



*Executive Department
State of Idaho*

The Office of the Governor
EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE

*State Capitol
Boise*

EXECUTIVE ORDER NO. 2014-07

ASSIGNMENTS OF ALL-HAZARD PREVENTION, PROTECTION, MITIGATION, RESPONSE AND RECOVERY FUNCTIONS TO STATE AGENCIES IN SUPPORT OF LOCAL AND STATE GOVERNMENT RELATING TO EMERGENCIES AND DISASTERS

WHEREAS, widespread property damage, personal injury and loss of life from manmade and natural disasters is an ever present possibility in Idaho; and

WHEREAS, Chapter 10, Title 46, Idaho Code requires the protection of lives and property in any type of natural or manmade disaster emergency or threat that might conceivably confront the State; and

WHEREAS, local government is the principal provider of emergency services in Idaho; and

WHEREAS, the role of State government is to support and enhance local community emergency management and homeland security efforts including focusing state agency activities on supporting regional and community needs throughout Idaho; and

WHEREAS, the Legislature has directed the development of such state disaster prevention, protection, mitigation, response and recovery plans; and

WHEREAS, effective State protection, prevention, mitigation, response and recovery planning requires proactively identifying functions that would be performed during such emergencies and the assignment of responsibility for developing the capability to implement these plans;

NOW, THEREFORE, I, C.L. "BUTCH" OTTER, Governor of the State of Idaho, by virtue of the powers and authority vested in me by the Constitution and laws of this State, do hereby assign emergency prevention, protection, mitigation, response and recovery functions to the various agencies.

Each department and agency with essential functions, whether expressly identified in this Order or not, shall:

I. COORDINATING INSTRUCTION

A. Office of the Adjutant General,

- 1. Coordinate emergency management activities of all State agencies on behalf of the Governor (Section 46-1006, Idaho Code).*
- 2. Provide executive supervision and policy guidance to the Chief, Bureau of Homeland Security.*

B. Bureau of Homeland Security

- 1. Draw upon subject matter experts, state agencies and existing advisory committees, commissions and councils to form a Homeland Security Advisory Committee in order to exchange information, validate preparedness efforts, and enhance capabilities statewide in the five homeland security mission areas of prevention, protection, mitigation, response and recovery.*
- 2. Coordinate State and federal emergency response, recovery and mitigation operations during emergencies and disasters. Provide technical support to local jurisdictions involved in local emergencies and disasters that do not require state resources.*
- 3. Establish and maintain the Idaho Emergency Operations Center for directing the coordination of*

emergency and disaster operations and information management activities.

4. Develop and coordinate the preparation and implementation of plans and programs for prevention, protection and mitigation to reduce the harmful consequences of disasters.

5. Ensure state and local prevention, protection, mitigation, response and recovery plans are consistent with national plans and programs. Ensure state agency plans are consistent with the State's emergency management goals and procedures.

6. Coordinate collaborative emergency management and homeland security efforts with other State governments and federal agencies and private-sector entities.

7. Coordinate all requests from State and local governments for disaster emergency assistance.

8. Coordinate the use of State emergency communications and warning systems. Develop and integrate the state Amateur Radio Emergency Services (ARES), Radio Amateur Civil Emergency Services (RACES), and other volunteer communications programs and organizations into a state system or network in accordance with Section 46-1013, Idaho Code and CFR Title 47, Part 97, FCC Rules of the use of Amateur Radio. Develop, maintain and exercise a communications plan within the Idaho Emergency Operations Plan (IEOP). Continue to enhance the communications capabilities and capacity of the Idaho Emergency Operations Center with current and new technologies.

9. In coordination with the Governor's Press Secretary and/or Communications Director, coordinate and administer the Public Information Emergency Response (PIER) Team program in support of State and local emergency and disaster public information prevention, protection, mitigation, response and recovery objectives.

10. Function as the State Administering Agency for federal emergency management and homeland security grant programs.

II. GENERAL ASSIGNMENTS

Each state agency will:

A. Prepare for and respond to emergencies or disasters within the State of Idaho in a manner consistent with the National Incident Management System (NIMS). Agency employees expected to respond to emergencies or disasters within Idaho will have NIMS training commensurate with their expected roles in response to such emergencies or disasters.

B. Designate a NIMS compliant agency emergency coordinator to train, exercise and participate in the State Emergency Management Program to facilitate emergency support and logistics in response to emergencies and disasters. Larger departments will, by necessity, need to appoint subdivision emergency coordinators to report to the agency emergency coordinator. Provide the names and contact information of agency emergency coordinators to the Bureau of Homeland Security.

C. Develop and maintain an agency emergency operations plan (EOP) to carry out the agency's response and recovery support functions consistent with the National Response Framework and the National Recovery Framework. Agency plans will assign emergency management duties to all subdivisions and personnel and will support the Idaho Emergency Operation Center (IDEOC), and agency specific Emergency Support Functions (ESF), as required by the Idaho Emergency Operation Plan and the National Preparedness System. Such support includes:

1. Supporting the state EOP assigned ESF role as a coordinating agency, a primary agency or a supporting agency.

2. Supporting the Idaho Emergency Operations Center (IDEOC) processes and standard operating procedures. Providing situation reports, incident action plans, resource status, financial status, geospatial data, and organization/staffing/contact information to the IDEOC and its situational awareness platforms;

3. Providing ESF personnel and resources commensurate with IDEOC assigned roles and responsibilities; and

4. Providing resources and capabilities when mission assigned by the IDEOC. This may include personnel, direct agency assistance or subject matter expertise in response to a request for assistance.

D. Develop and maintain a Continuity of Operations Plan (COOP) to (a) address how the agency will continue to perform essential functions in the event of compromised facilities or leadership, and (b) return the agency to normal operations. A copy of the current COOP plan will be kept on file at the Bureau of Homeland Security.

E. Agencies will notify the Bureau of Homeland Security of any significant event, incident, emergency or disaster that requires activation of their COOP plan or otherwise impacts the ability of government to provide public services within the State of Idaho. The Adjutant General or Chief of the Bureau of Homeland Security will notify the Governor's Office.

F. Grant and/or use waivers in accordance with the applicable provisions of Idaho Code for necessary disaster emergency response and recovery operations.

G. Train personnel to meet State emergency prevention, protection, mitigation, response and recovery objectives as coordinated by the Bureau of Homeland Security.

H. Coordinate emergency management and homeland security training with the Idaho Bureau of Homeland Security.

I. Coordinate any agreement or memorandum of understanding that incorporates emergency or disaster prevention, protection, mitigation, response and recovery functions with the Bureau of Homeland Security. Such agreements or understandings will be integrated as part of the Idaho Emergency Operations Plan.

J. Participate in the state Public Information Emergency Response (PIER) program. Public Information Officers of each State agency are collaterally assigned to the State's PIER Team Program during emergencies and disasters. PIER Team members provide a level of public information expertise not otherwise available to state and local jurisdictions. Public Information Officers will train and exercise in coordination with the Bureau of Homeland Security. When emergencies and disasters occur, PIER Teams will be deployed, when necessary, to the IDEOC, Joint Information Centers, field support offices and/or local jurisdictions.

K. Participate in the Idaho Homeland Security Advisory Committee, as requested, to exchange information, validate preparedness efforts and enhance capabilities statewide in the five homeland security mission areas of prevention, protection, mitigation, respond and recover.

L. Participate in long-term recovery planning, as requested, for the economic and community recovery of impacted areas.

III. SPECIFIC ASSIGNMENTS

A. OFFICE OF THE ATTORNEY GENERAL

1. Provide consumer protection advice and assistance in response and recovery phases of a disaster.

B. DEPARTMENT OF ADMINISTRATION

1. Promote and develop mitigation strategies to prevent or reduce damage as a result of disasters for State-owned or leased buildings and structures in coordination with the Bureau of Homeland Security, the Idaho Department of Transportation, and the Division of Building Safety.

2. Provide personnel for damage assessment and damage survey teams in cooperation with the Idaho Transportation Department and Division of Building Safety.

3. Assist in meeting agency needs relative to losses of state properties and or liability coverage, assignment of adjusters and submission of claims. Submit copies of claims against the State of Idaho as a result of a disaster to the Bureau of Homeland Security.

C. DEPARTMENT OF AGRICULTURE

1. Provide primary support for prevention, protection, mitigation, response and recovery activities pertaining to agricultural issues.

2. Coordinate with local officials for the evacuation of domestic livestock and other animals, and the establishment of an evacuation reception area for appropriate animal care.

3. Coordinate feeding requirements and care arrangements for livestock and other animals evacuated, lost or abandoned as a result of disaster; coordinate dead animal removal when necessary.

4. *Assist with incident response and recovery activities when chemicals -- including pesticides, chemical agents and biological agents -- are suspected or involved.*
5. *Provide technical assistance concerning livestock health, disease control and preventive medicine.*
6. *Facilitate the distribution of medical supplies, and inspect feed for livestock and other animals in the event of an actual or potential animal disease outbreak.*
7. *Provide toxicological and other technical data on pesticides, fertilizers, plant and soil amendments and other chemicals to response personnel and the public.*
8. *Assist with the disposal of unusable pesticides, fertilizers and plant or soil amendments and help coordinate the transportation of these materials.*
9. *Provide personnel for damage assessments of agriculture facilities.*
10. *Provide trained personnel for agricultural and conservation damage survey teams.*
11. *Serve as the primary point of contact for the federal United States Department of Agriculture (USDA) and Farm Services Agency (FSA) for USDA/FSA specific disaster/emergency assistance.*

D. STATE CONTROLLER

1. *Initiate the warrant payment process in order to fulfill fiscal obligations resulting from goods and services supplied by State agencies during emergency response and recovery operations.*

E. DEPARTMENT OF COMMERCE

1. *Provide primary support for activities related to economic injury/losses as a result of disasters.*
2. *Provide an economic impact analysis of the effects of disasters or emergencies when requested by the Bureau of Homeland Security or other state agencies.*
3. *Serve as the primary point of contact with the federal Small Business Administration (SBA) for SBA specific disaster and emergency assistance.*

F. DEPARTMENT OF LABOR

1. *Report the number of unemployed individuals as a result of a disaster emergency to the Bureau of Homeland Security.*
2. *Provide unemployment insurance claims and re-employment assistance service for disaster victims, within the scope of eligible programs.*
3. *Provide personnel to support Disaster Recovery Centers with information on disaster unemployment services.*

F. DEPARTMENT OF CORRECTION

1. *Provide personnel (inmates/permanent staff) for emergency response and recovery assistance.*

G. STATE BOARD OF EDUCATION

1. State Department of Education

- a. *Assist local school districts and other qualifying agencies to develop a policy for the use of buses in an emergency.*
- b. *Prior to and after disasters affecting school facilities, promote mitigation activities to reduce the risk from structural and nonstructural hazards in school facilities in coordination with the Bureau of Homeland Security.*
- c. *Assist in coordinating activities for damage assessments and damage surveys for school facilities.*

d. Coordinate with affected jurisdictions, State agencies and volunteer organizations regarding the utilization of school facilities for reception, shelter, and mass feeding during disasters.

2. The Office of the State Board of Education

a. Coordinate the development of emergency disaster plans for colleges, universities, and area vocational-technical facilities to ensure the safety of school populations in time of emergency.

b. In coordination with the Bureau of Homeland Security, promote mitigation activities to reduce the risk from hazards in colleges, universities and area vocational-technical facilities.

c. Assist in coordinating activities for damage assessments and damage surveys for higher educational and area vocational-technical facilities.

d. Provide personnel to assist damage assessment of colleges, universities and area vocational-technical facilities.

e. Coordinate with affected jurisdictions, State agencies and volunteer organizations regarding the utilization of colleges, universities and area vocational-technical facilities for reception, shelter, and mass feeding during disasters.

f. Provide academic personnel for assessment of hazards and for coordinating the activities of investigators for scientific research.

3. Idaho State Historical Society/State Historic Preservation Officer

a. Promote mitigation activities to reduce the potential loss of the State's historic and cultural resources as a result of hazards.

b. In coordination with the Bureau of Homeland Security, conduct damage assessments, surveys and reviews of historic and cultural resources in areas affected by disasters.

c. Coordinate activities under Section 106 of the National Historic Preservation Act concerning emergency repairs and recovery projects in those areas affected by disasters to include coordination with Tribal Historical Preservation Officers when tribal lands are impacted by disasters or emergencies.

H. DEPARTMENT OF FISH AND GAME

1. Provide personnel to be used as auxiliary police during emergencies.

2. Assist in search and rescue operations.

3. Assess environmental impact of proposed emergency operations and suggest alternative methods or actions to minimize environmental damage.

4. Provide personnel for damage assessment and damage survey teams.

5. Provide emergency communications capability support.

I. DEPARTMENT OF HEALTH AND WELFARE

1. Coordinate emergency medical and health services throughout the State. Such responsibilities include development of general plans for public health and sanitation, emergency medical assistance, identification and mortuary services, mass care and feeding management, crisis counseling, emergency social services, evacuation of sick and injured, use of hospitals and other medical facilities, and coordination with the regional health districts.

2. Support implementation of the State's Individual Assistance, Crisis Counseling and Community Relations programs during a disaster declared by the President in coordination with the Bureau of Homeland Security, including the provision of available disaster welfare services.

3. Provide damage assessment and survey team personnel for Health and Welfare-related functional activities.

4. Provide staff personnel to work in Disaster Recovery Centers and Disaster Field Offices during federally declared disasters.

5. Assist in supporting citizen inquiries, increasing public awareness and disseminating disaster and emergency information via the 2-1-1 CareLine.

6. Assist in coordination, warning and notification processes through the State Communications Center in response to and during the recovery from disasters.

J. DEPARTMENT OF ENVIRONMENTAL QUALITY

1. Assess supplies of potable water and coordinate portable water resources with other State agencies and health districts.

2. Assess environmental impact of proposed emergency operations and suggest alternative methods or actions to minimize environmental damage.

3. Idaho National Laboratory-Oversight Program (INL-OP)

a. Provide overall technical support for mitigation, preparedness, response, and recovery activities pertaining to radiological/nuclear health and safety issues.

b. Provide radiation protection guidance, and information in support of State and local emergency responders.

c. Conduct radiological monitoring and coordinate radiological sample analysis with Idaho State University.

d. Maintain the INL Fixed Nuclear Facility Emergency Response Plan as an Annex to the Idaho Emergency Operations Plan.

K. DEPARTMENT OF INSURANCE

1. Provide insurance counseling services for disaster victims.

2. Prepare required insurance certifications for federal disaster assistance.

3. Provide personnel to Disaster Recovery Centers to assist disaster survivors in obtaining insurance related information.

L. DIVISION OF BUILDING SAFETY

1. Provide personnel for damage assessment and damage survey teams.

2. Promote and develop mitigation activities in conjunction with the Department of Administration, the Department of Education, and the Bureau of Homeland Security.

M. DEPARTMENT OF LANDS

1. Cooperate with federal, State and local governments in developing plans for and directing activities relating to the prevention and control of wildland and urban/wildland interface fires.

2. Provide emergency communications assistance.

3. Provide personnel for damage assessment and damage survey teams.

N. IDAHO STATE POLICE

1. Operate a statewide emergency communication system, which may be designated as a primary system during emergencies and disasters.

2. In coordination with the Bureau of Homeland Security and Idaho Criminal Intelligence Center, alert State agencies and local governments of potential or impending threats.

O. DEPARTMENT OF PARKS AND RECREATION

- 1. Provide lands and facilities for mass care and feeding centers during emergencies and disasters.*
- 2. Provide personnel for damage assessment and damage survey teams.*

P. STATE TAX COMMISSION

- 1. Provide tax-counseling and support services for disaster victims as coordinated by the Bureau of Homeland Security.*

Q. IDAHO TRANSPORTATION DEPARTMENT

- 1. Provide engineering support to the Bureau of Homeland Security for emergency planning and mitigation for disasters.*
- 3. Coordinate the use of State aviation assets and aviation activities and assist the Bureau of Homeland Security with the coordination of requests for restricted air space over emergency and disaster areas.*
- 4. Provide aviation resources for evacuation, search-and-rescue operations and aerial radiological monitoring as coordinated by the Bureau of Homeland Security.*
- 5. Serve as primary point of contact with the Federal Highway Administration and the Emergency Relief for Federally Owned Roads (ERFO) program for FHA and ERFO assistance during disasters and emergencies.*
- 6. Provide specialized heavy construction and transport equipment with operators as coordinated by the Bureau of Homeland Security.*

R. DEPARTMENT OF WATER RESOURCES

- 1. Develop mitigation, preparedness and response programs for flood, drought and energy shortages in concert with the Bureau of Homeland Security.*
- 2. Advise the Bureau of Homeland Security of impending emergency conditions such as imminent failure or other conditions involving dam safety.*
- 3. Coordinate operation of water structures to minimize flood damage. Ensure emergency maintenance and repairs are performed to protect life and property during impending or actual occurrence of a disaster.*
- 4. Establish procedures to grant stream channel protection waivers to entities involved in emergency flood situations and when channel work is necessary on an emergency basis to protect life and property.*
- 5. Assist agencies and individuals in obtaining emergency authorization from the U.S. Army Corps of Engineers, under Public Law 92-500, to conduct flood control activities in waterways and participate in the U.S. Army Corps of Engineers Silver Jackets program*
- 6. Provide personnel for damage assessment and damage survey teams.*
- 7. Assist the Department of Environmental Quality in assuring adequate supplies of potable water are available.*
- 8. Provide emergency communications as coordinated by the Bureau of Homeland Security.*

S. PUBLIC UTILITIES COMMISSION

- 1. Assist with energy shortage and disruption reporting and restoration.*

T. DIVISION OF FINANCIAL MANAGEMENT

- 1. Coordinate and develop a fiscal impact analysis on the effects of a disaster emergency upon request by the Bureau of Homeland Security.*
- 3. Expedite funding of the Disaster Emergency Account as part of the Governor's Proclamation of Disaster*

Emergency.

U. IDAHO GEOLOGICAL SURVEY

- 1. Formulate and direct the State's geologic hazard reduction effort by providing hazard identification, analysis and mapping of the geologic threats.*
- 2. Provide representatives for damage assessment, damage survey and hazard mitigation teams for events that involve geologic hazards.*

V. MILITARY DIVISION

1. Idaho Military Division

- a. Prepare communication and warning studies to improve emergency communications and assist in the development and implementation of disaster emergency plans for use of all non-military communications and warning systems within the state.*
- b. Assist other State and local agencies in procuring communications and warning equipment required to fulfill emergency responsibilities. Maintain an inventory and coordinate the availability of mobile and portable radios between State agencies.*

1. National Guard

- a. Provide military support to civil authorities during a disaster emergency in accordance with federal and State laws and regulations.*
- b. Provide specific guidance as required for emergency preparedness planning and programming for State military forces.*
- c. During emergencies, maintain communications between the Idaho Emergency Operations Center and National Guard Joint Operations Center.*
- d. Develop radio communications capability between the State military forces and civilian agencies.*
- e. Provide logistical assistance to State damage assessment and damage survey teams, as well as Joint Field Office operations.*

2. Bureau of Homeland Security

- a. Assist local governments with the development of all-hazard mitigation, preparedness, response, and recovery plans, training and exercises.*
- b. Administer federal programs for disaster emergency planning and assistance pertinent to State and local governments.*
- c. Provide ongoing validity assessment of the Idaho Emergency Operations Plan and National Response Plan. Provide training for State agency personnel in the prevention, protection, mitigation, response and recovery mission areas.*
- d. Support administration of the State's Emergency Alert System (EAS) in accordance with Section 46-1013, Idaho Code. Facilitate a viable and effective statewide alert system for impending natural or manmade disasters.*
- e. Maintain the State Emergency Communications Using Radio Effectively (SECURE) network for emergencies and disasters communications.*
- f. Regularly review and revise the Idaho Hazardous Materials Incident Command and Response Support Plan used by State agencies to ensure compliance with the Idaho Hazardous Substance Response Act in the provision of State assistance for hazardous materials/WMD emergencies in Idaho.*
- g. Coordinate State and federal emergency response efforts for hazardous materials incidents.*
- h. Provide technical assistance to emergency response agencies in recovering hazardous materials emergency response costs under State and federal statute.*

i. Administer and coordinate the State-sponsored hazardous materials regional response teams.

Any emergency support function under this Order or parts thereof may be transferred from one governmental agency to another with the consent of the heads of the agencies involved and with the concurrence of the Chief, Bureau of Homeland Security. The Chief, Bureau of Homeland Security, may assign any new emergency support function to the head of a governmental agency by mutual consent.

The head of each governmental agency is hereby authorized to delegate the functions assigned to him or her by this Order.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 22nd day of July in the year of our Lord two thousand and fourteen, and of the Independence of the United States of America the two hundred thirty-ninth and of the Statehood of Idaho the one hundred twenty-fifth.

A handwritten signature in blue ink, reading "C.L. 'Butch' Otter".

C.L. "BUTCH" OTTER
GOVERNOR

A handwritten signature in black ink, reading "Ben Ysursa".

BEN YSURSA
SECRETARY OF STATE