv. Damage assessment estimates to ESF 5.

#### 4. Demobilization Operations

- a. Advise activated primary agency personnel, support agencies, and CCC staff of the intent to demobilize the ESF.
- b. Define methods for providing continuing assistance to any ESF deactivation.
- c. Review all ESF operational and financial documentation to ensure its completeness and accuracy.
- d. Account for all deployed ESF personnel, equipment, and supplies.
- e. Identify ESF systems, equipment, or supplies damaged or depleted during ESF operations, and assign responsibility for repair or restoration.
- f. From ESF 8 (Public Health Services), determine the availability of services for critical CISDs for emergency workers.
- g. Ensure that primary and support agency personnel are advised on how to access CISD assistance.
- h. Upon receipt of authorization from the CCC manager, obtain approved copy of the demobilization plan prepared by the planning.
- i. Provide completed ESF documentation to ESF 5, notify BCEM (if activated) and all support agencies of the demobilization of the ESF.

### III. SUPPORT ESFs

The primary function of ESF 3 will be to facilitate road clearance, debris removal, damage assessment, and assistance in other response and recovery operations. As a result, ESF 3 must work

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closely with numerous other ESFs to establish an effective process of communication and information collection.

Critical coordination points for ESF 3 include:

ESF 1- Transportation	Coordinate the identification of primary evacuation routes.
ESF 2- Communications	Obtain information regarding air traffic and transportation conditions to determine routes and methods to use.
ESF 5 – Emergency Management	Provide situation reports and damage assessment information
ESF 7 – Resource Support	Coordinate identification and provision of fuels, land, etc.
ESF 8A – Public Health	Determine and prioritize restoration of infrastructure systems to support identified access and functional needs.
ESF 12 – Energy	Coordinate the restoration of utilities.
ESF 13 – Public Safety	Coordinate provision of traffic services.
ESF 14 – External Communications	Provide public information and warnings.

## ESF 4: Firefighting

Primary Agency:	City of Idaho Falls Fire Department
Supporting Agencies (Internal):	City of Idaho Falls Police Department City of Idaho Falls Public Works Department
Supporting Agencies (External):	Bonneville County Allied Partners, Idaho Department of Lands, Bureau of Land Management, Idaho Fire Chiefs Association

### I. Introduction

- a. Purpose: ESF 4 provides a coordinated and effective response from the firefighting service agencies in the City. ESF 4 coordinates the resources (human, technical, equipment, facility, materials, and supplies) from associated fire departments to

support firefighting operations during an emergency or disaster in the City.

- b. Scope: The scope of ESF 4 during its activation is to:
  - i. Define and monitor conditions related to the need for and magnitude of fire prevention and suppression operations related to an emergency or disaster event.
  - ii. Monitor fire prevention and suppression response operations within the City and surrounding cities related to the event.
  - iii. Provide, coordinate, and facilitate mobilization of additional resources required for fire prevention and suppression activities.
  - iv. Ensure effective fire prevention at emergency facilities is activated.
  - v. Coordinate and facilitate demobilization and restoration of fire resources and capabilities.

## II. Concept of Operations

### a. Activation and Notification

#### i. Activation

1. This ESF will be activated, staffed, and implemented by the primary and support agencies when requested by the Mayor, the Mayor's designee, field IMAT or IC.
  2. The primary agency may be requested to activate the ESF prior to the onset of an emergency situation, immediately after its impact on the City, or at any time during the activation of the City Coordination Center (CCC).
    - a. Upon activation, the primary agency is responsible for notifying and mobilizing its personnel and resources.
    - b. Once activated, designated personnel from the primary agency will coordinate operations of the ESF with its position in the CCC.
    - c. The field IMAT or IC will activate the ESF whenever the known or anticipated impacts of the event require its services and capabilities.
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- d. The ESF may activate when one or more of the following has or is expected to occur:
      - i. Significant damage to infrastructure has or is anticipated to occur.
      - ii. The need for fire resources is greater than the local capability to provide the resources.
      - iii. Multiple events are occurring that require coordination and support from a central location.
      - iv. Large-scale evacuation is required.
    - ii. Notification
      - 1. The field IMAT or IC will be responsible for notifying:
        - a. The ESF primary agency
      - 2. The ESF primary agency is responsible for notifying:
        - a. The designated support agencies to activate the ESF or to stand by for possible activation.
  - b. Emergency Operations
    - i. Pre-event preparedness: The ESF primary agency oversees ESF 4. The primary support agencies will ensure that the following actions are taken prior to the onset of any emergency event:
      - 1. Review SOPs, actions, checklists, and job aides for ESF personnel.
      - 2. Review and update equipment inventories and personnel rosters necessary for possible ESF implementation.
      - 3. Review training for all primary and support personnel scheduled to work within the CCC. Provide just-in-time training as needed to all staff filling the ESF position.
      - 4. Assist personnel from the ESF primary and support agencies.
      - 5. Coordinate pre-incident efforts with private-sector organizations as they relate to the ESF.
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6. Coordinate ESF preparedness activities relating to all levels of planning for response and recovery operations.
7. Identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
8. Monitor weather and hazardous conditions that contribute to increased fire danger.
9. Coordinate fire prevention and education activities for the public regarding personal preparedness for fire and disaster (ESF 15 External Communications).
10. Identify available staffing for 24-hour operations.
11. Designate representatives to the CCC.

c. Response Operations

i. Initial Actions

1. When the CCC is activated, the ESF lead agency will staff the ESF 4 (firefighting) workstation.
  2. Identify which support agencies are required.
  3. Take steps to ensure that support agencies are activated.
  4. Ensure the functionality of telecommunications and data management systems to be used by the ESF. Take corrective actions as needed.
  5. Locate and review procedures, checklists, rosters, and inventories.
  6. Receive an initial briefing regarding the situation and the current status of City emergency operations by other ESFs.
  7. Notify mutual aid partners, as well as necessary vendors and contractors, of the activation of the ESF.
  8. Determine the availability of services and resources through mutual aid partners.
  9. Coordinate fire mutual-aid requests as necessary.
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10. Monitor the status of firefighting resources committed to an incident.
11. Assist with the development of operational priorities based on the objectives set forth in the initial briefing.
12. Obtain fire-service-related damage assessment reports (firehouses, apparatus, and other equipment).
13. Establish a process whereby the CCC will report any information of fire department status updates during regularly scheduled SITREP to Bonneville County EOC and any applicable surrounding CCCs activated to support the event.
14. Implement necessary initial actions to the ESF based on direction and objectives set forth by the ESF 5 (Emergency Management).

d. Continuing Actions

- i. Maintain a log of actions.
  - ii. Monitor ESF staffing and resource availability and adequacy. Take corrective actions when necessary.
  - iii. Review the ESF SOG for the operational period and prioritize ESF operations and resource allocation in accordance with its directives.
  - iv. Monitor ESF emergency actions initiated and/or continuing from the previous operational period until completion.
  - v. Respond to requests from ESF personnel at incident scenes or other emergency locations (if applicable) for additional services and assistance.
  - vi. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
  - vii. Obtain and submit fire-situation and damage-assessment reports to fire service facilities.
  - viii. Submit damage-assessment information reports to ESF 14 (Long-Term Community Recovery) for inclusion in the consolidate report.
  - ix. Maintain complete and accurate documentation regarding emergency operations and expenditures.
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- x. Provide information regarding ESF operations, problem areas, and resource needs to ESF 5 for development of the CCC SITREP and CCC action plan.
- xi. Participate in briefings when held.
- xii. As ESF response actions near completion, anticipate and plan for transitioning the ESF to recovery-phase operations. Provide ESF recovery plans to ESF 5.

### III. Recovery Operations

- a. Ensure the completion of all response-phase emergency operations and the resolution of all request for assistance.
- b. Advise all activated ESF support agencies of the initiation of recovery-phase operations, and provide coordination and guidance regarding needed support agency actions.
- c. Review the CCC action plan for recovery and, if indicated, adjust ESF recovery actions for consistency.
- d. Provide updated information regarding completion of the ESF response-phase operations to ESF 5.
- e. As ESF recovery actions near completion, anticipate and plan for the transition to demobilization-phase operations, providing ESF demobilization plans to ESF 5.

### IV. Demobilization Operations

- a. Define methods for providing continuing assistance to other agencies following ESF deactivation.
  - b. Review all ESF operational and financial documentation to ensure its completeness and accuracy.
  - c. Account for all deployed ESF personnel equipment and supplies.
  - d. Identify ESF systems, equipment, or supplies damaged or depleted during ESF operations, and assign responsibility for repair or restoration.
  - e. Determine from ESF 8 (Public Health Services) the availability of services for CISDs for emergency workers and ensure that primary and support agency personnel are advised on how to access CISD assistance.
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### III. SUPPORT ESFs

The primary function of ESF 4 will be the response to endangered persons or property as a result of fire and accidents during disasters. However, ESF 4 will be called onto assist other ESFs in response to evacuations, search and rescue, and similar endeavors.

Critical coordination points for ESF 4 include:

ESF 2- Communications	Establish interoperable communications with mutual aid resources and other ESF resources.
ESF 3- Public Works & Engineering	Provide assistance with the clearance of roadways.
ESF 5 – Emergency Management	Provide situation reports.
ESF 7 – Resource Support	Coordinate identification and provision of fuel and other resources required for response.
ESF 8 – Public Health Services	Provide emergency medical services.
ESF 9 – Urban Search and Rescue	Provide assistance with search-and-rescue operations.
ESF 13 – Public Safety and Security	Coordinate provision of traffic services and evaluations.
ESF 15 – External Communications	Provide public information and warnings.

### ESF 8: Emergency Medical Services

Primary Agency:	City of Idaho Falls Fire Department
Supporting Agencies (Internal):	City of Idaho Falls Police Department
Supporting Agencies (External):	Bonneville County Emergency Management Bonneville County Sheriff's Office American Red Cross of Greater Idaho Eastern Idaho Public Health Idaho Statewide Emergency Medical Services (EMS) Eastern Idaho Regional Medical Center

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## I. INTRODUCTION

- a. Purpose: ESF 8B coordinates emergency medical services (EMS) planning, response, and recovery resulting from an emergency or disaster.
  - i. ESF 8B personnel:
    - 1. Support the local IC.
    - 2. Identify and anticipate future needs and resource requirements.
    - 3. Provide coordination of emergency response assets within the City and from external mutual aid providers.
- b. Scope: The scope of ESF 8B during its activation is to:
  - i. Coordinate emergency operations for Mass Casualty Incident (MCI) management.
  - ii. Identify and monitor the availability and capacities of the EMSs normally used within the City and County.
  - iii. Monitor the known, predicted or potential medical impacts of the event on the general population.
  - iv. Prioritize field operations and deploy resources in accordance with the priorities of the action plan.
  - v. Respond to requests for, and coordinate delivery of, EMS support and assistance received from EMS command personnel at incident scenes.
  - vi. Create after-action reports following actual incidents and exercises.
  - vii. Coordinate revisions of this annex.
  - viii. Identify resource gaps and strategies to close them.
  - ix. Provide EMSs for shelters.
  - x. Coordinate, support, and facilitate the demobilization of EMS operations and the restoration of capabilities.

## II. CONCEPT OF OPERATIONS

- a. Activation and Notification
    - i. Activation
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1. This ESF will be activated, staffed and implemented by the primary support agencies when requested by the Mayor, the Mayor's designee, the IMAT or IC.
2. The field IMT or IC will activate the ESF whenever the known or anticipated impacts of the event require its services and capabilities.
3. Upon activation, the ESF 8 primary agency is responsible for notifying and mobilizing its personnel and resources.
4. Once activated, designated personnel from the primary agency will coordinate operations of the ESF from its position in the CCC.
5. Activation may be necessary when one or more of the following has or is expected to occur:
  - a. Significant damage to infrastructure has or will occur.
  - b. The need for EMS resources is greater than local capability.
  - c. Multiple incidents are occurring that require coordination and support from a central location.
  - d. Mass Casualty Incident has occurred.
  - e. Large-scale evacuation is required.

ii. Notification

1. The field IMAT or IC will be responsible for notifying the ESF 8 primary agency representative.
2. The ESF primary agency is responsible for notifying:
  - a. The designated support agencies to activate the ESF.
  - b. Agencies within the City to inform them that an incident may affect their operation, and also to determine whether resources are available to support operations.

b. Emergency Operations

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i. Initial Actions

1. When the CCC is activated, the ESF primary agency (Fire Department) will staff the designated work station, identify which support agencies are required to facilitate communications and take steps to ensure that support agencies are activated or on alert, as appropriate.
  2. Ensure the functionality of telecommunications and data management systems to be used by the ESF. Take corrective actions as needed.
  3. Access and review needed procedures, checklists, rosters, and inventories.
  4. Receive an initial briefing regarding the situation and the current status of emergency operations by other ESFs.
  5. Notify mutual aid partners, as well as necessary vendors and contractors, of the activation of the ESF.
  6. Determine the availability of services and resources through mutual aid partners.
  7. Coordinate mutual aid requests as necessary.
  8. Monitor the status of EMS resources committed to an incident.
  9. Assist with the collaborations and development of operational priorities based on the objectives set forth in initial briefing.
  10. Obtain EMS-related damage assessment reports (fire stations, apparatus and other equipment).
  11. Establish a process whereby the cities report any information on EMS status updates during regularly scheduled SITREPs.
  12. Maintain a log of actions.
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13. Implement necessary initial actions specific to the ESF based on direction and objectives set forth by ESF 5 (Emergency Management).

c. Continuing Actions

- i. Monitor ESF staffing and resource availability and adequacy. Take corrective actions when necessary.
- ii. Review the CCC action plan for the operational period and prioritize ESF operations and resource allocation in accordance with the plan.
- iii. Monitor ESF actions initiated and/or continuing from previous operational period until completion.
- iv. Respond to requests from ESF personnel at incident scenes or other emergency locations (if applicable) for additional services and assistance.
- v. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
- vi. Obtain and submit EMS damage-assessment report to ESF 14 (Long-Term Community Recovery) for inclusion in the consolidated report.
- vii. Maintain complete and accurate documentation regarding emergency operations and expenditures.
- viii. Provide information regarding ESF operations, problem areas, and resource needs to ESF 5 for development of the CCC SITREP and action plan.
- ix. Participate in CCC briefings when held.
- x. As ESF response actions near completion, anticipate and plan for transitioning the ESF to recovery-phase operations. Provide ESF recovery plans to ESF 5.

d. Recovery Operations

- i. Ensure the completion of all response-phase emergency operations and the resolution of all requests for assistance.
  - ii. Advise all activated ESF support agencies of the initiation of recovery-phase operations, and provide coordination and guidance regarding needed support agency actions.
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- iii. Provide updated information regarding completion of ESF response-phase operations to ESF 5.
  - iv. As ESF recovery actions near completion, anticipate and plan for the transition to demobilization-phase operations. Provide ESF demobilization plans to ESF 5.
- e. Demobilization Operations
  - i. Review all ESF operational and financial documentation to ensure completeness and accuracy.
  - ii. Account for all deployed ESF personnel, equipment and supplies.
  - iii. Identify ESF systems, equipment, or supplies damaged or depleted during ESF operations, and assign responsibility for repair or restoration.
  - iv. Determine from ESF 8 (Public Health Services), the availability of services for CISDs for emergency workers. Ensure that primary and support agency personnel are advised on how to access CISD assistance.

### III. SUPPORT ESFs

The primary function of ESF 8 will be to respond to people or property at risk as a result of fire, accident, and similar events during disasters. ESF 8 may be called upon to assist other ESFs in response to evacuations, search and rescue, and other actions. As a result, ESF 8 must work closely with numerous other ESFs to establish an effective process of communication and information collection.

Critical coordination points for ESF 8 include:

ESF 2 – Communications	Coordinate communications.
ESF 4 – Firefighting	Coordinate on-scene needs.
ESF 5 – Emergency Management	Situational awareness, coordinate EMS needs of the population.
ESF 6 – Mass Care, Emergency Assistance, Housing and Human Assistance	Coordinate the needs of shelter populations.
ESF 8 – Public Health Services	Coordinate the medical needs of access-and-functional-needs patients.

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## ESF 9: Urban Search & Rescue

Primary Agency:	City of Idaho Falls Fire Department
Supporting Agencies (Internal):	City of Idaho Falls Police Department City of Idaho Falls Public Works
Supporting Agencies (External):	Bonneville County Emergency Management Bonneville County Sherriff's Office Idaho Technical Rescue Teams (ITRT) Idaho Mountain Search & Rescue Idaho Statewide Emergency Medical Services (EMS) Communications

### I. INTRODUCTION

- a. Purpose: ESF 9 Urban Search and Rescue (USAR) coordinates resources necessary to rescue individuals from situations requiring specialized skills and resources. The USAR mission may include response tasks such as:
    - i. Structural collapse rescue
    - ii. Confined space rescue
    - iii. Swift water or other water rescue
    - iv. Inland/wilderness rescue
    - v. High-angle rescue
    - vi. Cave rescue
    - vii. Trench collapse
  - b. Scope: The scope of ESF 9 during its activation is to:
    - i. Coordinate USAR mission assignments.
    - ii. Identify and monitor the availability and capacity of resource providers.
    - iii. Prioritize field operations and deploy resources in accordance with the priorities of the CCC action plan.
    - iv. Create after-action report following actual incidents and exercises.
    - v. Coordinate revisions of this annex and all supporting documents associated with the ESF position.
    - vi. Identify resource gaps and strategies to close them.
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- vii. Coordinate, support and facilitate the demobilization of USAR operations.

## II. CONCEPT OF OPERATIONS

### a. Activation and Notification

#### i. Activation

1. This ESF will be activated, staffed and implemented by the primary and support agencies when requested by the Mayor, the Mayor's designee, field IMAT or IC.
2. The primary agency may be requested to activate the ESF prior to the onset of an emergency situation, immediately after its impact on the City or in support of jurisdictions surrounding the City.
3. Upon activation, the primary agency is responsible for notification and mobilization of its personnel and resources.
4. Once activated, designated personnel from the primary agency will coordinate operations of the ESF from its position in the CCC.
5. The field IMT or IC will activate the ESF whenever the known or anticipated impacts of the event require its services and capabilities.
6. The ESF may be activated when one or more of the following has or is expected to occur:
  - a. Significant damage to infrastructure has or will occur.
  - b. The need for rescue resources is greater than the local capability to provide the resources.
  - c. Multiple events are occurring that require coordination and support from a central location.
  - d. A request has been made from a local jurisdiction.
  - e. Large-scale evacuation is required.

#### ii. Notification

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1. The field IMAT or IC will be responsible for notifying the ESF primary agency.
2. The ESF primary agency is responsible for notifying designated support agencies.

b. Emergency Operations

- i. Pre-event preparedness: The ESF primary agency oversees ESF 9. The primary and support agencies will ensure that the following actions are taken prior to the onset of an emergency event:
  1. Review SOPs, action checklists, and job aids for ESF personnel.
  2. Review and update equipment inventories and personnel rosters necessary for ESF implementation.
  3. Review training for all primary and support personnel scheduled to work within the CCC. Provide just-in-time training as needed to any and all staff filling the ESF position.
  4. Assist and designate alternate ESF assigned personnel from the ESF primary and support agencies.
  5. Coordinate pre-incident efforts with private-sector organizations as they relate to the ESF.
  6. Coordinate ESF preparedness activities relating to all levels of planning of response and recovery operations.
  7. Pre-deploy personnel to protected locations or facilities within the City to expedite implementation of the ESF.
  8. Monitor weather and other hazardous conditions.
- ii. Identify anticipated staffing for 24-hour operations.

c. Response Operations

- i. Initial Actions
    1. When the CCC is activated, staff the ESF 9 USAR workstation.
-

2. Identify which support agencies for ESF 9 are required to facilitate operations. Take steps to ensure that support agencies are activated or on alert, as appropriate.
  3. Ensure the functionality of telecommunications and data management systems to be used by the ESF. Take corrective actions as needed.
  4. Access procedures, checklists, rosters and inventories.
  5. Receive an initial briefing regarding the situation and the current status of emergency operations by other ESFs.
  6. Notify mutual aid partners, as well as necessary vendors and contractors, of the activation of the ESF.
  7. Determine the current status and availability of services and resources through mutual aid partners.
  8. Coordinate mutual aid requests.
  9. Monitor the status of resources committed to an incident.
  10. Assist with the collaboration and development of operational priorities based on the objectives set forth in the initial briefing.
  11. Obtain USAR related damage assessment reports (fire stations, apparatus, and other equipment).
  12. Implement initial actions specific to the ESF based on direction and objectives set forth by ESF 5 (Emergency Management).
- ii. Continuing Actions
1. Maintain a log of actions.
  2. Monitor ESF staffing and resource availability and adequacy. Take corrective actions when necessary.
-

3. Review the CCC action plan for the operational period and prioritize ESF operations and resource allocation in accordance with the plan.
4. Monitor ESF emergency actions initiated and/or continuing from the previous operational period until completion.
5. Respond to request from ESF personnel at incident scenes or other emergency locations (if applicable) for additional services and assistance.
6. Plan for and establish resources to replace or rotate with committed resources for extended operations.
7. Obtain and submit situation and damage assessment reports. Submit damage assessment information reports to ESF 14 (Long-Term Community Recovery) for inclusion in the consolidation report.
8. Maintain complete and accurate documentation regarding emergency operation and expenditures.
9. Provide information regarding ESF operations, problem areas, and resource needs to ESF 5 for development for the CCC SITREPs and action plan.
10. Participate in briefings when held.
11. Anticipate and plan for transitioning the ESF to recovery phase operations. Provide ESF recovery plans to ESF 5.

d. Recovery Operations

- i. Ensure the completion of all response-phase emergency operations and the resolution of all requests for assistance.
  - ii. Advise all activated ESF support agencies of the initiation of recovery-phase operations, and provide coordination and guidance regarding needed support agency actions.
  - iii. Review the CCC action plan for recovery and (if indicated) adjust ESF recovery actions for consistency.
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- iv. Provide updated information regarding completion of ESF response-phase operations to ESF 5.
- v. As ESF recovery actions near completion, anticipate and plan for the transition to demobilization-phase operations. Provide ESF demobilization plans to ESF 5.
- e. Demobilization Operations
  - i. Advise activated CCCs that the ESF will demobilize.
  - ii. Define methods for providing continuing assistance to other agencies following ESF deactivation.
  - iii. Review all ESF operational and financial documentation to ensure its completeness and accuracy.
  - iv. Account for all deployed ESF personnel, equipment and supplies.
  - v. Identify ESF systems, equipment, or supplies damaged or depleted during ESF operations, and assign responsibility for repair or restoration.
  - vi. Determine from ESF 8 the availability of services for CISDs for emergency workers and ensure that primary and support agency personnel are advised on how to access CISD assistance.

### III. SUPPORT ESFs

ESF provides for the effective use of USAR resources and for the control and coordination of various types of USAR operations. As a result, ESF 9 must work closely with numerous other ESFs to establish an effective process of communication and information collection.

Critical coordination points for ESF 9 include the following:

ESF 2 – Communications	Obtain information to provide interoperable communications.
ESF 3 – Public Works	Provide assistance with the clearance of roadways.
ESF 4 – Firefighting	Coordinate staffing needs and USAR assets that could be used.

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ESF 5 – Emergency Management	Situational awareness and coordination of additional resources.
ESF 7 – Resource Support	Coordinate the identification and provision of fuel.
ESF 8 – Public Health Services	Determine the location and needs of access and functional needs.
ESF 13 – Public Safety	Coordinate traffic services, as well as staffing needs.
ESF 15 – External Communication	Provide public information and warning.

## ESF 10: Hazardous Material

Primary Agency:	City of Idaho Falls Fire Department
Supporting Agencies (Internal):	City of Idaho Falls Police Department City of Idaho Falls Public Works
Supporting Agencies (External):	Idaho HazMat Regional Response Teams (RRT) Eastern Idaho Regional Medical Center Bonneville County Local Emergency Planning (LEPC)

### I. INTRODUCTION

- a. Purpose: ESF 10 hazardous materials (hazmat) coordinates resources necessary to perform defensive and offensive operations to mitigate a hazmat emergency.
  - b. Scope: The scope of ESF 10 during its activation is to:
    - i. Mobilize hazmat response resources.
    - ii. Respond to requests for hazmat response resources and capabilities needed for emergency operations.
    - iii. Identify and monitor available public and private resources and capabilities needed for emergency operations.
    - iv. Assess the potential impact of anticipated releases to humans, property and/or the environment and the location and magnitude to these impacts.
    - v. Implement the necessary controls for the prioritization and allocation of hazmat response requests, as required.
-

- vi. Coordinate operations for temporary containment of hazardous materials, restoration of damaged hazardous materials storage and/or transportation infrastructure, and/or developing alternative hazmat response capabilities to support emergency operations.
- vii. Provide technical support and services to on-scene incident command staff regarding the potential effect of hazmat releases and the need for actions to protect the public in the risk area.
- viii. Advise other ESFs of the potential health and safety concerns for their emergency workers.
- ix. Coordinate and facilitate demobilization and restoration resources and capabilities.
- x. Initiate operations for post-event decontamination, removal, remediation and/or disposal of released hazmats and contaminated materials.
- xi. Provide technical support and services to on-scene incident command staff regarding the potential impact of a chemical, biological, radiologic, nuclear or enhanced conventional weapons incident.
- xii. Conduct a post incident assessment of hazmat response capabilities and infrastructure.

## II. CONCEPT OF OPERATIONS

### a. Activation and Notification

#### i. Activation

1. This ESF will be activated, staff and implemented by the primary and support agencies when requested by Mayor, mayor's designee, the field IMAT or IC.
  2. The field IMAT or IC will activate the ESF whenever the known or anticipated impacts of the event require its services and capabilities.
  3. Upon activation, the ESF 10 primary agency is responsible for notification and mobilization of its personnel and resources.
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4. Once activated, designated personnel from the primary agency will coordinate operations from its position in the CCC.
  5. Activation may be necessary when one or more of the following is expected to occur:
    - a. Significant damage to infrastructure has or will occur.
    - b. The need for hazmat resources is greater than local capability.
    - c. Multiple events are occurring that require coordination and support from a central location.
  6. Activation levels for hazardous materials incidents are defined as:
    - a. Regulatory – A release of a reportable quantity or less of hazmats that does not require any emergency response on the part of the public sector responders. Examples of such include a weapon-of-mass destruction threat or suspicion that is clearly a hoax without requiring additional analysis.
    - b. Level 1 – An incident involving any response, public or private, to an incident involving hazmats that can be contained, extinguished, and/or abates using resources immediately available to the responders having jurisdiction. Examples of such incidents include a weapon-of-mass destruction threat or suspicion that requires local response to determine whether or not it is life-threatening. A Level 1 incident presents little threat to the environment and/or public health with containment and cleanup.
    - c. Level 2 – An incident involving hazmats that is beyond the capability of the first responders on the scene and may be beyond the
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capabilities of the public sector response agency having jurisdiction. Level 2 incidents may require the services of the State or Idaho Regional Response Team, or other state/federal assistance. Examples of such incidents would include a weapon-of-mass-destruction threat or incident that involves explosives, a release of toxic materials, a release of radioactive material, or a release of organisms that can be analyzed and stabilized using resources that exists within the State of Idaho. Level 2 incidents may pose immediate and/or long-term risk to environment and/or public health and could result in local declaration of disaster.

- d. Level 3 – An incident involving weapons-of-mass destruction or hazmats that will require multiple State of Idaho Regional Response Teams or other resources that do exist within the State of Idaho. Level 3 incidents may require resources from state and federal agencies and/or private industry. Level 3 incidents generally pose extreme, immediate, and/or long-term risk to the environment and/or public health.

ii. Notification

1. The field IMAT or IC will be responsible for notifying the ESF 10 primary agency.
  2. The ESF primary agency is responsible for notifying:
    - a. Designated support agencies to activate the ESF or to stand by for possible activation.
    - b. Communities impacted by the incident.
  3. Initial notification of a hazmat transportation of fixed-site incident is normally received by the joint
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City/County Dispatch Center. The Center will obtain as much pertinent data as are available and dispatch appropriate units in accordance with standing protocol or at the shift supervisor's discretion. Upon completing the dispatch, proper notifications of the City of Idaho Falls will be made.

b. Emergency Operations

i. Pre-Event Preparedness

1. The primary agency oversees ESF 10. The primary and support agencies will ensure that the following actions are taken prior to the onset of an emergency event.
  - a. Review SOPs, action checklists and job aides for ESF personnel.
  - b. Review and update equipment inventories and personnel rosters necessary for possible ESF implementation.
  - c. Review training for all primary and support personnel scheduled work.
  - d. Assist the designated alternative ESF personnel from the ESF primary and support agencies.
  - e. Coordinate pre-incident efforts with private-sector organizations as they relate to the ESF.
  - f. Coordinate ESF preparedness activities relating to all levels of planning for response and recovery operations.
  - g. Designate representatives to the CCC.
  - h. Maintain and update record of locations where hazmats are stored, used, and/or produced. Ensure that all public-safety responders are supplied with information on these materials.
  - i. Identify anticipated staffing for 24-hour operations.

ii. Response Operations

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1. Initial Actions: The following initial actions, as indicated, are to be completed during the first CCC operational period for activation of this ESF 10.
    - a. In consultation with the on-scene incident commander, determine the need for CCC activation and support.
    - b. When the CCC is activated, the ESF primary agency will staff the hazmat (ESF 10) workstation.
    - c. Identify which support agencies are needed.
    - d. Take steps to ensure the support agencies are activated.
    - e. Ensure the functionality of telecommunications and data management systems to be used by this ESF 10. Take corrective actions as needed.
    - f. Review procedures, checklists, rosters and inventories.
    - g. Receive an initial briefing and/or information regarding the situation and status of emergency operations by other ESF 10.
    - h. Notify mutual aid partners, as well as necessary vendors and contractors, of the activation of the ESF 10.
    - i. Determine the availability of services and resources through mutual aid partners.
    - j. Coordinate mutual aid requests as necessary.
    - k. Monitor the status of hazmat resources committed to an incident.
    - l. The ESF 10 primary agency will assist with the collaborations and development of operational priorities based on the objectives set forth in the initial briefing.
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- m. Obtain hazmat-related damage assessment reports (apparatus, durable equipment, single-use equipment, expendable materials, etc.)
- n. Implement necessary initial actions specific to the ESF 10 based on direction and objectives set forth by ESF 5.

## 2. Continuing Actions

- a. Maintain a log of actions.
  - b. Monitor ESF 10 staffing and resource availability and adequacy. Take corrective actions when necessary.
  - c. Plan for establish relief resources to replace or rotate with committed resources for extended operations.
  - d. Review the CCC action plan for operational period and prioritize.
  - e. Monitor ESF emergency actions initiated and/or continuing from the previous operational period until completion.
  - f. Respond to requests from ESF 10 personnel at incident scenes of other emergency locations.
  - g. Support the on-scene IC through use of software available within the CCC for identification, plume analysis, and projections of impacted populations.
  - h. Maintain coordination with ESF 15 (External Communications) for prompt, accurate communication to the public on protective actions (e.g., shelter-in-place or evacuation).
  - i. Maintain communication with the weather service for real-time weather at the incident scene.
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- j. Ensure that proper decontamination procedures have been implemented and communicated to all first responders.
- k. Maintain complete and accurate documentation regarding emergency operations and expenditures.
- l. Maintain coordination with other activated ESF 10s and respond to requests for assistance.
- m. Provide information regarding ESF 10 operations, problem areas, and resource needs to ESF 5 for development of the CCC SITREPs and CCC action plan.
- n. Participate in CCC briefings.
- o. AS ESF response actions near completion, anticipate and plan for transitioning the ESF 10 to recover-phase operations; provide ESF 10 recovery plans to ESF 5.

### 3. Recovery Operations

- a. Ensure the completion of all response-phase emergency operations and the resolution of all requests for assistance.
  - b. Advise all activated ESF 10 support agencies of the initiation of the recovery phase.
  - c. Review the CCC action plan for recovery and, if indicated, adjust ESF 10 recovery actions for consistency.
  - d. Provide updated information regarding completion of ESF 10 response phase operations to ESF 5.
  - e. As ESF 10 recovery actions near completion, anticipate and plan for the transition to demobilization phase operations, providing ESF 10 demobilization plans to ESF 5.
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- f. Implement the planned ESF 10 recovery phase operations to include the effective transfer to command to the private-sector company tasked with scene clean-up.

#### 4. Demobilization Operations

- a. As appropriate, notify cities and counties surrounding the City that the ESF 10 is demobilizing.
- b. Define methods for providing continuing assistance to other agencies following the ESF 10 deactivation.
- c. Review all ESF 10 operational and financial documentation to ensure its completeness and accuracy.
- d. Account for all deployed ESF 10 personnel, equipment and supplies.
- e. Identify ESF 10 systems, equipment, or supplies damaged or depleted during ESF 10 operations and assign responsibility for repair or restoration.
- f. Determine from ESF 8, the availability of services for CISDs for emergency workers, and ensure that primary and support agency personnel are advised on how to access CISD assistance.

### III. SUPPORT ESFs

The primary function of ESF 10 will be coordinate local government actions responding to incidents involving CBRNE or other hazmat incidents. As a result, ESF 10 must work closely with numerous other ESFs to establish an effective process of communication and information collection.

Critical coordination points for ESF 10 include the following:

ESF 1 – Transportation	Provide evacuations assistance.
ESF 3 – Public Works	Provide heavy equipment, barriers,

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	diking, and sandbagging.
ESF 5 – Emergency Management	Situational awareness and coordination of additional resources.
ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	Shelter evacuated populations.
ESF 8A – Public Health Services	Determine location and needs of access and functional needs.
ESF 8B – Emergency Medical	Provide Emergency Medical Services (EMS) support.
ESF 13 – Public Safety	Provide scene security and traffic control.
ESF 15 – External Communications	Provide emergency notifications and public information.

## ESF 12: Energy

### I. INTRODUCTION

- a. Purpose: ESF 12 provides guidance regarding City actions for the effective use of energy resources and for the control and coordination of various types of energy operations involving people in distress as a result of the major emergency or disaster in the City. A continuous energy supply is critical to save lives and protect health, safety and property, as well as to carry out other emergency response missions.
- b. Scope: This ESF is applicable to situations within the City when it will be necessary to provide energy systems missions for emergencies or disasters.
  - i. Energy systems response is composed of the primary agencies that provide specialized energy operations during incidents or potential incidents including:
    1. Electricity
    2. Petroleum products (gasoline, diesel, heating oil, propane, etc.)
    3. Internet/T1/Cable

- ii. Assess energy system disruption, energy supply and demand, and requirements to restore disrupted systems.
- iii. Provide energy information, education and conservation guidance to the public.
- iv. Monitor the escalation and effects of the incident on energy supplies and services available within the City, and the anticipated impact of these effects on emergency operations.
- v. Assess the likely or potential duration of energy outages or shortages, and the resulting effect on public health and safety.
- vi. Advise the City ESFs of the potential for health and safety impacts due to energy outages.
- vii. Determine the City emergency facilities that will need temporary standby power, alternate heating fuel supplies, or similar energy services.
- viii. Initiate and coordinate City actions to install and maintain temporary energy supplies and services for the duration of emergency operations.
- ix. Serve as the point of contact for private sector energy supplies and providers to coordinate operations within the City for restoration of energy supplies and services.
- x. Coordinate with energy supplies related to restoration priorities.
- xi. Coordinate, support and facilitate emergency operations to assist energy suppliers in their restoration operations.
- xii. Monitor the restoration of energy supplies and services.
- xiii. Provide assistance regarding the content and distribution of emergency public information.
- xiv. Inform City officials and energy supplies about available energy supply recovery assistance.
- xv. Provide technical assistance involving energy systems.

## II. CONCEPT OF OPERATIONS

### a. Activation and Notification

#### i. Activation

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1. The ESF will be activated, staffed and implemented by the primary and support agencies when requested by the Mayor, the Mayor's designee, the field IMAT or IC.
2. The primary agency may be advised to activate this ESF prior to the onset of an emergency situation, immediately after its impact on the City, or any time during the activation of the CCC.
3. Upon activation, the primary agency is responsible for notification and mobilization of its personnel and resources.
4. Once activated, designated personnel from the primary agency will be requested to coordinate operations of this ESF from its position in the CCC.
5. The Mayor and/or the UC/IC will activate this ESF whenever the known or anticipated impacts of the event require its services and capabilities.

ii. Notification

1. The ESF primary agency is responsible for notifying:
    - a. The designated support agencies to activate this ESF or to stand by for possible activation.
    - b. Additional personnel from some or all of the support agencies.
  - b. Emergency Operations: The ESF primary agency has oversight for ESF 12. The primary and support agencies will ensure that the following actions are taken prior to the onset of an emergency event.
    - i. Pre-Event Preparedness
      1. Review SOPs, action checklists, and job aides for ESF personnel.
      2. Review the updated equipment inventories and personnel rosters necessary for possible ESF implementation.
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3. Review training for all primary and support personnel schedules to work within the EOC. Provide just-in-time training as needed to any and all staff filling the ESF position.
  4. Assist the designated alternate ESF primary agency and the assigned personnel from the ESF primary and support agencies.
  5. Coordinate pre-incident efforts with private-sector-organizations as they relate to the ESF.
  6. Coordinate ESF preparedness activities relating to all levels of planning for response and recovery operations.
  7. Pre-deployed personnel to protected locations or facilities within the county to expedite implementation of the ESF.
  8. Identify equipment and/or capabilities required to support prevention or response to the current incident.
  9. Identify anticipated staffing for twenty-four (24) hour operations.
- ii. Response Operations
1. Initial Actions
    - a. Assess fuel and electric power damage, energy supply, and contingency procedures to repair energy systems.
    - b. Coordinate initial response to the scene of a disaster using locally based resources and existing mutual-aid agreements.
    - c. Identify which support agencies for Energy (ESF 12) are needed.
    - d. Take steps to ensure that support agencies are activated as necessary.
    - e. Ensure the functionality of telecommunications and data management
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systems to be used by the ESF. Take corrective actions as needed.

- f. Access procedures, checklists, rosters, and inventories.
- g. Receive an initial situation briefing.
- h. Respond to any initial requests for assistance.
- i. Notify mutual-aid partners, as well as necessary vendors and contractors, of the activation of the ESF.
- j. Determine the availability of services and resources through mutual-aid partners.
- k. Collaborate to develop operational priorities based on the objectives set forth in the initial briefing.
- l. Implement initial actions specific based on direction and objectives set forth by the ESF 5.

### iii. Continuing Actions

- 1. Maintain a log of actions.
  - 2. Monitor ESF staffing and resource availability and adequacy. Take corrective actions when necessary.
  - 3. Review the EOC action plan for the operational period, and prioritize ESF operations and resource allocation in accordance with its directives.
  - 4. Monitor ESF emergency actions initiated and/or continuing from the previous operational period until completed.
  - 5. Respond to requests from ESF personnel at incident scenes or other emergency locations.
  - 6. Maintain complete and accurate documentation regarding emergency operations and expenditures.
  - 7. Provide information regarding ESF operations, problem areas, and resources needed to ESF 5 for development of the EOC SITREP and CCC action plan.
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8. Participate in CCC briefings.
9. Anticipate and plan for transitioning the ESF to recovery-phase operations. Provide ESF recovery plans to ESF 5.
10. Assist in acquisition of specialized personnel from areas not affected by the emergency or disaster.
11. Coordinate rebuilding processes to restore services to impacted individuals, businesses, and industry.
12. Coordinate with utility organizations the assignment of personnel and resources in accordance with established priorities.
13. Assist energy supplies in obtaining products, equipment, specialized personnel, and transportation to repair or restore energy systems.
14. Assist agencies and organizations in obtaining fuel for transportation, communications, and disaster-response operations.
15. Coordinate public information and provide updates to ESF 15.
16. As ESF response actions near completion, anticipate and plan for transitioning this ESF to recovery-phase operations, provide ESF recovery plans to ESF 5.
17. In accordance with the Idaho EOP, provide supplemental local assistance and resources to energy facility owners to assist the timely facilitation of restoration.

c. Recovery Operations

- i. Ensure the completion of all response-phase emergency operations and the resolution of all requests for assistance.
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- ii. Advise all activated ESF support agencies of the initiation of recovery-phase operations, and provide coordination and guidance regarding needed support agency actions.
  - iii. Determine the status of current City operations and the need for continuing assistance from the ESF.
  - iv. Review the CCC action plan and adjust as necessary.
  - v. Provide updated information regarding completion of ESF response-phase operations to ESF 5.
  - vi. As ESF recovery actions near completion, anticipate, and plan for the transition to demobilization phase operations; providing ESF demobilization plans to the ESF 5.
  - vii. Implement the planned ESF recovery-phase operations.
- d. Demobilization Operations
- i. Review all ESF operational and financial documentation to ensure its completeness and accuracy.
  - ii. Account for all deployed ESF personnel, equipment, and supplies.
  - iii. Review all ESF operational and financial documentation to ensure its completeness and accuracy.
  - iv. Account for all deployed ESF personnel, equipment, and supplies.
  - v. Identify ESF systems, equipment, or supplies damaged or depleted during ESF operations, and assign responsibility for repair or restoration.
  - vi. Determine the availability of services for CISDs from ESF 8A for emergency workers, and ensure that primary and support agency personnel are advised on how to access CISD assistance.
  - vii. Upon receipt of authorization from the CCC manager, obtain approved copy of the demobilization.
  - viii. Provide completed ESF documentation to the county and forward to Idaho BHS.
  - ix. Notify all support agencies of the ESFs demobilization.
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### III. SUPPORT ESFs

The primary function of ESF 12 is the repair and restoration of energy services during an emergency or disaster, even in the City. As a result, it is imperative the ESF 12 work closely with numerous other ESFs and thereby establish an effective process of communication and information collection.

Critical coordination points for ESF 12 include the following:

ESF 1 – Transportation	Coordinate assistance for access.
ESF 3 – Public Works and Engineering	Coordinate assistance in restoration of energy services.
ESF 8A – Public Health Services	Coordinate energy needs for access-and-functional-needs.
ESF 13 – Public Safety and Security	Coordinate security and access to restricted areas.
ESF 14 – Long-Term Community Recovery	Coordinate priorities and assistance in restoration of energy services.

### ESF 13: Public Safety and Security

Primary Agency:	City of Idaho Falls Police Department
Supporting Agencies (Internal):	City of Idaho Falls Fire Department City of Idaho Falls Public Works
Supporting Agencies (External):	Bonneville County Emergency Management Bonneville County Road and Bridge Bonneville County Sheriff's Office Idaho State Police

### I. INTRODUCTION

- a. Purpose: ESF 13 coordinates public safety and security capabilities and resources.
  - b. Scope: The scope of ESF 13 during its activation is to:
    - i. Support and coordinate the mobilization of law enforcement resources from the City; surrounding cities; and other county, state, and federal jurisdictions.
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- ii. Respond to requests for public safety and security resources and capabilities needed for emergency operations.
- iii. Identify and monitor available public and private resources and capabilities.
- iv. Implement the necessary controls for the prioritization and allocation of response requests.
- v. During activation, ESF 13 may:
  - 1. Monitor the escalation and impacts of an incident to assess the known or likely effect to public safety and security needs, including traffic management, scene security, evacuation, and imposition of curfews.
  - 2. Service as the point of contact and coordination for law enforcement operations within the City.
  - 3. Coordinate evacuation schedules and routes.
  - 4. Coordinate with city, county, and state law enforcement regarding staffing or traffic control points and provision of security at facilities.
  - 5. Coordinate and support the sheltering of registered sex offenders, ex-felons, and other designated individuals.
  - 6. Assist with preparation and promulgation of temporary ordinances necessary to maintain public safety and security.
  - 7. Assist with the preparation of emergency public information regarding actions for maintaining public safety and security.
  - 8. Coordinate, support, and facilitate county operations to redeploy and/or demobilize emergency public safety and security resources and personnel.

## II. CONCEPT OF OPERATIONS

### a. Activation and Notification

#### i. Activation

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1. This ESF will be activated, staffed, and implemented by the primary and support agencies when requested by the Mayor, the Mayor's designee, the field IMAT or IC.
2. The IMT or IC will activate this ESF whenever the known or anticipated impacts of the event require its services and capabilities.
3. Upon activation, the ESF 13 primary agency is responsible for notifying and mobilizing its personnel and resources.
4. Once activated, designated personnel from the primary agency will coordinate operations with its position in the CCC.
5. Activation may be necessary when one or more of the following has or is expected to occur:
  - a. Significant damage to infrastructure has or will occur.
  - b. The need for law enforcement resources is greater than local capability.
  - c. Multiple events are occurring that require coordination and support from a central location.

ii. Notification

1. The field IMAT or IC will be responsible for notifying the ESF primary agency.
2. The ESF primary agency is responsible for notifying:
  - a. The designated support agencies to activate the ESF or to stand by for possible activation.
  - b. Other appropriate agencies or entities.

iii. Emergency Operations

1. Pre-Event Preparedness: The primary agency oversees ESF 13. The primary and support agencies will ensure that the following actions are taken prior to the onset of an emergency event:
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- a. Review SOPs, action checklists, and job aides for ESF personnel.
- b. Review and update equipment inventories and personnel rosters necessary for possible ESF implementation.
- c. Review training for all primary and support personnel scheduled to work within the CCC. Provide just-in-time training as needed to all staff filling the ESF position.
- d. Assist the designated alternate ESF personnel from the ESF primary and support agencies.
- e. Coordinate pre-incident efforts with private-sector organizations as they relate to the ESF.
- f. Coordinate ESF preparedness activities relating to all levels of planning for response and recovery operations.
- g. Identify new equipment or capabilities required to prevent or respond and recovery operations.
- h. Identify new equipment or capabilities required to prevent or respond to new emerging threats and hazards.
- i. Identify anticipated staffing for 24-hour operations.

#### iv. Response Operations

- 1. Initial Actions: The following initial actions, as indicated, are to be completed during the first EOC operational period for activation of the ESF:
    - a. Staff the designated ESF 13 workstation.
    - b. Identify which support agencies are necessary.
    - c. Take steps to ensure that support agencies are activated.
    - d. Ensure the functionality of telecommunications and data management
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systems to be used by the ESF. Take corrective actions as needed.

- e. Access procedures, checklists, rosters, and inventories.
- f. Receive an initial briefing and/or information regarding the situation and the status of emergency operations by other ESFs.
- g. Notify mutual-aid partners, as well as necessary vendors and contractors, of the activation of the ESF.
- h. Determine the availability of services and resources through mutual aid partners.
- i. Coordinate mutual aid requests.
- j. Monitor the status of law enforcement resources.
- k. Assist with the development of operational priorities based on objectives set forth in the initial briefing.
- l. Obtain law enforcement-related damage assessment reports (vehicles, durable equipment, single-use equipment, etc.)
- m. Implement initial actions specific to this ESF based on direction and objectives set forth by the ESF 5.

## 2. Continuing Actions

- a. Maintain a log of actions.
  - b. Monitor ESF staffing and resource availability and adequacy. Take corrective actions when necessary.
  - c. Review the EOC action plan for the operational period and prioritize ESF operations and resource allocation appropriately.
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- d. Monitor ESF emergency actions initiated and/or continuing from the previous operational period until completed.
- e. Respond to requests from ESF personnel at incident scenes or other emergency locations.
- f. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
- g. Maintain complete and accurate documentation regarding emergency operations and expenditures.
- h. Maintain coordination with other activated ESFs and respond to requests for assistance.
- i. Provide information regarding ESF operations, problem areas, and resource needs to ESF 5 for development of the EOC SITREPs and EOC action plan.
- j. Participate in EOC briefings.
- k. As ESF response actions near completion, anticipate and plan for transiting the ESF to recovery-phase operations; provide ESF recovery plans to ESF 5.

### 3. Recovery Operations

- a. Ensure the completion of all response-phase emergency operations and the resolution of all requests for assistance.
  - b. Advise all activated ESF support agencies of the initiation of recovery-phase operations, and provide coordination and guidance regarding needed support agency actions.
  - c. Review the EOC action plan for recovery and adjust ESF recovery actions.
  - d. As ESF recovery actions near completion, anticipate and plan for the transition to
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demobilization-phase operations. Provide ESF demobilization plans to ESF 5.

#### 4. Demobilization Operations

- a. Advise surrounding cities and county EOCs of demobilization.
- b. Define the methods for providing continuing assistance to other agencies following ESF deactivation.
- c. Review all ESF operational and financial documentation to ensure its completeness and accuracy.
- d. Account for all deployed ESF personnel, equipment and supplies.
- e. Identify ESF systems, equipment, or supplies damaged or depleted during the ESF operations, and assign responsibility for repair or restoration.
- f. Determine from ESF 8A, the availability of services for CISD for emergency workers, and ensure that primary and support agency personnel are advised on how to access CISD assistance.

### III. SUPPORT ESFs

The Primary function of ESF 13 will be to respond to people or property at risk as a result of a natural disaster or terrorist incident. Important aspects that may be covered by ESF 13 include providing assistance in evacuations, for search and rescue, and at traffic control points; providing security for evacuated areas, crime scenes, distribution centers, and shelters; and controlling reentry.

Critical coordination points for ESF 13 include the following:

ESF 1 – Transportation	Coordinate provision of traffic services and evacuation.
ESF 2 – Communication	Establish interoperable communications with mutual aid

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	resources and other ESF resources.
ESF 3 – Public Works and Engineering	Provide assistance with the clearance of roadways.
ESF 5 – Emergency Management	Situational awareness and coordination of additional resources.
ESF 7 – Resource Support	Coordinate identification and provision of fuel and other resources required for response.
ESF 8A – Public Health Services	Ensure assistance to impacted access and functional needs populations.
ESF 8B – Emergency Medical Services	Provide emergency medical services.
ESF 9 – Urban Search and Rescue	Provide assistance.
ESF 15 – External Communications	Provide public information and warning.

#### ESF 14: Long-Term Community Recovery

Primary Agency:	City of Idaho Falls Community Development Services City of Idaho Falls Mayor's Office
Supporting Agencies (Internal):	City of Idaho Falls Fire Department City of Idaho Falls Police Department
Supporting Agencies (External):	Bonneville County Emergency Management Community Volunteers Agencies active in disaster

### I. INTRODUCTION

- a. Purpose: Emergency Support Function (ESF) 14 provides guidance regarding actions to coordinate and support infrastructure restoration and community redevelopment as part of the Long-Term Recovery (LTR) following an emergency or disaster event in the City. This ESF is intended to make effective use of private, local, state, and federal resources for long-term community redevelopment following a catastrophic event affecting the county, and to implement actions to help reduce or eliminate risk from future incidents.
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- b. Scope: The scope of ESF 14 during its activation is to:
- i. Coordinate initial efforts to document the apparent short- and long-term disaster recovery needs in the City.
  - ii. Plan and facilitate transition from short-term county operations to longer-term efforts to implement available local, state, and federal programs.
  - iii. Serve as the City's initial point of contact and coordinate for disaster recovery programs from the state, federal, and nationally-based organizations.
  - iv. Establish and convene a group of officials, representatives, and support agencies (e.g., non-governmental organizations, faith-based groups, private-sector agencies) to continue efforts to define and address LTR needs.
  - v. Support the creation of a mechanism to address unmet needs within the affected area following the disaster event.
  - vi. Distribute current information regarding the implementation of recovery programs to county agencies.
  - vii. Define the types, scale and implementation schedule of county, state and federal disaster recovery programs that will be available. Ensure that agencies receive current information regarding the implementation of these programs.
  - viii. Assist in the establishment of disaster recovery centers.
  - ix. Support short- and long-term housing efforts.
  - x. Coordinate operations for permanent restoration of damaged infrastructure and/or for developing alternative LTR capabilities to support operations.
  - xi. Assess the long-term impact of the incident on the county using metrics such as housing, business recovery, employment and land use (current and future).
  - xii. Ensure that a post-disaster assessment of mitigation needs highlighted by the disaster is conducted,
-

documented, and incorporated into the local hazard mitigation plan.

- xiii. Coordinate resources and services for post-event municipal planning changes for land-use control, economic development, housing and related issues.
- xiv. Coordinate implementation of controls for the prioritization and allocation of LTR capability and processing of LTR requests.
- xv. Coordinate operations for temporary-to-permanent restoration of damaged infrastructure and for developing alternative LTR capabilities to support emergency operations.

## II. CONCEPT OF OPERATIONS

### a. Activation and Notification

#### i. Activation

1. This ESF will be activated, staffed, and implemented by the primary and support agencies whenever requested by the Mayor, Mayor's designee, and field IMAT or IC.
  2. The primary agency may be advised to activate this ESF prior to the onset of an emergency situation, immediately after its impact on the municipality, or at any time during the activation of the City Coordination Center (CCC).
  3. Upon activation, the primary agency is responsible for notifying and mobilization its personnel and resources.
  4. Once activated, designated personnel from the ESF primary agency will coordinate operations of this ESF with its position in the CCC.
  5. The field IMAT or IC will activate this ESF whenever the known or anticipated impacts of the event require its services and capabilities.
  6. Activation may be needed when one or more of the following has or is expected to occur:
-

- a. Significant damage to the city or county's infrastructure has occurred or may occur.
- b. Large-scale evacuation is required.
- c. Services will be required in support of emergency and response operations within the city or neighboring cities and/or counties.
- d. Anticipated operations will be complex or widely spread in the city, increasing the need for central coordination of operations.

ii. Notification

- 1. The field IMAT or IC will be responsible for notifying the ESF primary agency.
- 2. The ESF primary agency is responsible for notifying:
  - a. The designated support agencies to activate this ESF or to stand by for possible activation.

b. Emergency Operations

- i. Pre-Event Preparedness: The ESF primary agency oversees ESF 14. The primary and support agencies will ensure that the following actions are taken prior to the onset of an emergency event:
    - 1. Review SOPs, action checklists, and job aides for ESF personnel.
    - 2. Review and update equipment inventories and personnel rosters necessary for possible ESF implementation.
    - 3. Review training for all primary and support personnel scheduled to work within the CCC. Provide just-in-time training as needed for all staff filling the ESF position.
    - 4. Assist the primary and support agency personnel in obtaining situational awareness for possible activation.
    - 5. Coordinate pre-incident efforts with private-sector organizations as they relate to the ESF.
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6. Coordinate ESF preparedness activities relating to all levels of planning or response to the current incident.
7. Identify equipment and/or capabilities required to support prevention or response to the current incident.
8. Identify available staffing for 24-hour operations.
9. Provide early identification of projects to implement quickly, especially those relating to critical facilities based on existing municipal plans.
10. Identify staffing for preliminary damage-assessment teams.
11. Establish priorities for recovery, and review building code and zoning regulations for relevance in mitigation issues.
12. Define a post-incident process to mitigate delays that would impede recovery actions.
13. Keep abreast of changing county, state, and federal programs available to disaster victims.

c. Response Operations

- i. Initial Actions: The following initial actions are to be completed during the first CCC operational period for activation of the ESF:
    1. When the CCC is activated, the ESF primary agency will staff the LTR (ESF 14) work station, identify which support agencies for restoration and redevelopment are needed, and take steps to ensure that support agencies are activated or on alert, as appropriate.
    2. Ensure that the functionality of telecommunications and data management systems to be used by the ESF. Take corrective actions as needed.
    3. Locate and review procedures, checklists, rosters, and inventories.
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4. Complete notifications or primary and support agency personnel.
  5. Review an initial briefing and/or information regarding the situation and the status of emergency operations.
  6. Notify mutual aid partners, as well as necessary vendors and contractors, for the activation of the ESF.
  7. Collaborate to develop operational priorities based on the objectives set forth in the initial briefing.
  8. Establish damage reporting processes for agencies within the city, private agencies to provide the CCC with updated information on infrastructure issues.
  9. Obtain damage assessment reports to initiate development of short- and long-term recovery objectives.
  10. Implement necessary actions specific to the ESF based on direction and objectives set forth by the CCC action plan.
  11. Maintain a log of all actions and reports.
- ii. Continuing Actions
1. Maintain a log of actions and reports.
  2. Monitor ESF staffing and resource availability and adequacy. Take corrective actions when necessary.
  3. Review the ESF SOPs and prioritize ESF operations and resource allocation in accordance with its directives.
  4. Monitor ESF actions initiated and/or continuing from the previous operational period until completion.
  5. Respond to requests from ESF personnel at incident scenes or other locations, if applicable, for additional services and assistance.
  6. Maintain complete and accurate documentation reading emergency operations and expenditures.
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7. Maintain communication with the BCEM, Idaho Bureau of Homeland Security (BHS), CCC, and surrounding CCCs, and respond to requests for assistance and resources, as available.
8. Provide information regarding ESF operations, problem areas, and resource needs to ESF 5 for development of the CCC SITREPs and CCC action plan.
9. Participate in CCC briefings.
10. Facilitate the sharing of information and identification of issues among agencies and other ESFs.
11. Coordinate the early resolution of issues and the delivery of assistance to minimize delays for assistance.
12. Identify alternate solutions that can be utilized to minimize the impact of damaged or destroyed infrastructure.
13. As ESF response actions near completion, anticipate and plan for transitioning the ESF to recovery phase operations; provide ESF recovery plans to ESF 5.

d. Recovery Operations

- i. Develop LTR plans based on damage assessments, information from state agencies, and requests for assistance from governments and individuals in affected areas.
  - ii. Coordinate identification of appropriate county, state, and federal programs to support implementation of LTR plans and gaps under current authorizes and funding.
  - iii. Identify suitable sites for establishment of assistance offices to assist disaster victims.
  - iv. Coordinate assessment of accuracy and recalibration of existing hazard, risk and evacuation modeling.
  - v. Facilitate recovery decisions across ESFs.
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- vi. Facilitate awareness of post-incident digital mapping and pre-incident hazard mitigations and recovery planning across ESFs.
  - vii. Ensure the completion of all response-phase emergency operations and the resolution of all requests for assistance.
  - viii. Advise all activated ESF support agencies of the initiation of recovery phase operations. Determine the status of current operations and the need for continuing assistance from the ESF.
  - ix. Advise ESF 5 and all applicable ESF positions of the transition to recovery phase operations. Determine the status of current operations and the need for continuing assistance from the ESF.
  - x. Review the ESF SOPs for the operations period, and prioritize operations and resource allocation in accordance with its directives. Provide updated information regarding completion of ESF response phase operations to ESF 5.
  - xi. Implement the planned ESF recovery phase operations to include, but not be limited to, the following actions:
    - 1. Coordinate with ESF 3 on damage assessment to LTR critical infrastructure.
    - 2. Coordinate with ESF 3 and ESF 12 on road-clearing priorities.
    - 3. As ESF recovery actions near completion, anticipate and plan for the transition to demobilization phase operations. Provide ESF demobilization plans to ESF 5.
  - e. Demobilization Operations
    - i. Advise activated primary agency personnel, support agencies, and the Bonneville County EOC of the intent to demobilize the ESF.
    - ii. Define methods for providing continuing assistance to other agencies following ESF deactivation.
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- iii. Review all ESF operational and financial documentation to ensure its completeness and accuracy.
- iv. Account for all deployed ESF personnel, equipment, and supplies.
- v. Identify ESF systems, equipment, or supplies damaged or depleted during ESF operations and assign responsibility for repair or restoration.
- vi. Coordinate information exchange and recommendations with the recovery from disaster task force for LTR issues.
- vii. Determine the schedule and data needs for the after-action assessment of operations and development of corrective actions and lessons learned. Advise primary and support agency representatives accordingly.
- viii. Determine the availability or services for CISDs for emergency workers from ESF 8A. Ensure that primary and support agencies personnel are advised on how to access CISC assistance.
- ix. Obtain the approved copy of the demobilization plan preparedness by the planning section to demobilize the ESF. Provide completed ESF documentation to ESF 5.
- x. Notify all agencies of the ESF demobilization.

### III. SUPPORT ESFs

The primary function of ESF 14 is to facilitate short- and long-term recovery operations including community redevelopment following a disaster or emergency event in the city. As a result, ESF 14 must work closely with numerous other ESFs to establish critical coordination points for ESF 14 including:

ESF 2 – Communications	Obtain information to provide air traffic information and LTR conditions to determine routes and methods to use to get mobile communication assets into the area.
ESF 3 – Public Works and Engineering	Provide assistance on clearance of roadways.
ESF 5 – Emergency Management	Situational awareness and

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	coordination of additional resources.
ESF 6 – Mass Care, emergency Assistance, Housing, and Human Services	Provide location of shelters.
ESF 7 – Resource Support	Coordinate identification and provision of fuel, land and limited staffing to other departments in county-wide emergencies.
ESF 13 – Public Safety and Security	Coordinate provision of traffic services.
ESF 15 – External Communications	Provide public information and warnings.

## ESF 15: External Communications

Primary Agency:	City of Idaho Falls Mayor's Office
Supporting Agencies (Internal):	City of Idaho Falls Fire Department City of Idaho Falls Police Department
Supporting Agencies (External):	Bonneville County Emergency Management Region 3 IMAST

### I. INTRODUCTION

- a. Purpose: ESF 15 assists in the provision of accurate, coordinated, and timely information to affected audiences during times of disaster or emergencies. Examples of such audiences include members of governments, media, the private sector and the general public.
  - b. Scope: The scope of ESF 15 during its activation is to:
    - i. Coordinate actions to provide external affairs support to local incident-management elements.
    - ii. Establish support positions to coordinate communication to various audiences.
    - iii. Integrate public affairs, community relations, and the private sector under the coordinating auspices of external affairs.
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- iv. In cooperation with state, county and other affected entities, establish a Joint Information System (JIS) to release public information.
- v. Determine whether emergency warnings and public information are required for protection of public health and safety.
- vi. Prepare and disseminate warnings in a timely manner.
- vii. Coordinate communications with surrounding jurisdictions.
- viii. Establish communications and coordination with ESFs and incident scene command staff, as well as BCEM.
- ix. Advise ESFs and ICs for the need to use the JIS for all public information releases.
- x. Distribute incident-specific procedures to aid or control the transmission of information required for development of emergency public information be issued.
- xi. Establish a public information call-in center to respond to questions, monitor rumors, and facilitate accurate dissemination of emergency public information.
- xii. Implement operations to monitor media releases relevant to the disaster or emergency event, its impacts, and emergency operations.
- xiii. In coordination with other ESFs, determine whether post-event emergency public information will be required on a continuing basis and initiate actions to establish procedures to do so.

## II. CONCEPT OF OPERATIONS

### a. Activation and Notification

#### i. Activation

1. This ESF will be activated, staffed and implemented by the primary and support agencies when requested by the Mayor, the Mayor's designee, the field IMAT or IC.
  2. The primary agency may be requested to activate the ESF prior to the onset of an emergency
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situation, immediately after its impact on the city, or at any time during the activation to the CCC.

3. Upon activation, the primary agency is responsible for notifying and mobilizing its personnel and resources.
4. Once activated, the primary agency is responsible for notifying and mobilization its personnel and resources.
5. Once activated, designated personnel from the ESF primary agency will coordinate operations of the ESF with its position in the CCC.
6. The field IMAT or IC will activate this ESF whenever the known or anticipated impacts of the event require its services and capabilities.
7. The ESF may be activated when one or more of the following has or is expected to occur:
  - a. Significant damage to infrastructure has or will occur.
  - b. The need for rescue resources is greater than the local capability to provide the resources.
  - c. Multiple incidents are occurring that require coordination and support from a central location.
  - d. A request for support and/or coordination has been received from a neighboring city or county.
  - e. Large-scale evacuation is required.
  - f. Significant requirements for coordination public information and/or warning exist.

ii. Notification

1. The field IMAT or IC will be responsible for notifying the ESF primary agency.
2. The ESF primary agency is responsible for notifying designated support agencies.

b. Emergency Operations

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- i. Pre-Event Preparedness: The primary agency oversees ESF 15. The primary and support agencies will ensure that the following actions are taken prior to the onset of any emergency event:
  - 1. Review SOPs, action, checklists, and job aides for ESF personnel.
  - 2. Review and update equipment inventories and personnel rosters are necessary for possible ESF implementation.
  - 3. Review training for all primary and support personnel scheduled to work within the CCC. Provide just-in-time training as needed to all staff filling the ESF position.
  - 4. Assist the designated alternate ESF personnel from the ESF primary and support agencies.
  - 5. Coordinate pre-incident efforts with private-sector organizations as they relate to the ESF.
  - 6. Coordinate ESF preparedness activities relating to all levels of planning for response and recovery operations.
  - 7. Identify available staffing for twenty-four (24) hour operations.

- c. Response Operations

- i. Initial Actions

- 1. When the CCC is activated, staff the appropriate workstation and identify which support agencies are required.
      - 2. Ensure the functionality of telecommunications and data management systems to be used by this ESF. Take corrective actions as needed.
      - 3. Access procedures, checklists, rosters, and inventories.
      - 4. Receive an initial briefing regarding the situation and the current status of emergency operations.
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5. Notify mutual aid partners, as well as necessary vendors and contractors, of the activation of the ESF.
6. Determine the availability of services and resources through mutual aid partners.
7. Monitor the status of resources committed to an incident.
8. The ESF 15 primary agency will assist with the collaboration and development of operational priorities based on the objectives set forth in the initial briefing.
9. Implement necessary initial actions specific to this ESF based on direction and objectives set forth by ESF 5.

ii. Continuing Actions

1. Maintain a log of actions.
  2. Monitor ESF staffing and resource availability and adequacy. Take corrective actions when necessary.
  3. Review the CCC action plan for the operational period and prioritize ESF operations and resource allocation accordingly.
  4. Monitor ESF emergency actions initiated and/or continuing from the previous operational period until completed.
  5. Respond to requests for assistance from ESF personnel.
  6. Submit information for situation reports.
  7. Maintain complete and accurate documentation regarding emergency operations and expenditures.
  8. Provide information regarding ESF operations, problem areas, and resources needed to ESF 5 for the development of the CCC SITREPs and CCC action plan.
  9. Participate in CCC briefings.
-

10. As ESF response actions near completion, anticipate and plan for transitioning the ESF to recovery phase operations. Provide ESF recovery plans to ESF 5.

iii. Recovery Operations

1. Ensure the completion of all response phase emergency operations and the resolution of all requests for assistance.
2. Advise all activated ESF support agencies of the initiation of recovery phase operations, and provide coordination and guidance regarding needed support agency actions.
3. Review the CCC action plan for recovery and adjust ESF recovery actions.
4. As ESF recovery actions near completion, anticipate and plan for transition to demobilization phase operations. Provide ESF demobilization plans to ESF 5.

d. Demobilization Operations

- i. Advise surrounding City and County CCCs that ESF will be demobilized.
- ii. Define methods for providing continuing assistance to other agencies following ESF deactivation.
- iii. Review all ESF operational and financial documentation to ensure its completeness and accuracy.
- iv. Account for all deployed ESF personnel, equipment, and supplies.
- v. Identify ESF systems, equipment, or supplies damaged or depleted during ESF operations and assign responsibility for repair or restoration.
- vi. Determine from ESF 8A the availability of services for CISDs for emergency works and ensure that primary and support agency personnel are advised on how to access CISD assistance.

### III. SUPPORT ESFs

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The primary function of ESF 15 will be to provide (1) information to the public regarding incident to endangered persons or property as a result of a natural disaster or terrorist incident; and (2) provide timely information in support of evacuations, search and rescue, traffic control points, security, shelters, and re-entry. As a result, ESF 15 must work closely with numerous other ESFs to establish an effective process of communication and information collection.

**Critical coordination point for ESF 15 include:**

ESF 2 – Communications	Establish and maintain interoperable communications with City, County and other agencies.
ESF 5 – Emergency Management	Coordinate information received from other ESFs, as necessary, to ensure accurate and timely releases.
ESF 8A – Public Health Services	Provide information that will assist access and functional needs populations.
ESF 13 – Public Safety and Security	Coordinate dissemination of security information to the public.



## MEMORANDUM

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**TO:** Honorable Mayor and City Council

**FROM:** Greg A. Weitzel, Director, Parks and Recreation Department

**DATE:** June 18, 2018

**RE:** Resolution – 2018 Waiver for certain Fourth of July celebration fees

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The Parks and Recreation Department respectfully submits a draft of a resolution waiving certain fees in support of the Fourth of July Celebration. This draft was prepared by the Legal Department for review in advance of the Work Session discussion.

RESOLUTION NO. 2018-

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, WAIVING CERTAIN CITY FEES FOR SERVICES IN SUPPORT OF THE 2018) COMMUNITY FOURTH OF JULY CELEBRATION; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the Fourth of July is a special time that allows citizens to celebrate the heritage of American freedom initiated by the signing of the Declaration of Independence; and

WHEREAS, Independence Day has been celebrated since the creation of Idaho Falls as a city; and

WHEREAS, the City of Idaho Falls has gained wide notoriety by the sustained and community-wide Fourth of July celebration; and

WHEREAS, the Fourth of July and associated Freedom Festival is a point of civic pride and an event that bring people together; and

WHEREAS, for many years the City has supported Freedom Celebration and Fourth of July fireworks by providing emergency and support services to accommodate the large crowds that gather by the Snake River setting for the fireworks; and

WHEREAS, the Council wishes to continue to provide necessary and appropriate services and support of the community-wide celebration and fireworks show as the event changes location; and

WHEREAS, the City, in support of the community's enjoyment of fireworks, desires to waive certain fees for services which normally would be required for services; and

WHEREAS, the City will continue to provide the necessary City services to accommodate large crowds, transportation, ingress and egress to the fireworks viewing sites, general public safety measures at no cost.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF IDAHO FALLS, IDAHO, AS FOLLOWS:

1. The City waives the following fees at the currently established City rates, as indicated below:
- 2.

Dept.	Service	Description	Quantity
Public Works	Non-traffic related barricades and items	General Street items	n/a
Public Works	Refuse Collection and Delivery	30-yard dumpster-trash	5
Public Works	Refuse Collection and Delivery	30-yard dumpster-cardboard only	1

Public Works	Refuse Collection and Delivery	95-gallon trash can	100
Public Works	Delivery	Sand for fireworks pad	n/a
Public Works	Water	Water for 12-acres, may-June	n/a
Public works	Traffic-related items	Electronic message traffic sign	2
Public works	Traffic-related items	Fire lane signs	n/a
Public works	Traffic-related items	Road closed signs	2
Public works	Traffic-related items	Road closed sign on type-1 barricades	9
Public works	Traffic-related items	Road will be closed sign	1
Public works	Traffic-related items	Road closed on type-3 barricades	1
Public works	Traffic-related items	Cones	60
Public works	Traffic-related items	candlesticks	50
Parks and Recreation	Refuse Collection and Delivery	95-gallon trash cans	150
Parks and Recreation	Refuse Collection and Delivery	Cleaning supplies for 3 days	n/a
Parks and Recreation	Refuse Collection and Delivery	Trash can liners for 3 days	n/a
Parks and Recreation	rentals	cones	150
Parks and Recreation	rentals	candlesticks	100
Parks and Recreation	rentals	Picnic Table with pickup/ delivery	45
Parks and Recreation	Services- set up	Park Foreman	1
Parks and Recreation	Services- set up	Maintenance Operator	1
Parks and Recreation	Services-set up	Seasonal Workers	2
Parks and Recreation	Services-set up	Pick-up with trailer	3
Parks and Recreation	Services- Day Of	Park Foreman	1
Parks and Recreation	Services- Day Of	Park Foreman OT	1
Parks and Recreation	Services- Day Of	Maintenance Operator	1
Parks and Recreation	Services- Day Of	Maintenance Operator OT	1

Parks and Recreation	and	Services- Day Of	Seasonal Workers, 2 shifts	12
Parks and Recreation	and	Services- Day Of	Automated Trash Truck	1
Parks and Recreation	and	Services- Day Of	Pick Up Truck	1
Parks and Recreation	and	Services- Day Of	OHV Mule	3
Parks and Recreation	and	Services- Clean Up	Maintenance Operator	4
Parks and Recreation	and	Services- Clean Up	Seasonal Workers	12
Parks and Recreation	and	Services- Clean Up	Automated Trash Truck	1
Parks and Recreation	and	Services- Clean Up	Pickup Truck with Trailer	3
Parks and Recreation	and	Services- Clean Up	Pickup Truck	3

3. The waived cost for water for twelve (12) acres of grass for two (2) months May–June at the established City rate for the relevant customer category shall be reimbursed to the Water Division of the City Public Works Department from the City’s General Fund.

ADOPTED and effective this \_\_\_\_ day of June, 2018.

CITY OF IDAHO FALLS, IDAHO

\_\_\_\_\_  
Rebecca L. Noah Casper, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Hampton, City Clerk

(SEAL)

STATE OF IDAHO                    )  
  ) ss:  
County of Bonneville            )

I, KATHY HAMPTON, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO, DO HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Resolution entitled, "A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, WAIVING CERTAIN CITY FEES FOR SERVICES IN SUPPORT OF THE 2018 COMMUNITY FOURTH OF JULY CELEBRATION; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW."

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Kathy Hampton, City Clerk

(SEAL)

DRAFT





## MEMORANDUM

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**TO:** Honorable Mayor and City Council

**FROM:** Greg A. Weitzel, Director, Parks and Recreation Department

**DATE:** June 18, 2018

**RE:** Ordinance Amendment – Title 8, Chapter 9

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The Parks and Recreation Department respectfully requests the opportunity to provide an update on the ordinance amending Title 8, Chapter 9, to establish tree trimming standards. Attached for review in advance of the Work Session discussion is a draft prepared by the Legal Department.

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, AMENDING TITLE 8, CHAPTER 9 TO ESTABLISH TREE TRIMMING STANDARDS FOR SIDEWALKS, STREETS, ALLEYS, AND PUBLIC RIGHTS-OF-WAY; TO REGULATE MEMORIAL TREES; AND TO CLARIFY THE NOTICE OF ABATEMENT PROCESS AND TO PROVIDE FOR APPEAL TO THE BOARD OF ADJUSTMENT; PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE.

WHEREAS, the City prides itself on the cleanliness and appearance of its public spaces and the health and appearance of the living landscape (including trees, shrubbery, grass and ornamental plants); and

WHEREAS, the City's weed and the nuisance plant abatement processes and practices contribute to the City's overall beauty; and

WHEREAS, the Council believes that making the abatement notice provisions simpler and more clear will help in the elimination of unsightly, unhealthy, noxious or invasive plants by properly informing owners, occupiers, or controllers of properties where such nuisances are located; and

WHEREAS, providing for an appeal of the decision to abate such nuisances will allow the subject of the notice a fair forum in which to present potential error; and

WHEREAS, a panel of the City's Board of Adjustment is the appropriate body to hear such appeals; and

WHEREAS, allowing for the establishment of a special assessment against the nuisance property will allow the City to recover costs where City correction of the abatement is necessary; and

WHEREAS, the Council believes that the City tree trimming regulations contained in this Ordinance adequately balance tree aesthetics and health with safety and practicality in an urban environment; and

WHEREAS, the Council recognizes the heart-felt desires of residents who want to honor the memory of loved ones by planting a tree as a continuing, living legacy and memorial; and

WHEREAS, the City desires to allow for the planting of such memorial trees in a manner that is beautiful, safe, respectful, and practical; and

WHEREAS, the memorial tree regulations in this Ordinance will establish a City memorial tree program that will be consistent and sustainable.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF IDAHO FALLS, IDAHO, THAT:

**SECTION 1.** Title 8, Chapter 9, of the City Code of the City of Idaho Falls, Idaho, is hereby amended as follows:

8-9-2: DEFINITIONS:

...

7. MEMORIAL TREE: A tree that has been specifically approved by the Urban Forester to be planted as a special commemorating memorial.

78. PARK TREE: Any public tree, shrub, bush, and woody vegetation located in or upon any public park owned by the City, but excluding trees in the public right-of-way.

89. PERSON: Any individual, firm, partnership, corporation, association, company, or other governmental entity or organization of any kind.

910. PRIVATE TREE: Any tree that is not a public tree.

110. PRIVATE TREE SERVICE COMPANY: Any company or person engaged in the business of tree pruning, trimming, removal within or without the City, whose gross receipts are more than five hundred dollars (\$500) in any calendar year.

121. PUBLIC RIGHT-OF-WAY: Improved or unimproved public property owned by, dedicated to, or deeded to, the public or the public's use for the purpose of providing vehicular, pedestrian and other public use. Such public property includes, but is not limited to, streets, alleys, sidewalks, public utility.

132. PUBLIC TREE: Any tree located upon public property owned or managed by the City, including a street tree.

143. SHRUB: A woody perennial plant, branched at or near the base and which at maturity is expected to grow less than fifteen (15) feet in height.

154. STREET TREE: Any tree, shrub, bush, and all other woody vegetation whose critical root zone is located on or encroaches into any public right-of-way or whose branches overhang any public right-of-way owned or managed by the City, or an adjacent property owner.

165. TOPPING: The severe cutting back of limbs to stubs larger than three (3) inches in diameter within the tree's crown or the removal of the top part (trunk and limbs) of a coniferous tree, thereby removing the normal canopy and disfiguring the tree.

176. TREE: A woody and perennial plant, usually having one (1) main stem or trunk and many branches and which, at maturity is expected to exceed fifteen (15') feet in height and two (2") inches in diameter. The failure to achieve such height at maturity shall not preclude its consideration as a tree.

...

8-9-9: MEMORIAL TREE REGULATIONS:

A. Species of Memorial Tree will be decided by the Urban Forester.

B. The Parks Superintendent shall determine the location of a Memorial Tree.

C. Any plaque associated with a Memorial Tree shall be metal or bronze, four inches wide by nine inches (4" x 9") long. The plaque shall be set in concrete five inches wide by ten inches long and with two inches thickness (5" x 10" x 2") at ground level and confined within the mulch area of the Memorial Tree ring. No other size of plaque shall be allowed.

D. A Memorial Tree may be decorated with artificial decorations or flowers not more than two (2) days before birth and death dates a person memorialized and on any federally recognized holiday. Such decorations shall be removed within seven (7) days following such decoration dates. If decorations are not removed within seven (7) days following a decoration date, the City may remove and dispose of the decorations at the City's sole discretion.

8-9-109: UTILITIES:

(A) It shall be unlawful for any person to plant any public or private tree under or within twenty (20) lateral feet of any overhead utility wire, or over or within five (5) lateral feet of any underground water line, sewer line, electric transmission or distribution line or other utility except the following species of trees: Cherry, Canada Red Prunus virginiana 'Shubert' Crabapple, (persistent or fruitless varieties) Malus spp. Elm, Camperdown Ulmus blabra 'Camperdownii' Honeylocust, Imperia Gleditsia triacanthos var. inermis 'Imperial' Lilac, Japanese Tree Syringa reticulata Maple, Amur Acer ginnala Mayday Prunus padus Mountain Ash, European Sorbus aucuparia Plum, Newport Prunus cerasifera 'Newport' Serviceberry, Saskatoon Amelanchier alnifolia Sumac, Staghorn Rhus typhina Other species may be planted only with written permission from the Parks and Recreation Department.

(B) It shall be unlawful to plant any public or private tree in any location in any manner which does not comply with the safety standards for planting and maintenance of trees in proximity to public utilities, as set forth in ANSI Z133.1.

(C) The City will not be responsible for damage to any tree or shrub located within a utility easement as a result of the operation or maintenance of City utility lines. Damage to any public

utility system caused by trees improperly located within the public right-of-way or easement will be repaired at the owner's expense.

#### 8-9-110: RESPONSIBILITIES FOR PRIVATE TREES:

(A) It shall be unlawful for any person owning a private tree or in control of a private tree to refuse or fail to take the following actions within a reasonable time after being directed to do so by the City Forester:

(1) Remove, prune, or re prune any tree located on such person's private property in a manner that removes, abates or otherwise lessens the likelihood of or resolves any pest infestation, dangerous condition or circumstance located within such tree, the existence of which constitutes a public nuisance, as defined in Section 8-9-18 of this Code.

(2) Remove, prune, or re prune any private tree located on such person's real property in a manner that provides for trees and shrubs to be trimmed and have vertical clearance of the branches of such tree to a height of not less than:

~~— eight feet (8') above any public sidewalk or not less than fifteen feet (15') above any public street or alley.~~

a. Eight feet (8') above any public sidewalk; and

b. Twelve feet (12') from the back of the curb to twelve feet (12') toward the center line above any public street, alley, or right-of-way and thereafter angled up toward the center line to a height of not less than fifteen (15') feet at the center of the public street, alley, or right-of-way.

(3) Remove, control or abate any pest investing or otherwise located in or upon any private tree located upon the owner's private real property.

(4) Remove and properly dispose of all branches, twigs, leaves or other debris deposited upon public property by or at the direction of any person pruning, trimming or removing such private tree.

#### 8-9-120: LICENSING OF PRIVATE TREE SERVICE COMPANIES:

(A) It shall be unlawful for any private tree service company to prune, trim or otherwise remove any public or private tree located within the City without having a valid, current license to engage in such business.

(1) Licenses shall be issued by the City Clerk upon payment by the applicant of a licensing fee in an amount set from time to time by Resolution of Council, and satisfaction by the applicant of the licensing requirements set forth below. Each license shall be issued for a period of one (1) year and shall not be transferrable.

(2) Prior to the issuance of any license, the applicant shall satisfy the following requirements:

(a) Provide a copy of a certificate of insurance evidencing the applicant's current coverage of a commercial general liability policy, having limits of not less than a combined single limit of five hundred thousand dollars (\$500,000).

(b) Provide a copy of a certificate of insurance evidencing current Idaho workers' compensation insurance, having limits not less than the Idaho statutory limits.

(c) Delivery of an affidavit signed by the applicant certifying that the applicant has within its employ or has contracted with an arborist certified by the International Society of Arboriculture ("ISA") for the term of the license.

(3) Such license may be revoked by the City Council upon satisfactory proof of any of the following reasons:

(a) The removal, pruning or trimming of any public or private tree within the City by the licensee at any time while the licensee does not have an ISA certified arborist on staff or has not contracted with a certified arborist.

(b) A removal, trimming, or pruning of any tree by the licensee or any employee of the licensee who is not acting under the direction or control of an ISA certified arborist, and pursuant to a written work plan approved by an ISA certified arborist.

(c) The removal, trimming or pruning of any public or private tree by the licensee or any person employed or acting under the licensee's direction or control, in any manner which violates the provisions of this Chapter.

(d) Failure of the licensee to maintain the liability insurance or worker's compensation insurance required by this Chapter.

(e) Failure to keep current any condition of licensure.

(f) A violation of this Chapter.

(g) Providing false or inaccurate information relative to licensure.

(B) Exemptions from licensure.

(1) Unless a person or company is a Private Tree Service Company, as defined in this Chapter, no license shall be required of a person or company:

(a) for occasional and incidental pruning of broken branches, trimming of ornamental shrubs, removal of tree branches or shrub branches that obstruct or interfere with paths, walkways, or gardens, and similar non-invasive care of trees and shrubs incidental to such person's or company's primary business; or

(b) where emergency tree or shrub trimming, pruning, or removal is reasonably necessary to prevent or lessen irreparable or serious damage to human life or property within five (5) days immediately following a storm event, accident, tree failure, or the like which causes the emergency.

(c) tree pruning below a fifteen foot (15') height, as measured from the base of the tree pruned.

**8-9-132: PERMIT REQUIRED FOR PRUNING OF PUBLIC TREES:**

(A) Unless exempt as provided by this Chapter, it shall be unlawful for any person to perform or caused to be performed any of the following acts without having first obtained a permit from the Director or the Community Forester:

(1) Prune, cut or remove any portion of a public tree.

(2) Attach any object to a public tree in any manner which is reasonably likely to harm or materially injure the bark of such public tree.

(3) Cut, damage, or destroy the bark of any public tree.

(4) Dig, trench, excavate or place any hazardous, chemical or substance within the critical root zone of any public tree.

(B) The Director or City Forester may, as a condition for the issuance of such permit, require the applicant to post a cash bond or other security acceptable to the Director or City Forester, the condition for which is the permittee's removal of the stump of said tree within thirty (30) days of the date of the issuance of such permit.

**8-9-143: REGULATIONS FOR PLANTING STREET TREES:** Street trees shall be classified in accordance with the three (3) species size classes listed in this Chapter. Street trees shall not be planted closer together than the following: small trees, twenty feet (20'); medium trees, thirty feet (30'); large trees, forty feet (40'). No trees may be planted closer to the backside of any curb or the nearest edge of any sidewalk than the following: small trees, two feet (2'); medium trees, three feet (3'); and large trees, four feet (4'). All trees planted shall follow the Clear View Section of the City's Zoning Ordinance, Ordinance No. 1941, Sections 4-7. All distances shall be measured from the center of the tree trunk at ground level.

**8-9-154: TREES AND SHRUBS OVERHANGING PUBLIC PROPERTY:** All owners, or persons in control of private real property upon which a street tree or shrub is growing, shall remove or trim, at his or her expense, all limbs or foliage which overhang or project into any public street, sidewalk, alley or easement and which interfere with public travel or use of such public way or easement or which do not satisfy the requirements of the City Zoning Ordinance entitled "Clear View of Intersecting Streets and Ways." All trees and shrubs planted shall follow the Clear View Section of the City's Zoning Ordinance, Ordinance No. 1941, Sections 4-7. ~~Street~~

A. Trees and shrubs shall be trimmed from the ground level.

4. B. Clearance of the branches of a tree to a height of not less than:

- a. 1. Eight feet (8') above any public sidewalk; and
- b. 2. Twelve feet (12') from the back of the curb to twelve feet (12') toward the street-center line and thereafter angled up to at least fifteen feet (15') above any public street, public easement or alley, or right-of-way and thereafter angled up toward the center line to a height of not less than fifteen feet (15') at the center of the public street, alley, or right-of-way, or to at least eight feet (8') above the curb and sidewalk.

8-9-165: ABUSE OF PUBLIC TREES AND SHRUBS:

(A) Unless authorized by an appropriate public officer, it shall be unlawful for any person to:

- (1) injure, deface, disfigure or destroy any public tree;
- (2) permit any animal under his or her care or control to injure any public tree or shrub;
- (3) cause any fire to injure any portion of any public tree or shrub;
- (4) cause any toxic chemical to be applied to, seep, drain or be emptied on or about any public tree or shrub;
- (5) attach any device or structure to or on public trees, in a manner which harms or which is reasonably likely to cause harm a public tree;
- (6) injure, destroy, to cut or pick any flower or ornamental plant growing, standing or being on public property;
- (7) make or cause excavations in the soil near roots of public trees unless appropriate measures are taken to prevent exposed soil from drying out;
- (8) damage the roots of a public tree by compacting or filling on or around the base of the tree; or
- (9) to top, prune or trim any public tree, except in accordance with the provisions of ANSI A300.

(B) Nothing herein shall prevent or prohibit the pruning, removal, treatment, care or maintenance of any public tree or shrub, provided such work complies with the provisions of ANSI A300.



8-9-176: STREET TREE CARE: The Department of Parks and Recreation shall have the right to remove, trim, destroy and control all street trees which are planted, grown or maintained in violation of the provisions of this Chapter. The Department of Parks and Recreation shall have the right to plant, prune, maintain and remove street trees within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds.

8-9-187: TREE TOPPING: It shall be unlawful for any person to prune or top any public tree except in accordance with ANSI A300. (

8-9-198: PUBLIC NUISANCE DECLARED:

(A) The City hereby declares the following actions, practices or objects to be a public nuisance:

(1) Any living or standing private or public elm tree or part thereof infected with the Dutch elm disease fungus *Ceratocystis ulmi* (Buisman) or which harbors any of the elm bark beetles *Scolytus multistriatus* (Marsham) or *Hylurgopinus rufipes* (Eichhoff).

(2) Any public or private dead elm tree or part thereof, including logs, branches, stumps, firewood or other elm material not buried, burned, sprayed with an effective elm bark beetle-destroying insecticide, or from which the bark has not been removed.

(3) The cultivation, maintenance or allowing to grow of any private or public tree which harbors any insect, disease or infestation by any living creature which poses a threat to the health or safety of any other public or private tree within the City or which poses a health or safety threat to any person or property.

(4) Any public or private tree infested by any insect, pest or disease which is determined by the City Forester to pose a threat to the health of any other public or private tree.

(5) Any public or private tree, the roots of which are growing beneath a public sidewalk and which cause a public hazard to the safe and efficient pedestrian travel upon such sidewalk.

(6) Any public tree planted, growing or maintained in violation of the provisions of this Chapter.

8-9-2019: ~~ABATEMENT OF~~ NOTICE TO ABATE NUISANCE:

(A) Any person who fails to ~~commence the abatement of~~ any nuisance defined by this Section ~~Chapter~~ within fifteen (15) days after receiving written notice from the City, or who fails to ~~diligently prosecute and complete the abatement of such nuisance thirty (30) twenty (20)~~ business days after the delivery of such notice, shall be guilty of an infraction ~~for every forty-eight (48) hour time period thereafter that the nuisance continues. Such notice shall be personally served~~

~~upon any occupant, if any, by posting a notice conspicuously on the property, if a structure capable of being occupied exists on the property, wherein the nuisance is located, and by serving a copy of such notice by United States mail, postage prepaid, to the owner of the property at the address listed upon the real property assessment rolls of Bonneville County. Such notice shall be deemed to be delivered upon its physical delivery and deposit into the United States mail, as set forth above.~~

~~(B) If the owner or occupant given notice fails to abate the nuisance within the time specified in the notice, the City may order the abatement of the nuisance and cause a Notice of Special Assessment to be mailed to the owner of the property in the manner set forth in subsection (A) of this Section. The Notice of Special Assessment shall state the amount to be assessed on account of the costs of abating the nuisance, the name and record address of the owner of the property to be assessed, and the legal description of such property. Such notice shall also state that, if the assessment is not paid within thirty (30) days, the assessment will be placed on the real property tax rolls and will become a lien against the property, in accordance with Idaho Code.~~

(B) Said notice shall be served upon the owner(s) of the affected premises, as such ownership is shown on the last property tax assessment rolls of Bonneville County, Idaho, and upon any known occupant(s) or controller(s) of the premises. Service of notice may be accomplished by personal service on the owner(s), occupant(s), or person(s) in control of the property, by United States mail, by hand delivery, by posting in a conspicuous place upon the premises, or by other delivery method reasonably calculated to give notice to the owner(s), occupant(s), or person(s) in control of the property.

(C) Such notice shall be in writing and shall clearly state that the property contains a public nuisance and that the owner(s), occupant(s), or controller(s) shall abate the nuisance within twenty (20) business days; that the owner, occupant, or person in control of the property given the notice may, within forty-eight (48) hours of receipt of the notice, deliver in writing to the City Clerk his or her objections to abatement of the nuisance and request an appeal hearing before the Board of Adjustment upon payment of a fee for the appeal in an amount established from time to time by the Council.

(D) Where the Director of the Parks and Recreation Department determines that abatement of the nuisance requires removal and/or replanting of a tree or shrub, the Director may defer abatement of such nuisance; however, any appeal of such an abatement notice (along with the proper fee for appeal) shall be filed forty-eight (48) hours after receipt of such notice. The Director's deferral of abatement shall be in writing and shall identify a day by which the nuisance shall be abated. Failure to abate the nuisance on or before the deferral date is a violation of this Chapter.

~~8-9-20: INTERFERENCE WITH CITY FORESTER: It shall be unlawful for any person to prevent, delay or interfere with the City Forester, or his or her agents while they are planting, cultivating, mulching, pruning, spraying or removing any street trees, park trees, or trees on public property, as authorized in this Chapter.~~

8-9-21: APPEAL: Upon receipt by the City of intent to appeal and payment of the appeal fee, a person receiving notice to abate shall be heard by the Board of Adjustment panel within twenty (20) calendar days of the filing of the appeal, during which appeal time no action shall be taken by the City regarding the nuisance. At the appeal hearing, the appellant must show, by a preponderance of the evidence, that there is an exception to abatement of the nuisance under this Chapter. The decision of the Board of Adjustment panel shall be final. Unless the Board of Adjustment panel finds an exception to nuisance abatement, abatement of the nuisance shall take place within forty-eight (48) hours following the decision by the Board of Adjustment panel.

8-9-22 CITY ABATEMENT:

(A) City is authorized to use public funds to abate nuisance.

(B) If the property owner(s) or occupant(s) or person(s) in control of the property fails to abate the nuisance within forty-eight (48) hours following a final decision regarding the nuisance, the City may enter the property and commence abatement pursuant to Idaho Code.

(C) If the City abates the nuisance, all costs and expenses related to abatement shall be billed and assessed against the property owner and, if unpaid, shall be collectible by any lawful means including, but not limited to, creation of a special assessment collectible against the subject property, pursuant to Idaho Code.

8-9-234: ADOPTION OF ANSI A300 and ANSI Z133.1:

(A)

(1) There is hereby adopted as an official code for the maintenance of trees, shrubs and other woody plants that certain standard maintenance practice as published in ANSI Standard A300 (Part I)-2001, as published by the American National Standards Institute, Inc. and approved on May 22, 2001.

(2) There is hereby adopted as an official code, that certain safety standard for planting and maintenance of trees in proximity to utility lines, known as ANSI Z133.1, as published by the American National Standards Institute, Inc., May 22, 2001 Edition.

(3) One (1) copy of ANSI A300 and of ANSI Z133.1 shall be filed with and maintained in the office of the City Clerk, for use and examination by the public

8-9-242: It shall be unlawful for any person or licensed tree company to perform maintenance of trees not in accordance with ANSI A300.

8-9-253: PENALTY FOR VIOLATIONS: Any person, entity or licensed tree company who violates any portion of this Chapter shall be guilty of an infraction, with each violation subject to an infraction fine in an amount set from time to time by Resolution of Council. Each tree that is

maintained not in accordance with ANSI A300 shall constitute a separate violation of this Chapter, punishable by an infraction.

**SECTION 2.** Savings and Severability Clause. The provisions and parts of this Ordinance are intended to be severable. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

**SECTION 3.** Codification Clause. The City Clerk is instructed to immediately forward this Ordinance to the codifier of the official municipal code for proper revision of the Code.

**SECTION 4.** Publication. This Ordinance, or a summary thereof in compliance with Idaho Code, shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval, and publication.

**SECTION 5.** Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication.

PASSED by the City Council and APPROVED by the Mayor of the City of Idaho Falls, Idaho, this \_\_\_\_ day of June, 2018.

CITY OF IDAHO FALLS, IDAHO

\_\_\_\_\_  
REBECCA L. NOAH CASPER, MAYOR

ATTEST:

\_\_\_\_\_  
KATHY HAMPTON, CITY CLERK

(SEAL)

STATE OF IDAHO                    )  
  ) ss:  
County of Bonneville            )

I, KATHY HAMPTON, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO,  
DO HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Ordinance entitled, “AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, AMENDING TITLE 8, CHAPTER 9 TO ESTABLISH TREE TRIMMING STANDARDS FOR SIDEWALKS, STREETS, ALLEYS, AND PUBLIC RIGHTS-OF-WAY; TO REGULATE MEMORIAL TREES; AND TO CLARIFY THE NOTICE OF ABATEMENT PROCESS AND TO PROVIDE FOR APPEAL TO THE BOARD OF ADJUSTMENT; PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE.”

(SEAL)

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KATHY HAMPTON, CITY CLERK



## MEMORANDUM

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**TO:** Honorable Mayor and City Council

**FROM:** Greg A. Weitzel, Director, Parks and Recreation Department

**DATE:** June 18, 2018

**RE:** Ordinance Amendment – Title 8, Chapter 3

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The Parks and Recreation Department respectfully submits an update of an amendment to Title 8, Chapter 3, providing for the sale and consumption of beer and wine in additional Parks and Recreation facilities during permitted events. Attached for review in advance of the Work Session discussion, is the draft prepared by the Legal Department.

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, AMENDING TITLE 8, CHAPTER 3, OF THE IDAHO FALLS CITY CODE; PROVIDING FOR THE SALE AND CONSUMPTION OF BEER AND WINE IN ADDITIONAL PARK AND RECREATION FACILITIES DURING PERMITTED EVENTS; AMENDING THE SECURITY REQUIREMENTS AND THE SALE, DISPENSING, AND CONSUMPTION AREA REQUIREMENTS THEREFORE; PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE.

WHEREAS, City parks are a very popular place for members of the community to hold a wide variety of events and gatherings; and

WHEREAS, the City has previously permitted the use, sale, and consumption of alcoholic beverages in Noise Park, the Pier at Snake River Landing, Sandy Downs, Civitan Plaza, and Sportsman's Park during Permitted Events; and

WHEREAS, the Permitted Event process has successfully balanced the desires of event sponsors who wish to include alcohol consumption in the event with the City's and community's desire to preserve public safety and security and to place the burden of risk on the event sponsor; and

WHEREAS, the Permitted Event process has become a successful, well-known, and predictable policy for allowing the responsible sales and consumption of alcoholic beverages at events in City park facilities; and

WHEREAS, this Ordinance builds on the safeguards and procedures that have allowed City staff to process an event's sponsor's sale of alcohol for consumption; and

WHEREAS, this Ordinance would not alter the requirements of insurance, using licensed vendors, approving a site plan, establishing a permitting process, and providing misdemeanor penalties for failure to comply; and

WHEREAS, the City receives many requests for the use, sale, and consumption of alcoholic beverages for parks, recreation facilities, and events that have been approved to be held on a closed public street, which are not currently allowed under the Permitted Event process; and

WHEREAS, the Council believes the successful implementation of the Permitted Event process can be expanded to other parks, facilities, and events that have been approved to be held on a closed public street; and

WHEREAS, following the receipt of public input on the Ordinance the Council believes it to be the public interest to adopt; and

WHEREAS, the City desires to carefully regulate the consumption of alcohol, including the amount of consumption, allowed in a Permitted Event; and

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF IDAHO FALLS, IDAHO, THAT:

**SECTION 1.** Title 8, Chapter 3, of the City Code of the City of Idaho Falls, Idaho, is hereby amended as follows:

...

8-3-4:           ALCOHOLIC BEVERAGES IN PARKS:

(A)    The terms defined below shall have the following meanings when used in this section:

ALCOHOLIC BEVERAGE: Beer, wine, or liquor.

BEER: Any beverage obtained by the alcoholic fermentation of an infusion or decoction of barley, malt or other ingredients in drinkable water and which contains not more than four percent (4%) alcohol by weight.

CROWD MANAGER: A person who has been approved by the Idaho Falls Fire Marshal, or his or her designee, as a person with training or experience in fire prevention, evacuation methods, and other duties.

EVENT SPONSOR: An individual, partnership, association, corporation, limited liability company, or private organization of any kind who is an applicant for a Permitted Event.

LIQUOR: All kinds of liquor sold by and in a state liquor store of the State of Idaho.

LICENSED VENDOR: A person or business in possession of a current Idaho State, Bonneville County, and City License permitting the person or business to sell, distribute, and serve or supply beer or wine.

PERMITTED EVENT: An occurrence, festival, concert, sporting event, gathering, performance, or the like in or at a public park, outdoor recreation area or facility, or any public parking lot adjacent thereto, where alcoholic and non-alcoholic beverages, food, candy, and other goods are permitted to be served pursuant to this Chapter.



PROFESSIONAL SECURITY GUARD: A law enforcement officer or a guard employed by recognized private security firm.

**SPECIAL EVENT:** An occurrence, festival, concert, sporting event, gathering, performance, or the like in or at a public park, outdoor recreation area or facility, or any public parking lot adjacent thereto, where non-alcoholic beverages, food, candy, or other goods may be served and which is specifically approved of, for a limited duration, by the Director of Parks and Recreation or designee.

**STATE LIQUOR STORE:** Any liquor store or distributor established under and pursuant to the laws of the State of Idaho for the package sale of liquor at retail.

**WINE:** Any beverage containing not more than fourteen percent (14%) alcohol by volume obtained by the fermentation of the natural sugar content of fruits or other agricultural products containing sugar whether or not other ingredients are added.

### 8-3-5 PERMITTED EVENTS

(A) **INTENT:** This Permitted Event process is intended to allow the sale and consumption of beer and wine only (and not liquor), in certain designated locations within the city, pursuant to these Permitted Event regulations and is not intended to amend or expand this Code or any other applicable law or regulation beyond the scope of the particulars of this Section or beyond the hours of the Permitted Event. Sanitary, health, litter, police, fire, alcohol vending, and other laws and regulations shall be unaffected by this Section. This Section shall not act as a waiver of any State, County, or local requirement of a permit or licensure related to sales and/or distribution of alcohol, including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit.

(B) **APPLICATION FOR PERMIT:** The applicant shall obtain an application for a permit from the City Clerk. Once an application for a permit has been submitted and the fee has been paid in an amount set from time to time by Resolution of the Council, the City Clerk shall review the application and determine whether or not the application is complete. If the City Clerk deems that the application is complete, and the applicant has met all conditions of this Section, the City Clerk shall issue a permit for the Event. If the application, in any respect, is incomplete, the City Clerk shall promptly notify the applicant and shall specify the items which the City Clerk has determined are not complete or which have not been provided pursuant to this Section. An application shall be made to this City Clerk in the form and manner prescribed by the City Clerk.

#### (C) **LOCATION AND DURATION OF PERMITTED EVENTS:**

1. A permitted event shall be allowed only in the following locations within the City:
  - a. Noise Park
  - b. The Pier at Snake River Landing
  - c. Sandy Downs

d. Civitan Plaza

e. Sportsman's Park

f. The shelters and bandshell at Freeman Park, provided that the consumption areas do not extend beyond two hundred feet from the structures.

g. Idaho Falls Park Zoo at Tautphaus Park.

h. Tautphaus Park Multi-Use Shelter, including grassy area to the east of the shelter, which shall not include the fenced baseball fields or Rodgers Street, extending four hundred fifty (450) feet east from the shelter.

i. Skyline Activity Center

j. A closed public street, provided that the City Police Chief, or his or her designee, has approved the street closure for an event.

2. No Permitted Event shall be allowed:

a. Where the alcohol sales and computation area of the Permitted Event is within three hundred feet (300') of a location reserved with the Parks and Recreation Department prior to an application for a Permitted Event where children are likely to be present, unless the alcohol sales and consumption area of the Permitted Event is either entirely screened from view or the person reserving the relevant location has no objection to the location of the alcohol sales and consumption area.

b. Within two (2) hours of the termination of another Permitted Event held at the same location.

c. Where, in the reasonable judgment of the Chief of Police or the City Fire Marshall or their respective designees, a Permitted Event is likely to become a public nuisance.

(D) TERM OF EVENT PERMIT: A permit is valid only for the time period approved and shall expire immediately upon the completion of the Permitted Event. A permit, if issued, shall be for one (1) Permitted Event only. Appeal, denial, or revocation of a permit shall be made to the Council.

(E) EVENT PERMIT REQUIREMENTS: Each of the following shall be required for every Permitted Event:

1. LIABILITY AND INSURANCE:

- a. Not less than ten (10) days prior to the Permitted Event at which a licensed vendor will sell or dispense alcohol the following shall be done:

1. The Event Sponsor(s) shall deliver to the City Clerk one (1) copy of written proof that the licensed vendor has current, paid up, off-premise liquor liability insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits. Every off-premises liquor liability insurance policy provided shall include assault and battery coverage and defense costs coverage. The City shall be named as an additional insured on the insurance policy of every licensed vendor.

2. The Event Sponsor(s) shall deliver to the City Clerk one (1) copy of written proof that the Event Sponsor(s) has obtained current, paid up, general liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits. Such general liability insurance or special event insurance policy shall be primary to any other insurance related to the Permitted Event and to that of any potential party subject to a claim related to the Permitted Event.

3. The Event Sponsor(s) shall deliver to the City Clerk the signed original of an agreement, with City to defend, hold harmless and indemnify the City, its agents, servants, employees, officers, and contractors from any and all claims, causes of action, or damages which may arise from the Permitted Event.

## 2. LICENSED ALCOHOL VENDORS:

- a. Unless otherwise specifically authorized in writing by the City Parks and Recreation Director at least ten (10) days prior to a Permitted Event, there shall be only one (1) licensed vendor of alcohol at a Permitted Event. The City shall play no role in determining which vendor(s) shall be selected to sell or dispense alcoholic beverages during the Permitted Event.

- b. All alcoholic beverages sold or dispensed at a Permitted Event shall only be sold or dispensed by a licensed alcohol vendor.

- c. Every licensed alcohol vendor at a Permitted Event shall obtain and comply with all alcohol-related laws and regulations, including, but not limited to, the City requirement of a City catering permit; a State beer and wine permit for benevolent, charitable, or public purpose events; or a winery sponsored event permit.

- ~~d. At least two (2) persons shall be provided at the Permitted Event to check proper identification for those who shall purchase, receive, or consume alcohol during the Permitted Event. These persons shall be clearly identified and shall be stationed not less than ten feet (10') from the vendor's sales or dispensing location;~~

e.d. The Event Sponsor shall

1. For events under 100 persons -

Provide ~~At least two~~one (1~~2~~) persons ~~shall be provided~~ at the Permitted Event to check proper identification for those who shall purchase, receive, or consume alcohol during the Permitted Event. These persons shall be clearly identified and shall be stationed not less than ten feet (10') from the vendor's sales or dispensing location;

2. For events over 100 but less than 500 persons –

- i. Provide at least two (2) persons at the Permitted Event to check proper identification for those who shall purchase, receive, or consume alcohol during the Permitted Event. These persons shall be clearly identified and shall be stationed not less than ten feet (10') from the vendor's sales or dispensing location, and
- ii. provide at least two (2) Professional Security. ~~two and fifty 250~~. The Professional Security Guards shall be clearly identified as such and shall be on duty at all times alcohol is being sold, served, or consumed during a Permitted Event. The Event Sponsor(s) shall have sole discretion on who will provide security at the Permitted Event and shall be responsible for all payment and costs associated with such security services.

3. For events over 500 persons

- i. Provide at least two (2) persons at the Permitted Event to check proper identification for those who shall purchase, receive, or consume alcohol during the Permitted Event. These persons shall be clearly identified and shall be stationed not less than ten feet (10') from the vendor's sales or dispensing location, and
- ii. provide at least two (2) Professional Security and an additional Professional Security Guard for every additional 500 persons the event host anticipates. After reviewing the event's security plan, the Park and Rec Director and Police Chief, or their designee, may require additional security if the event poses a reasonable concern for public safety that can be addressed with additional security. In evaluating risk, the Park and Rec Director and Police Chief may consider past event history, similar events, and external factors that may affect the event.

4. For events over 1000 persons,

- i. The event sponsor must meet the same identification checking and security requirements as events over 500 persons, and
- ii. The event sponsor must also comply with the International Fire Code's requirement to provide one (1) Crowd Manager per every 250 persons. If approved by the Idaho Falls Fire Marshal, or his or her designee, a Professional Security Guard may be used to satisfy the International Fire Code's Crowd Manager Requirements.

5. The Professional Security Guards required under this section shall be clearly identified as such and shall be on duty at all times alcohol is being sold, served, or consumed during a Permitted Event. The Event Sponsor(s) shall have sole

discretion on who will provide security at the Permitted Event and shall be responsible for all payment and costs associated with such security services  
~~two (2) law enforcement officers or two (2) guards from a recognized private security firm to provide security for the Permitted Event. Such officers or guards shall be clearly identified as such and shall be on duty at all times alcohol is being sold, served, or consumed during a Permitted Event. The Event Sponsor(s) shall have sole discretion on who will provide security at the Permitted Event and shall be responsible for all payment and costs associated with such security services.~~

### 3. SALES AND CONSUMPTION OF ALCOHOL:

- a. Not less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell or dispense alcohol, the Event Sponsor(s) shall deliver to the City Clerk three (3) copies of a site map which shall be drawn to show the locations of:

1. the licensed vendor within the Permitted Event;
2. the Permitted Event boundary barricade, sales and alcohol dispensing area, entry and exit points;
3. identification checking station; and
4. food and products sales and service areas.

Said site design and any subsequent alterations shall be approved in writing by the City Parks and Recreation Director, or his/her designee, and by the Chief of Police prior to the Permitted Event.

- b. All alcohol sales, dispensing, and consumption shall only take place inside the approved alcohol sales, dispensing, and consumption area(s) designated by the Event Sponsor(s) and as shown on the approved site map required. Alcohol shall only be sold or dispensed for not more than a total of ~~five-six (65)~~ hours a day during a Permitted Event.

- ~~b.c.~~ The Event Sponsor shall issue a tamper and fraud resistant wristband to persons who shall purchase, receive, or consume alcohol during the Permitted Event after verifying that person's proper identification. The City Park and Recreation Director shall issue guidelines and approve an Event Sponsor's wristbands as tamper and fraud resistant.

- ~~e.d.~~ No person shall carry or consume an alcoholic beverage within the location of the Permitted Event which is not purchased or dispensed from a licensed vendor at the Permitted Event. Consumption of alcohol outside of the approved sales and consumption area(s) shall be considered a violation of the City's open container ordinance.

- ~~d.e.~~ The designated alcohol sale, dispensing, and consumption area(s) shall be designated physically ~~separated~~ from the rest of the Permitted Event location by signage a ~~barricade~~ which shall visually indicate the sale, dispensing, and consumption area. Individual signs shall ~~is no less than four feet (4') tall and~~ shall visually warn that alcohol must be consumed within the consumption area and must be approved by the Special Event Coordinator. ~~which is constructed so that no person can pass under, over, or through it except at established entry and exit points located, as shown, on the site map, unless otherwise specifically authorized in writing by the City Parks and Recreation Director at least ten (10) days prior to a Permitted Event~~ Signs must be placed within fifty (50) feet of each other where there is no physical barricade separating consumption area from the rest of the Permitted Event, in order to create a visual boundary.
- e.f. Food and non-alcoholic sales and service may be located inside and/or outside of the approved barricade within the Permitted Event location.
- f.g. All alcohol shall be dispensed in and consumed from its original container. Such container shall be a readily identifiable container not more than sixteen ounces (16 oz.) in size and shall not bear a logo for a non-alcoholic beverage.
- g.h. The City Police Chief, City Fire Marshall, City Park and Recreation Director, or their respective designees are hereby empowered to order the immediate cessation of all or part of the activities associated with a Permitted Event at any time it is determined that there is a violation of this Code or the Idaho Code. There shall be no appeal from a determination by the Police Chief, City Fire Marshall, City Park and Recreation Director, or designee(s) decision to terminate all or part of the activities associated with a Permitted Event.

#### (E) FAILURE TO COMPLY

Any person, firm, or corporation, whether as principal, agent, or employee or otherwise that shall fail to comply with this Section shall be guilty of a misdemeanor and upon conviction thereof shall be punished as set forth in the Idaho Falls City Code. Failure to comply with this Section may also result in denial of subsequent Permitted Events for a period of not less than five (5) years.

**SECTION 2.** Savings and Severability Clause. The provisions and parts of this Ordinance are intended to be severable. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

**SECTION 3.** Codification Clause. The City Clerk is instructed to immediately forward this Ordinance to the codifier of the official municipal code for proper revision of the Code.

**SECTION 4.** Publication. This Ordinance, or a summary thereof in compliance with Idaho Code, shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval, and publication.

**SECTION 5.** Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication.

PASSED by the City Council and APPROVED by the Mayor of the City of Idaho Falls, Idaho, this \_\_\_\_\_ day of June, 2018.

CITY OF IDAHO FALLS, IDAHO

\_\_\_\_\_  
REBECCA L. NOAH CASPER, MAYOR

ATTEST:

\_\_\_\_\_  
KATHY HAMPTON, CITY CLERK

(SEAL)

STATE OF IDAHO                    )  
  ) ss:  
County of Bonneville            )

I, KATHY HAMPTON, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO,  
DO HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Ordinance entitled, "AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, AMENDING TITLE 8, CHAPTER 3, OF THE IDAHO FALLS CITY CODE; PROVIDING FOR THE SALE AND CONSUMPTION OF BEER AND WINE IN ADDITIONAL PARK AND RECREATION FACILITIES DURING PERMITTED EVENTS; AMENDING THE SECURITY REQUIREMENTS AND THE SALE, DISPENSING, AND CONSUMPTION AREA REQUIREMENTS THEREFORE; PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE."

(SEAL)

KATHY HAMPTON, CITY CLERK

DRAFT





## MEMORANDUM

**TO:** Mayor and City Council

**FROM:** Municipal Services Department

**DATE:** June 19, 2018

**RE:** Work Session Memo: Idaho Falls Civic Center for the Performing Arts Ordinance for Donations

The Idaho Falls Civic Center for the Performing Arts committee is recommending the presentation of the attached ordinance to City Council. As part of the committee's role in the development of a long-term financial and facility plan, the attached ordinance is to authorize the committee to seek outside funding and in-kind donations for Civic Center projects, which may include programs and capital improvements. The development of outside funding donations would be subject to approval by the City Council and in accordance to City budget procedures.

Respectfully,

  
Pamela Alexander  
Municipal Services Director

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, AMENDING TITLE 2, CHAPTER 9 TO ALLOW THE IDAHO FALLS CIVIC CENTER FOR THE PERFORMING ARTS COMMITTEE TO SEEK FUNDING FOR CIVIC CENTER PROJECTS; PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE.**

WHEREAS, the Idaho Falls Civic Center for the Performing Arts Committee was formed in order to study the function and operation of the Idaho Falls Civic Center for the Performing Arts; and

WHEREAS, the Committee assists in the development of a long-term financial and facility plan to improve and sustain the viability of the Idaho Falls Civic Center for the Performing Arts; and

WHEREAS, the Committee presents recommendations, consistent with available City funds to the Director of Municipal Services; and

WHEREAS, the Council believes that establishing a mechanism whereby supporters of the Civic Center can donate toward Civic Center improvement is of great value to the community; and

WHEREAS, the Committee, with its focus, enthusiasm, and expertise, should be encouraged to seek out and receive funding for worthy Civic Center projects.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF IDAHO FALLS, IDAHO, THAT:**

**SECTION 1.** Title 2, Chapter 9, Section 5, of the City Code of the City of Idaho Falls, Idaho, is hereby added as follows:

...

2-9-5 FUNDING AND DONATIONS: The Committee is authorized to seek outside funding and in-kind donations for its projects, including programs and capital improvements, as may be approved by the Council and in accordance to City budget procedures.

**SECTION 2.** Savings and Severability Clause. The provisions and parts of this Ordinance are intended to be severable. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

**SECTION 3.** Codification Clause. The City Clerk is instructed to immediately forward this Ordinance to the codifier of the official municipal code for proper revision of the Code.

**SECTION 4.** Publication. This Ordinance, or a summary thereof in compliance with Idaho Code, shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval, and publication.

**SECTION 5.** Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication.

PASSED by the City Council and APPROVED by the Mayor of the City of Idaho Falls, Idaho, this \_\_\_\_\_ day of March, 2018.

CITY OF IDAHO FALLS, IDAHO

\_\_\_\_\_  
REBECCA L. NOAH CASPER, MAYOR

ATTEST:

\_\_\_\_\_  
KATHY HAMPTON, CITY CLERK

(SEAL)

STATE OF IDAHO                    )  
  ) ss:  
County of Bonneville            )

I, KATHY HAMPTON, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO,  
DO HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Ordinance entitled, "AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, AMENDING TITLE 2, CHAPTER 9 TO ALLOW THE IDAHO FALLS CIVIC CENTER FOR THE PERFORMING ARTS COMMITTEE TO SEEK FUNDING FOR CIVIC CENTER PROJECTS; PROVIDING SEVERABILITY,

CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING  
EFFECTIVE DATE.”

(SEAL)

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KATHY HAMPTON, CITY CLERK

DRAFT