

Idaho Transportation Department

Emergency Program

Operations Guide

July 2015



*An integrated approach to protecting the public's investment
in Idaho's transportation system*



Contents

Introduction	5
Emergency Program Mission	6
The Role of Transportation during Emergencies	6-8
Emergency Program Organization	8, 9
Emergency Program Activation	10, 11
ITD Emergency Program Collaboration	11
Partnerships	11, 12
Governor’s Executive Order.....	12, 13
Emergency Responses	13, 14
Emergency Response Phase	14, 15
Permanent Repair Phase	15
Disaster Assistance on/off State Highway System	15, 16
Hazardous Materials Incidents	16
Highway Incidents.....	17
Avalanches/landslides.....	18
Road Closures.....	18, 19
Vehicle Fire Suppression	19, 20
Wildland Fires	20
ITD Aeronautics Function.....	20, 21
Railroad Incidents	21, 22
Health and Agriculture Emergencies	22
Response Plans Relevant to ITD.....	22
Emergency/Disaster Communication	22, 23
Dynamic Message Signs (DMS)	23
Highway Advisory Radio (HAR)	24
Emergency Alert System (EAS).....	24
Idaho State Alert and Warning System (ISAWS).....	24, 25
Idaho Traveler Services Information.....	25
Emergencies at ITD Facilities	25, 26
Workplace Violence/Active Shooters Incidents	26, 27
Cybersecurity	27
Relocation of Critical ITD Functions.....	28
ITD COOP Plan.....	28-30
Personal Readiness/Preparation	30-32
Emergency Operations Center.....	32, 33
WEB-EOC.....	33
National Incident Management System (NIMS).....	34
Incident Command System (ICS).....	35
Disaster Declaration Process	35, 36

FHWA Emergency Relief Funding	36-40
ITD Hazard and Vulnerability Assessment	40-43

Appendices44-96

A. Select Acronyms.....	45, 46
B. Terms and Definitions (National Preparedness Goal)	47-49
C. Governor’s Executive Order: Emergency Management	50-61
D. ITD Administrative Policy: Disaster/Emergency Support	62, 63
E. Idaho Statutes Regarding ITD Powers and Duties	64, 65
F. ITD Administrative Policy: Highway Closures	66
G. ITD Computer, E-mail, Internet Usage Policy	67-69
H. Cell Phone Use in ITD-Owned Vehicles.....	70
I. ITD Administrative Policy: Emergency Vehicle Operations	71, 72
J. ITD Board Policy: Motor Vehicle Procedures.....	73, 74
K. Idaho Code 49-130.1: Accidents Involving Damage to Vehicle (Quick Clearance law)	75
L. Idaho Code 49-624: Rules of the Road (Move-Over law)	76
M. ITD Administrative Policy: Release of Department Information to the Media	77, 78
N. ITD Administrative Policy: Acquisition and Closure of State Airports	79, 80
O. Directory of Idaho Airports and Airstrips.....	81-84
P. Contact Information.....	85-96
Q. ITD Emergency Contact List	97-100
R. ITD Emergency Notification Order	101, 102

ITD Emergency Program Operations Guide

INTRODUCTION

The Idaho Transportation Department Emergency Program is part of an integrated approach to protect the public's investment in Idaho's transportation system. Its primary roles include:

- Ensuring safe and efficient travel throughout Idaho across all transportation modes;
- Protecting the state's transportation infrastructure against natural and human-caused disasters;
- Safeguarding the department's information technology assets;
- Empowering ITD employees to respond quickly, efficiently, and safely, during disasters and emergencies;
- Engaging other public organizations and the private-sector in preparing for, responding to, and recovering from disasters;
- Maintaining a state of readiness within the department through planning, training, and disaster exercises

ITD's Emergency Program applies a united approach to response efforts, based on the collective experience and expertise of all ITD employees functioning as a unified team.

The program supports ITD's mission: "Your Safety, Your Mobility, Your Economic Opportunity" by protecting travelers on Idaho highways, restoring mobility as quickly as possible during or after a disaster, and supporting economic vitality to every region of the state.

ITD's Emergency Program aligns closely with national priorities outlined by the National Response Framework, the National Incident Management System developed by the U.S. Department of Homeland Security, and the Federal Emergency Management Agency. Based on those standards, ITD is committed to:

- **Preventing** major interruptions to Idaho's transportation system
- **Responding** to natural and human-caused disasters with appropriate resources
- **Recovering** from natural and human-caused disasters that affect the transportation system
- **Restoring** the damaged system to its previous condition and helping communities and citizens return to normalcy, and
- **Improving** the damaged system to reduce the risk of future incidents

EMERGENCY PROGRAM MISSION

Develop a united approach to emergency planning, preparation, mitigation, response, and recovery that sustains *mobility, safety, and economic* opportunities for the citizens of Idaho during times of crises.

VISION

ITD will become a leader in efforts to restore normalcy to the transportation system and communities that have been impacted by natural or human-caused disasters. That united effort is built on a foundation of personal preparedness and training, shared responsibility, quick and appropriate response, and partnerships with other public and private organizations.

FUNDAMENTAL PRINCIPLE

Every ITD employee plays a crucial role in responding to a major disaster, whether serving on the frontline or supporting those on the frontline. Every personal contribution to ITD's united emergency response effort is valuable. ITD's "United Response" begins with "U."

CORE VALUES

- Safe travel across all modes
- Mobility that is reliable, consistent, and predictable
- Continued economic prosperity
- Application of proven national and state standards
- Timely and appropriate incident responses
- Protection of personal and public property
- Respect for all individuals
- Ethical and professional behavior
- Personal accountability
- Collaboration with other individuals and organizations
- Ongoing commitment to planning and training

ROLE OF TRANSPORTATION DURING EMERGENCIES

Transportation arguably is the most critical component of emergency response. Perhaps that is why it is assigned ***Emergency Support Function #1*** in the National Incident Management System (NIMS). The role of transportation during and after a major disaster includes:

- Provide access to disaster victims by rescue and response teams
- Facilitate safe and efficient evacuation
- Deliver medical aid and supplies
- Deliver food, water, shelter, and equipment to victims
- Assist in restoration and recovery for communities after a catastrophic event

The National Response Framework, which describes structures for implementing nationwide response policy and operational coordination for all types of domestic incidents, outlines the role of transportation during emergencies:

Emergency Support Function #1

Key Response Core Capability: Critical Transportation

Coordinates the support of management of transportation systems and infrastructure, the regulation of transportation, management of the nation’s airspace, and ensuring the safety and security of the national transportation system. Functions include, but are not limited, to:

- Transportation modes management and control
- Transportation safety
- Stabilization and reestablishment of transportation infrastructure
- Movement restrictions
- Damage and impact assessment

Transportation agencies, including ITD, also play an integral role during the recovery phase of a major disaster, helping communities return to pre-disaster conditions and ensuring infrastructure resiliency.

A report by the Transportation Research Board of the National Academies indicates the role of transportation in emergency response is becoming more complex and challenging as a result of new threats:

“The nation’s emergency preparedness and response framework is being challenged by the more extensive all-hazards definition of emergency. At all levels of government, practices in place to plan for and respond to emergencies have had to evolve rapidly, driven by the changing risk environment, emergency technology, and new policy direction at both state and federal levels.

At the state level, perhaps no agency is more affected by these changes than the transportation agency. No longer are these agencies primarily focused on construction and maintenance of the infrastructure; they are assuming greater responsibility for large-scale evacuations in response to natural disasters such as hurricanes and wildfires. They are also being asked to establish and assume new roles and systems to address no-notice evacuations and situations requiring limited mobility (e.g., shelter-in-place/quarantine), such as responding to biological outbreaks, epidemics, pandemics, and the threat of weapons of mass destruction (WMDs).”

(A Guide to Emergency Response Planning at State Transportation Agencies, Report 525, volume 16, 2010)

The Idaho Transportation Department is the coordinating agency for the state of Idaho, providing primary support for transportation during a natural- or human-caused disaster. The Idaho Emergency Operations Plan, produced by the Idaho Bureau of Homeland Security, assigns **primary** support responsibilities to the transportation department for rescue and logistics support and for search-and-rescue operations. The plan also charges transportation with the following **support functions**:

- Communication
- Public works and engineering
- Firefighting
- Public health and medical services
- Hazardous materials
- Agriculture and food
- Public safety and security, and
- Long-term community recovery and mitigation

Responsibilities are assigned for specific responses that include floods, earthquakes, severe weather, nuclear and radiological incidents, animal health emergencies, and pandemic and influenza incidents.

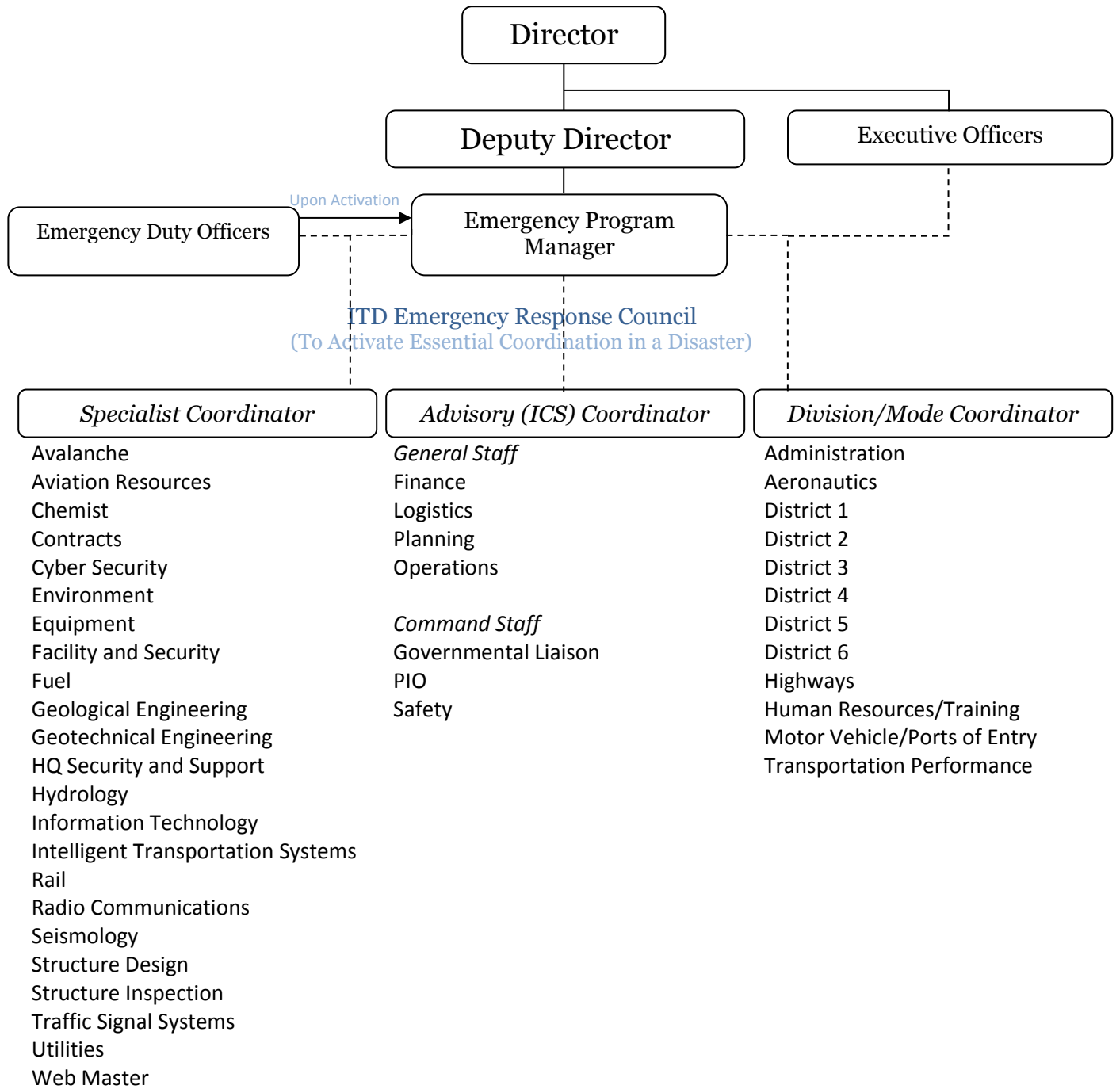
ITD is charged with maintaining a high level of readiness and response and for providing the expertise, personnel, and resources needed when emergencies occur. It remains an essential partner in recovery and restoration efforts for individuals, organizations, communities, and business/commerce.

As part of the planning process, ITD will work with sponsoring organizations to establish safe operations and security procedures for special events that incorporate or potentially could impact travel on the state highway system, such as parades, non-motorized uses, and special festivals.

EMERGENCY PROGRAM ORGANIZATION

The Emergency Program Supervisor reports directly to the ITD's Chief Deputy, and during time of disaster, is responsible for directing the department's emergency response efforts statewide. A cadre of duty officers provides support and relief when the supervisor is unavailable. Each of ITD's six districts also has identified individuals who serve as emergency coordinators. Ultimately, however, emergency response potentially involves ITD employees at all levels and locations.

Emergency Program Organization, continued



EMERGENCY PROGRAM ACTIVATION

The ITD Emergency Program's volunteer duty officers are scheduled for on-call and after-hours responses. If an event occurs while the Emergency Program Supervisor (EPS) is unavailable, duty officers assume coordination responsibilities until the supervisor becomes available. They also may be activated in long-term events to fill the EPS position on a rotation for 24/7/365 activation of the state Emergency Operations Center (EOC) or at alternate locations.

The specialist, advisory, and division positions shown on the organizational chart are subject matter experts who can be called upon to assist the Emergency Program Supervisor as needed. The specialist, advisory, and division coordinators will be activated when an event becomes too large or complex to be managed by the Emergency Program Supervisor (or acting EPS).

Solid lines in the organizational chart represent direct supervision.

Dotted lines represent direct coordination (each division and district has designated a disaster coordinator who will be trained and is responsible to work with the Emergency Program Office on emergency issues; specialized expertise will be trained and may be assigned to the Emergency Program Office during an emergency).

WHEN AN EMERGENCY OCCURS:

When confronted by an emergency on the state transportation system, ITD employees should be ready to respond quickly, efficiently, and safely. Although ITDs response likely will change as the emergency evolves, the following are major priorities when responding or preparing to respond:

1. If life or health is at immediate risk, call the local emergency dispatch center, **9-1-1**
2. Notify the ITD Emergency Program Supervisor, (208) 334-8414 or (208) 870-5202 (cell)
3. Contact the State Communications Center, (888) 575-2666
4. Begin local response efforts as soon as it is safe to do so

The Emergency Program Supervisor will initiate a notification process (***See Emergency Notification Order, Appendix R, Pages 101, 102***) that includes:

- a. ITD director, the chief deputy, and other department leaders as appropriate
- b. Governor's Office, if appropriate
- c. Law enforcement agencies
- d. State Communications Center (if not already contacted)
- e. ITD Office of Communications
- f. Idaho Bureau of Homeland Security, and/or
- g. Federal Highway Administration's Idaho Division
- h. ITD Aeronautics Division, if appropriate
- i. City and county agencies, if appropriate
- j. Others agencies, organizations, and private-sector responders as appropriate

As prescribed by Idaho code, ITD district engineers or their designees have the sole authority to close any state or interstate highway if necessary, coordinating with the Idaho State Police and local law enforcement agencies. When closures are necessary, ITD districts in affected areas will consider implementing detours using established alternate route plans (available on the ITD website).

ITD is responsible for initiating traffic control procedures and installing temporary closure and detour signs when appropriate. If detours require diverting traffic from state or interstate highways onto local routes, ITD will coordinate with local jurisdictions. If traffic cannot follow established alternative routes, ITD will work with local jurisdictions to identify the safest, least disruptive route.

Any time use of an alternative route is required, ITD district personnel must notify the Permits Office at Headquarters and the State Communications Center to ensure routes can accommodate commercial vehicles, oversized loads, and hazardous material shipments.

ITD EMERGENCY PROGRAM COLLABORATION

As part of a collaborative approach to emergency management, ITD's Emergency Program includes:

- Highway division emergency communications program: Dispatch and Emergency Communications, radio operations
- Federal emergency programs: FHWA Emergency Relief (ER) Program and the Federal Emergency Management Agency (FEMA) disaster program
- Highway incident responses: Traffic Incident Management program, alternate route plans, ITD vehicle fire response program
- ITD emergency communications plan: the State Communications Center, emergency communications plan
- ITD emergency program: Idaho emergency operations program, ITD Continuity of Operations Plan and program, emergency program and plans
- ITD hazardous materials program: Hazardous materials training program, hazardous materials collection and disposal, hazardous materials waste contract management
- Homeland Security program: ITD security and infrastructure protection program, ITD cybersecurity

PARTNERSHIPS

Emergency management requires a cooperative approach and key partnerships to be effective in responding to and recovering from the array of incidents that have the potential to impact transportation in Idaho. Critical working relationships include, in part:

Federal Highway Administration
Transportation Security Administration (TSA)
Federal Emergency Management Agency

Federal Aviation Administration
Federal Rail Administration
Federal Transit Administration
Environmental Protection Agency (EPA)
U.S. Forest Service
Bureau of Land Management
Bureau of Tribal Affairs and tribal jurisdictions in Idaho
American Association of State Highway and Transportation Officials (AASHTO)
AASHTO Special Committee on Transportation Security and Emergency Management (SCOTSEM)
National Weather Service
National Cooperative Highway Research Program (NCHRP)
U.S. Army Corps of Engineers
Idaho Bureau of Homeland Security
Idaho State Police
State Communications Center
Idaho Department of Environmental Quality
Idaho Emergency Management Association (IEMA)
Idaho Department of Lands
Silver Jackets (inter-agency flood management)
Idaho State Emergency Communications Committee
Idaho State Amber Alert Committee

EMERGENCY PROGRAM PRIORITIES

- Maintain a high level of readiness through planning, training, and exercises
- Ensure the safety of ITD personnel and their families through preparation
- Guard against security threats to ITD and other state assets
- Provide access to the full knowledge and expertise of ITD personnel
- Coordinate logistical support of ITD facilities, resources, and equipment
- Partner with other local and state agencies, tribes, and government/nongovernment organizations in disaster responses
- Maintain an inventory of critical infrastructure and identify threats and vulnerabilities
- Facilitate the safe and efficient movement of personnel, supplies, and services during a disaster

GOVERNOR'S EXECUTIVE ORDER

Roles and responsibilities of all Idaho state agencies, including ITD, are defined by a Governor's Executive Order (***See Appendix C, Pages 50-61***). ITD's obligations are:

- Provide engineering support to the Bureau of Homeland Security for emergency planning and mitigation for disasters.

- Coordinate the use of state aviation assets and aviation activities, and assist the Idaho Bureau of Homeland Security with the coordination of requests for restricted air space over emergency and disaster areas.
- Provide aviation resources for evacuation, search-and-rescue operations, and aerial radiological monitoring as coordinated by the Bureau of Homeland Security.
- 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.
- Provide specialized heavy construction and transport equipment with operators as coordinated by the Bureau of Homeland Security.

EMERGENCY RESPONSES

Generally, all emergencies begin and end at the local level. As events escalate in complexity or expand to a large geographic area, additional assistance or resources may be needed. ITD and other agencies/organizations can provide expertise, services, personnel, and equipment to augment local capabilities. The same is true within the transportation department. Many responses can be addressed on the local/district level. However, when emergencies exceed the capacity of a single district or its personnel, additional assistance may be required – from other districts, ITD Headquarters, other agencies, or the private sector. The Emergency Program Supervisor will be active in all ITD emergency responses, regardless of complexity and geographic impact.

The Emergency Program Supervisor is responsible for coordinating responses from other agencies and requesting, when appropriate, state or federal financial assistance.

State and federal agencies will not intervene or arbitrarily assume control of local emergencies. Assistance must be requested by local jurisdictions, such as cities, counties, and highway districts. If resources are available, ITD and other agencies can provide expertise, personnel, and equipment, and help secure financial assistance for local jurisdictions as appropriate. ITD also will assist tribal jurisdictions with transportation needs if a disaster impacts tribal reservations.

If a disaster occurs on a Federal Aid route, ITD will work with the Federal Highway Administration to secure emergency relief funding. Assistance through FHWA's Emergency Relief program requires a governor's disaster declaration and meeting or exceeding the federal financial loss threshold.

Events that do not occur on Federal Aid routes are governed by procedures and policies of the U.S. Department of Homeland Security, the Federal Emergency Management Agency (FEMA) and coordinated by the Idaho Bureau of Homeland Security. Requests must be made by local

jurisdictions – often the respective county(ies) – to IBHS. Disaster funds require a state or federal disaster declaration and also are subject to reaching a minimum loss requirement.

In both cases, ITD’s Emergency Program Supervisor plays a key role in securing state and federal assistance. ITD also serves as a coordination point for obtaining state and federal permits as part of the emergency response efforts.

See ***FHWA Emergency Relief Funding (See Pages 36-40)***

EMERGENCY RESPONSE PHASE

The following responsibilities are outlined in the Idaho Transportation Department Maintenance Manual and indicate appropriate emergency responses:

The **district engineer** will:

1. Identify the damage as a State and Local Federal-Aid route prior to committing resources.
2. Close the road only to protect the safety of the public or protect the highway from future damage (follow road closure and reporting procedures per [Section 322.10](#) of the ITD Maintenance Manual).
3. Safely survey section for any stranded motorists.
4. Implement measures to limit future damage.
5. Identify and implement detour or bypass routing if necessary.
6. Coordinate traffic control with Idaho State Police and/or local law enforcement and local highway jurisdictions.
7. Refer to the Maintenance Operations Procedures, specifically activity codes M422 and M423 for all timesheet entries. Compile field reports from diaries.
8. Set up the communication protocol between the district, ITD Emergency Program Supervisor, and the Emergency Operations Center (EOC) with points of contact.
9. Develop (a) an inventory of damaged locations, (b) an estimate of the repair and replacement costs, and (c) the amount of time the route will be closed: then communicate this information to the Headquarters Highway Operations and Safety Engineer.
10. Inform the ITD Office of Communications of activities and response situation reports.

In addition to the above, the following procedures apply to the local Federal-Aid System:

11. Authorize any off system work after receiving and accepting a Mission Request authored by the Idaho Bureau of Homeland Security (IBHS) and along with a cost estimate signed by the Chief Operations Officer or higher authority. If assistance cannot be given, contact the Headquarters

ITD and the **Emergency Program Supervisor** will coordinate assistance from other sources.

12. Coordinate with the Idaho Bureau of Homeland Security through the Headquarters Chief Operations Officer.
13. Coordinate with the local agency operating within the Mission Request.
14. Any direct local requests for assistance must be passed on to the Idaho Bureau of Homeland Security through the ITD Emergency Program Supervisor.

The Emergency Program Supervisor will:

- Inform ITD leaders and other state agencies of activities and response situation reports.
- Coordinate department efforts with FHWA and BHS in areas of staffing the EOC, mission request approval, assessment teams, and letters of request.
- Report Department activities to Executive Management, FHWA, and the Governor's Office through the Bureau of Homeland Security.
- Use the Mission Assignment Cost Recovery Form for any charges relating to that assistance, i.e., employee time, expense reports, equipment charges, and supply requests.

The district engineer will:

- Assure that the road is open with temporary repairs as soon as possible.
- Assign personnel for FHWA Detailed Damage Inspection Report (DDIR) teams as needed, as requested by the Headquarters Highway Operations and Safety Engineer.
- Request the Headquarters Highway Operations and Safety Engineer to obtain a project number.

PERMANENT REPAIR PHASE

Project design and construction will be integrated into the highway programming system and treated like all other projects. Some unique restrictions apply, such as limited time frames. Refer to the "[Emergency Relief Manual](#)" published by the U.S. Department of Transportation Federal Highway Administration.

DISASTER ASSISTANCE ON/OFF STATE HIGHWAY SYSTEM

ITD employees and equipment are authorized to work on the state highway system (including interstate and state-numbered highways) The Governor, however, can authorize assignments off the state system by an executive order. In the case of a gubernatorial and/or presidential declared disaster, ITD may be assigned emergency mitigation, preparedness, response, and recovery functions known as a mission assignment on or off the state system.

After an emergency declaration has been made or is imminent, the ITD will receive a mission assignment from the Idaho Bureau of Homeland Security (IBHS) and have the option to accept or reject this assignment. If it accepted, ITD will return the assignment with an estimated cost and signature by the Emergency Program Supervisor. ITD will track all costs on the State

Disaster Mission Assignment Cost Recovery Form provided by IBHS. Once the mission assignment has been completed, ITD will return the form to IBHS for reimbursement costs associated with the assignment.

Only costs associated with the mission assignment are reimbursed.

HAZARDOUS MATERIALS INCIDENTS

If an event involves the leak or release of hazardous material, or potentially could result in such leak or release, ITD personnel will take immediate steps to secure the area and establish a safe perimeter, using “response-level” hazmat training procedures. ITD personnel may help contain hazardous material at the request of a responding fire agency or hazmat response team, or begin containment measures if hazardous materials teams have not arrived yet, if safe to do so. ITD personnel are not primarily responsible for clearing hazardous material incidents or treating victims. **ITD employees shall not exceed their level of hazmat training when responding to spills or leaks.**

Personnel will consult the Emergency Response Guidebook (ERG) to determine the appropriate safety zone and set up perimeters to prevent public access and potential exposure. All ITD employees who regularly work on state and federal highways must understand and be prepared to use the Emergency Response Guidebook, published by the U.S. Department of Transportation and Pipeline and Hazardous Materials Safety Administration. Use of the ERG is covered in ITD’s response-level hazardous materials training.

Emergency Response Guidebook (ERG)

It is essential to know the properties and precautions associated with the hazardous material released. Cargo placards and a driver’s manifest (usually located in the truck cab) will indicate the material transported. If it is not safe to reach the truck cab, report the material as identified on placards. Report that information immediately to the State Communications center:

State Communications Center (State Comm.)

Toll-free: 1-888-575-2666 for ITD, or

1-800-632-8000

1-208-846-7610 (from within the Treasure Valley)

(Bridge# 800-575-8877)

All ITD maintenance vehicles must have the current copy of the Emergency Response Guidebook.

HIGHWAY INCIDENTS

When responding to incidents on Idaho highways, personnel should refer to the Idaho Traffic Incident Management Plan (TIM) for specific procedures. The plan, which is available on the ITD website, includes information related to:

- On-scene incident management
- Incident command
- First-responder considerations
- Crash scene investigation
- Traffic control
- Emergency vehicles, and
- Procedures, protocol, and partnerships
- Crash site clearance

Most highway incidents are related to motor vehicle crashes. The highest priority for ITD personnel is the safety and well-being of vehicle occupants, other motorists arriving or passing through a crash scene, and themselves. ITD personnel must be familiar with basic first aid, resuscitation procedures, and traffic control (including flagging operations).

ITD personnel are covered by “Good Samaritan” guidelines when rendering first aid or life-saving operations until emergency medical technicians arrive on the scene. Personnel should not exceed their level of training or ability.

Working with the incident commander at the scene, ITD employees will establish a safe operational area by setting up initial traffic control. That response will follow specifications in the Manual on Uniform Traffic Control Devices (MUTCD) and the Idaho Traffic Incident Plan. Both are available on the ITD website.

Tow and rescue truck operators are responsible for removing vehicles involved in a crash and the resulting debris, and for maintaining traffic control operations for the duration of the event. ITD might be requested to assist with those functions to open travel lanes as quickly as possible. ITD personnel should turn over traffic control and flagging operations to tow/rescue truck operators as soon as possible, but should remain on the scene until it is safely cleared and traffic is restored.

Other common ITD responses include:

- Debris removal on highways caused by mud and rock slides, and localized flooding
- Snow and debris removal from avalanches
- Repair of highway surfaces, guardrails, and traffic signals
- Multi-vehicle, multi-victim automobile crashes
- Crashes involving commercial vehicles

AVALANCHES/LANDSLIDES

Idaho highways adjacent to steep slopes are vulnerable to avalanches and landslides, especially Idaho highways 21, U.S. 12, U.S. 89, and Interstate 90, among others. Often debris can be removed quickly and safely, and may require the temporary closure of one or more traffic lanes. ITD personnel should refer to the Idaho Traffic Incident Management plan when slides require partial or complete closure.

ITD's avalanche team monitors weather forecasts and snowpack conditions to determine possible impacts on snow chutes and hillsides and may ask for closure of a route as a precautionary measure. All such closures and closure signs must conform to requirements of the MUTCD.

In the event of a slide that results in long-term closure, ITD can request an emergency declaration from the governor and apply for disaster relief funds. In such case, ITD personnel must carefully document expenses and time related to the closure.

ROAD CLOSURES

The closure of state highways or interstate routes may be necessary for hazardous conditions resulting from natural or human-caused incidents that may affect the safe passage of vehicles and/or cause the physical disruption of vehicle travel.

The ITD district engineer or his/her designee and the Idaho State Police are authorized to close any state highway when such action is necessary to protect the public or to prevent damage to the roadway. ITD authority may be delegated through the district operations manager to the area maintenance foreman or an avalanche technician.

Local law enforcement agencies have the authority to **delay or block** traffic if necessary for safety reasons, but the road cannot be officially closed without ITD or ISP approval. Any blockage of two hours or more constitutes a road closure and must incorporate appropriate established detours, traffic control, and notifications. **Law enforcement personnel must notify ITD whenever delays of more than two hours are required or planned. Notification will be done through the State Communications Center.**

When it becomes apparent that a section of road must be closed, action shall be taken in the following order:

- On-scene personnel will assess the conditions restricting use of the highway. They will alert the State Communications Center that the district is taking steps to close a road, but the **official** time of closure is when the road is appropriately signed and/or barricaded.
- As a minimum, the following information should be reported to State Comm.:
 - Date and time of closure
 - Who is requesting closure

- Highway number and location
- Cause of traffic interruption
- Estimated duration of closure
- Date and time of opening
- Dispatchers will record the above information on the Road Closure/Open form available in the ITD Dispatch Manual that is located on the department's Intranet portal.
- Dispatchers will notify the area foreman, adjacent foremen areas, Idaho State Police, and the district office contact listed on the ITD Road Closure/Open Form.
- If closures have or could impact motorists in adjacent states, State Comm will notify appropriate agencies in those states.
- All reported closures and openings shall be entered into the CARS software.
- Notification of road closures and openings will be made through Idaho Traffic Alerts. If the Idaho Traffic Alerts program is not operational, manual notification is required to the appropriate ITD district, law enforcement agency, and FHWA officials. These notifications can be made with any available method (phone, fax, e-mail, radio, etc.).
- When a blockage is expected to last longer than two hours, the State Communications Center will notify the ITD lead worker or foreman and remind them they are approaching the two-hour threshold

Notification of road closures and openings must be made to the Federal Highway Administration's division office in Boise.

VEHICLE FIRE SUPPRESSION

ITD initiated a contract program for the extinguishing of vehicle fires on state and interstate highways in 2008. Formal agreements enable fire responders to provide suppression services outside their designated jurisdiction to enhance safety for travelers, limit travel delays caused by vehicle fires, and to protect natural resources adjacent to highways.

Participating fire departments and districts may be eligible for reimbursements for equipment use, supplies, and personnel expenses incurred when responding to vehicle fires beyond their established boundaries. Authority for the program is granted under Idaho Code 40-317. Fire agencies are not required to provide such services, but do so only as personnel and equipment are available.

The goal of the program is to minimize economic impacts of closed or restricted highways by restoring traffic as quickly and safely as possible. Quick response also will help prevent the spread of vehicle fires to adjacent lands.

The responding fire agency and its employees must meet minimum standards defined by the National Fire Protection Association (NFPA). They are required to establish a safe work zone

while operating within the highway right of way, and to the extent possible, provide traffic control that complies with chapter 6-I, "Control of Traffic through Traffic Incident Management Areas," of the Manual on Uniform Traffic Control Devices (MUTCD).

ITD personnel are not trained or equipped to provide such fire suppression services, but may be requested to provide traffic control and hazardous material containment at the scene if requested by the responding fire agency.

WILDLAND FIRES

Idaho highways often bisect national forests managed by U.S. Forest Service, rangeland areas under Bureau of Land Management jurisdiction, Tribal government land, and state lands managed by the Idaho Department of Lands. Although ITD is not a primary responder to wildfires on public lands, but department personnel may be called on to assist firefighting efforts by providing personnel and/or equipment, most commonly signs and electronic message boards, for traffic management. ITD employees are not trained to actively fight wildland fires.

When providing equipment or services, ITD personnel must document the equipment used, the duration of that use, and their time and travel involved in assistance. Flagging operations are the responsibility of the firefighting agency, although ITD employees may be asked to help establish traffic control on a short-term, emergency basis. On federally declared disasters, ITD can recover the costs of personnel time and equipment use. Accurate record-keeping is essential.

ITD AERONAUTICS FUNCTION

The Idaho Transportation Department maintains and operates three fixed-wing aircraft primarily for the transport of ITD and state officials and for aerial reconnaissance (Idaho Department of Fish and Game).

State-owned aircraft also are mobilized when appropriate to initiate or participate in aerial search-and-rescue missions. Although air search-and-rescues are formally organized under the Idaho Air National Guard, ITD has accepted primary responsibility for responding to reports of missing or overdue aircraft. ITD's Division of Aeronautics coordinates search activities with the U.S. Air Force and locally with the Idaho Civil Air Patrol, a group of volunteer aviators who conduct aerial searches.

Formal searches usually are initiated by the Air Force Rescue Coordination Center (AFRCC) at Tyndall Air Force Base in Florida in response to reports of overdue or missing planes. Reports also can be generated through local 9-1-1 systems and the Idaho State Communications Center.

Aviation Emergency Contacts

ITD Division of Aeronautics (business hours)	(208) 334-8775
ITD Division of Aeronautics (toll free in Idaho).....	(800) 426-4587
ITD Division of Aeronautics (non-business hours).....	(208) 846-7600
Idaho State Communications Center (toll-free)	(800) 632-8000
Air Force Rescue Coordination Center (toll-free)	(800) 851-3051

ITD's responsibility in search efforts is limited to coordination of aerial activities. After a downed airplane has been sited and confirmed, responsibility for ground activities in Idaho are assumed by the appropriate county ground-based search-and-rescue team, usually under the authority of the local sheriff's office.

ITD aircraft

King Air: Ten-passenger, all-weather turboprop aircraft capable of cruising at 20,000 to 30,000 feet and a maximum speed of about 300 mph. It can reach 46 airports in Idaho and adjacent states; capable of flying in most weather conditions; used primarily as a transport aircraft.

Cessna 206: Small, efficient aircraft accommodating up to five passengers. Single-engine, fair-weather flight conditions, capable of landings and takeoffs at shorter, unpaved runways and airstrips, including backcountry airstrips; used for transport, wildlife herd counts, search-and-rescue operations.

Cessna 182: Single-engine aircraft that accommodates maximum of three passengers; fair-weather flights, able to access shorter, unpaved runways and airstrips, including backcountry airstrips; used for transport, animal counts, search-and-rescue operations.

Upon request, and within limitations, all three ITD aircraft may be used during emergencies to transport personnel and supplies. To contact the Idaho Division of Aeronautics call (208) 334-8775 during office hours.

Directory of Idaho Airports and Airstrips, See Appendix O

RAILROAD INCIDENTS

ITD personnel may experience emergencies related to railroads, primarily motor vehicle-train crashes at railroad crossings. Responses generally are the same as for other vehicle crashes on Idaho highways.

Because railroad tracks often parallel highways, a potential exists for derailments and/or hazardous materials releases. ITD may be asked to provide initial traffic control at crash scenes, derailments that impact highway travel, and hazardous materials spills/releases. Law enforcement and/or emergency medical technicians often fill the incident commander role in such instances, and ITD personnel serve in a support role. As with other hazardous materials

incidents occurring on highways, ITD workers should not exceed their level of training – usually the hazardous materials awareness level.

To report railroad emergencies call:

Burlington Northern Santa Fe (BNSF) (206) 625-6146
Union Pacific Railroad (UPRR)(503) 249-3009
AMTRAK Passenger Service ATK (800) 872-7245
Branch lines operating in Idaho, call the State Communications Center (888) 575-2666
Or(800) 632-8000

HEALTH AND AGRICULTURE EMERGENCIES

Pandemics that threaten the health of Idaho citizens or diseases affecting agricultural animals may require ITD response. ITD personnel may be asked to limit access to quarantined areas and populations by assisting with highway closures. In the event of interstate emergencies, ITD may be asked to temporarily delay vehicle traffic at Ports of Entry, rest areas, or other secure locations.

In those instances, ITD will work with of the Idaho State Police, Idaho Department of Health and Welfare, Idaho Department of Agriculture, the Idaho Department of Fish and Game, and other state and local agencies.

RESPONSE PLANS RELEVANT TO ITD

ITD’s emergency responses also are governed, in part, by other internal and external plans, including:

- The ITD the Continuity of Operations Plan (COOP) (*See Continuity of Operations Plan Introduction, pages xx, xx*)
- ITD Emergency Procedures Plan (prepared and maintained by Employee Safety and Risk Management)
- ITD Dispatch Manual
- ITD Alternative Route plans
- Idaho Division of Aeronautics Aerial Search Manual
- ITD Enterprise Technology Disaster Recovery Plan
- Idaho Emergency Operations Plan (Idaho Bureau of Homeland Security)
- Federal Highway Administration Disaster Relief Manual
- National Response Framework
- National Disaster Recovery Framework
- National Incident Management System

EMERGENCY/DISASTER COMMUNICATION

ITD participates in the state Public Information Emergency Response (PIER) program, under the auspices of the Idaho Bureau of Homeland Security, to maintain communications with the news

media, public, and other responding agencies during a complex or widespread disaster. ITD will support the designated Public Information Officer during activation of the state Emergency Operations Center.

If the center is not activated, the ITD Office of Communications will serve as the primary source of information for localized or limited-scale transportation incidents. Staff members will coordinate with the department's Emergency Program Supervisor to collect and disseminate information to the appropriate news media, public, and other responding organizations.

All news releases, news media interviews, and photographs/videos must be coordinated through the Office of Communications, (208) 344-8005. By transportation board policy, the Office of Communications is the only ITD section authorized to prepare and disseminate news releases for the department. Office staff also will coordinate, when requested, access to disaster sites for news reporters, photographers, and videographers when it is safe to do so. Office of Communications staff will coordinate such requests with appropriate district personnel.

In special circumstances, ITD Office of Communications staff can provide photographs, audio reports, and videotape of disasters where access by the news media might be restricted, impractical, or unsafe. ITD will provide those services only when time and circumstances permit and when doing so will not impede response and recovery efforts.

DYNAMIC MESSAGE SIGNS (DMS)

ITD operates a statewide system of Dynamic Message Signs to alert motorists of incidents that could affect safe and timely travel, including hazardous conditions and incidents. The DMS also can be used for non-incident messages, including AMBER Alerts, highway safety campaigns, road construction, and air quality information.

Signs are used sparingly to ensure they capture the attention of drivers. Authority for DMS use is delegated to the respective district engineer. Pre-approved messages can be displayed by the State Communications Center staff without direct approval by district engineers. Special messages, not pre-approved, will be considered, based on their merit and unique circumstances. To be effective, messages must adhere to a specific number of lines and characters.

Portable message signs, located in each of ITD's six geographic districts, may be requested for use during emergencies to warn of specific hazards or to provide directional information to motorists. Requests for such applications must be submitted to the respective district engineer. In most cases, ITD staff can deliver the portable signs. Use of signs by organizations or agencies may be subject to recovery costs during declared emergencies. Users are responsible for damage or loss of portable signs.

HIGHWAY ADVISORY RADIO (HAR)

ITD operates a limited-range highway advisory radio (HAR) system to broadcast urgent messages to motorists and inform them of conditions that could affect safe and timely travel. HAR also may be used for non-incident messages, including AMBER Alerts and highway construction. To be effective, messages must be short and direct, usually related to a problem, location, and motorist action. HAR text-to-speech messages should begin by using the **pre-approved messages for DMS (see above)**. Additional detail, not possible in a brief DMS message and natural sentence structure can then be added. This constitutes a “pre-approved HAR message.”

Coordination with other states: Several HAR sites are near borders with adjacent states. Those sites can be used for broadcasts of benefit to travelers in both states. The State Communication Center will coordinate multi-state messages after obtaining approval from the respective district engineer.

EMERGENCY ALERT SYSTEM (EAS)

The state of Idaho and ITD participate in an Emergency Alert System (EAS) that informs the public of emergencies or threats and provides necessary information about actions the public should take in a specific situation.

EAS is used by national, state, and local agencies to issue emergency information to the public through radio and television broadcasters. Local jurisdictions, the National Weather Service (NWS), state emergency management agencies, FEMA, and the President of the United States have access to the system. The National Weather Service also originates weather-related alerts through the Idaho State Alert Warning System.

Civil emergency information, evacuation information, and sheltering information can be issued through the EAS after an emergency management coordinator, county commissioner, or law enforcement agency contacts the State Communications Center. The Idaho Bureau of Homeland Security also is capable of requesting or issuing the emergency messages.

IDAHO STATE ALERT AND WARNING SYSTEM (ISAWS)

This program provides Idahoans, including those with special needs and/or with English as a second language, opportunities to enroll for notification of emergencies and significant events that might affect them. When an emergency has occurred or appears to be imminent, notifications are automatically generated for cell phones and smart phones, pagers, email, home phone, or other special communication devices.

Alerts can be tailored to specific geographic regions or to land-based telephones by “reverse 9-1-1).”

The Idaho Bureau of Homeland Security has developed a valuable source for emergency information available to all Idahoans. ISAWS enables IBHS to use a variety of communication methods to contact Idahoans in case of an emergency. Notifications may be for severe weather situations, missing children alerts (in most cases), natural and/or human-caused disasters, civil emergencies, and events of statewide and national significance, including pandemics. Enrollment in the ISAWS program is optional and simple. Idahoans have their choice of how they want to receive ISAWS messages/alerts. Enrollees also may choose voice and/or text messaging.

ITD employees are encouraged to enroll in the free service as a way of staying informed about impending emergencies and preparing appropriate responses.

IDAHO TRAVELER SERVICES INFORMATION

ITD operates one of the nation's most robust 511 traveler services systems to provide highway condition reports. It includes information on winter travel conditions, weather forecasts and advisories, and construction-related information. The 511 system also is a key information source during weather-related highway closure risks to the state highway system. Reports are available online at 511.idaho.gov and toll-free from phones within Idaho (dial 511). Website users can choose from low- and high bandwidth options and mobile access. The website also includes information specific to commercial truck drivers. In cooperation with the National Weather Service, special advisories or warnings are available as a web overlay on the 511 Traveler Services map. Segment reports can be generated through the web; telephone users also may choose personalized or general reports based on desired route(s).

The 511 system is a valuable tool for highway users and ITD personnel in preparing for incidents that could affect safe travel.

EMERGENCIES AT ITD FACILITIES

Emergencies, disasters, accidents, and injuries can occur in any setting and at any time, usually without warning. Being prepared physically and psychologically for coping with emergencies is an individual responsibility, as well as an organizational one.

The ITD Emergency Procedures publication, produced by the Employee Safety and Risk Management Office, outlines measures employees can take to prepare for and respond to workplace incidents.

According to the plan, "preparation is the key to minimizing the effects of emergencies. Know the answers to the following questions before you have to use the information:

- Where are the exits?
- How will visitors and employees with disabilities be evacuated?
- Where are the areas of refuge?

- Where is the closest fire extinguisher to your area? Are vital records protected?
- Where are those procedures posted, and where are emergency phone numbers?

The Emergency Procedures guide also addresses building access, fire procedures, building evacuations, employee security and alarm systems, shelter-in-place procedures, natural disasters, civil disturbances, medical emergencies, hazardous materials incidents, bomb threats and other security issues.

WORKPLACE VIOLENCE/ACTIVE SHOOTER INCIDENTS

Workplace violence, including active shooter incidents can occur at any time and in many forms. It is the responsibility of every ITD employee to be prepared for such events to ensure their own safety and that of co-workers.

- Know where the two closest exits are in your office or workplace and other areas you routinely visit
- Call 9-1-1 if or when it is safe to do so and report your location and the location of the shooter – if known – and a physical description of the shooter(s), the number and type of weapons involved, and if possible, the number of potential victims
- During an active shooter event, sheltering in place could be the best option.
- Your safest place might be in an office with a lockable door.
- If you're in a hall, go to the nearest room that can be secured and shut/barricade the door
- Hide behind or under desks
- Turn off your cell phone to prevent calls that also could attract the attention of a shooter
- If sheltering in place, stay there until law enforcement officers tell you it is safe to leave; remember, that could take hours in a large, complex building
- If it is safe to flee from an office or building, do not take anything with you; personal items can be retrieved later.
- Only as a last resort, attempt to disarm or disable a shooter. When a shooter is at close range and you cannot flee, your chance of survival is greater if you try to incapacitate the threatening individual.

When law enforcement officers arrive:

- Follow their exact instructions
- Remain calm
- Put down any items in your hands, raise your hands and spread your fingers
- Make sure responding officers can see your hands at all times
- Avoid making quick movements, including hand gestures, toward an officer to avoid being mistaken as a shooter

Many of those suggestions can be adapted at home to protect your family.

Parrish is available to conduct active shooter awareness training at district locations if requested. Many local law enforcement agencies offer similar training. Check the [Department of Homeland Security](#) website for additional information or download an [Active Shooter brochure](#).

CYBERSECURITY

ITD's cybersecurity team constantly monitors the department's assets for outside threats and computer/network attacks. Ultimately, however, employees are responsible for safeguarding their computer and the information it contains. Following security guidelines and good business practices is part of standard job procedures.

Most computer breaches that have been investigated over the past few years have been the result of poor personal choices, weak computer practices, and less-than-satisfactory data handling procedures. ITD employees are responsible for protecting ITD assets and data on computers used for ITD work. All data on department computers and networks remain the property of ITD and the state of Idaho.

Keeping ITD computers secure takes considerably less time than recovering from a security breach. If an ITD computer is compromised, its user will likely lose access to it for at least a few hours, possibly days. Critical data that has not been secured since the last network backup may be lost and irretrievable.

Sensitive data also may be at risk, if a laptop computer, portable device such as a tablet, or smart phone is lost or stolen:

- ITD employees may be held accountable for any negligent action, or inaction, that led to the incident.
- ITD may suffer financial loss as well as loss of reputation.
- Any individual whose data is compromised potentially could suffer financial loss, identity theft, and unwanted public exposure of private information
- Illegal or improper use of ITD assets could lead to disciplinary action or termination.

ITD also has the obligation to protect vital records, including those related to the Division of Motor Vehicles. Enterprise Technology Services will respond to incidents that impact the communication services with Idaho sheriff's and assessor's offices. Redundant systems are designed to limit interruptions to external clients that also include the State Communications Center and law enforcement agencies.

RELOCATION OF CRITICAL ITD FUNCTIONS

An emergency or disaster may be so severe that ITD is incapable of continued operation from its normal location and/or significantly alter how ITD operates. ITD created a comprehensive Continuity of Operations Plan that governs how services will be provided in the event that all or part of its facilities become unusable, and temporary relocation is necessary.

The COOP identifies the essential and time-sensitive applications, records, processes, and functions that will be maintained during an emergency and the resources and procedures necessary to provide mobility and safe movement of people and products while damage or disruption to the ITD system is being restored.

ITD's COOP plan is aligned with the Idaho Emergency Operations Plan prepared and maintained by the Idaho Bureau of Homeland Security. It is "an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents and provides the structure and mechanisms for the coordination of state support to state, local, and tribal incident managers ..."

The Idaho governor's executive order 2014-07 (**see Appendix B**) establishes the authority and response requirements of all state agencies in supporting local and state government during emergencies and disasters. ITD plays a critical, frontline role in helping the state and local jurisdictions respond to those events and recover from them.

ITD COOP PLAN

ITD's continuity plan establishes procedures and guidance to ensure the execution of the essential functions for ITD in the event that an emergency at the department or in its service area threatens or incapacitates operations, and/or requires the relocation of selected personnel and functions.

The capability to prepare for, respond to, and recover from emergencies affecting the ITD's operations depends on the proficiency and well-being of its employees, and the clarity of its leadership. ITD has adopted its COOP plan to ensure the capability to support employees, contractors, system users, emergency responders, local and regional emergency management agencies, and the public during emergencies.

The COOP plan describes how ITD will sustain and perform essential functions during and after a disruption in internal operations, whether caused by severe weather, other natural or human-caused disasters, or malevolent attack. The COOP plan ensures that ITD:

- Has the capability to implement the COOP plan both with and without warning;
- Is able to resume essential functions no later than 12 hours after activation of the COOP plan;

- Is able to maintain essential functions for up to 30 days (90 days in a pandemic influenza scenario);
- Establishes, promulgates, and maintains orders of succession to key positions and ensures that personnel have the authority to make key decisions if or when the COOP is activated;
- Provides communication to its employees, customers, and other agencies;
- Conducts regularly scheduled testing, training, and exercising of personnel, equipment, systems, processes, and procedures used to support the department during a COOP event;
- Provides for a regular risk analysis of infrastructure and alternate facilities;
- Plans the location of alternate facilities in areas where the ability to initiate, maintain, and terminate continuity operations is maximized;
- Develops standard operating procedures that enable the performance of essential functions;
- Promotes the development, maintenance, and annual review of department COOP capabilities; and
- Provides employee and family education and support before, during, and after an emergency.

The COOP plan supports the performance of essential functions from alternate (continuity) locations when or if the primary facility becomes unusable for long or short periods of time and provides for continuity of management and decision-making, in the event that senior management or technical personnel are unavailable, inaccessible, or lost to the organization.

Emergency Phone Numbers

Activation of the COOP requires that all ITD employees understand their role, including when and where to report to work if facilities are unusable and relocation is necessary. If the COOP is activated, emergency reporting procedures will be available by calling (877) 281-0994. Telephone options are available specifically for each of ITD's six operational districts and Headquarters.

Other Emergency Phone Numbers

- Call 9-1-1 for all fire, police or medical emergencies. (If dialing from an ITD office phone, you might need to dial 9 to access an outside line.)
- ITD Emergency Program Supervisor, 334-8414
- Headquarters campus security: 334-8880
- Facilities maintenance and operations supervisor, 334-8850
- Employee Safety and Risk Management office, 334-8011
- Headquarters hazardous materials coordinator, 334-2021
- District 1 disaster and hazmat coordinator, (208) 772-1225
- District 2 disaster and hazmat coordinator, (208) 799- 4208 or (208) 799-4251

- District 3 disaster and hazmat coordinator, (208) 334-8348
- District 4 disaster and hazmat coordinator, (208) 886-7849 or 886-7808
- District 5 disaster and hazmat coordinator, (208) 239-3308
- District 6 disaster and hazmat coordinator, (208) 745-5609

PERSONAL READINESS/PREPARATION

The first and most critical phase in ITD's preparation for and response to an emergency is the safety and security of family members and their pets or domestic animals. Knowing in advance their families are prepared and have the necessities to withstand an emergency will help ITD employees better respond to emergencies and serve others during a crisis.

Although few ITD employees will become directly involved in an emergency response, each has an important role in making the department's responses successful. The following basic steps will ensure employees are prepared to support ITD's response:

- Prepare for the unexpected
- Protect your family first (see guidelines below)
- Identify vulnerabilities in your area of responsibility
- Reduce personal risks
- Know your emergency response role and ITD's plans
- Apply your expertise and knowledge
- Practice your role
- Evaluate your response
- Improve your response

Preparation requires that every ITD employee and his/her family have a workable, realistic, and effective emergency management plan. ITD recommends that employees follow these guidelines for family preparedness:

- **Planning.** Develop a family emergency plan that contains important telephone numbers (including out-of-area contact), family assembly areas, and other useful information.
- **Food and water storage.** Plan to store a 72- to 96-hour (two weeks for pandemic) supply of drinking water for each household member. Store one gallon per day per person in plastic containers designed for that purpose; replace every six months.
- **Heating and lighting.** Develop an alternate means of heating and lighting. Consider safely using wood stoves, propane or kerosene heaters, gas-powered generators in well-ventilated areas only, lanterns, or oil lamps. Contact local fire departments for proper use and ventilation requirements. Have flashlights and extra batteries available.
- **Medical care.** Purchase a good first aid kit and know how to use it. Include special needs in your planning, and don't forget prescription medications.
- **Communication.** Have a battery-operated radio tuned to the local Emergency Alert System station. Be sure to plug in a corded phone, as cordless phones do not work without power. Do not assume your cell phone will function.

- **Individual comfort.** Gather warm winter outerwear, sturdy shoes, rain gear, gloves, thermal underwear, extra blankets, and sleeping bags. Be prepared to relocate family members and pets if necessary.
- **Sanitation.** Provide for the safe disposal of human waste.
- **Finances.** Plan to have extra cash on hand. ATMs and other credit/debit processing machines require electricity.
- **Home care.** Know how to prevent frozen pipes, especially if the heating source is interrupted. Know where the main water, electricity, and gas shut-offs are located and how to operate them.
- **Transportation.** Plan to keep automobile gas tanks as full as possible. Always work off the “top half” of the tank.
- **Important documents.** Gather photocopies or originals of important documents (i.e. marriage licenses, birth certificates, insurance policies, deeds, car titles, school transcripts, creditor information, etc.) and store them in a safe place.

The loss of services and access to basic supplies is common during a widespread emergency. The Federal Emergency Management Agency (FEMA) recommends the following:

Recommended Supplies to Include in a Basic Kit:

- Water, one gallon of water per person per day, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered radio and a NOAA Weather Radio with tone alert, and extra batteries for both
- Flashlight and extra batteries
- Cell phone and extra battery or power pack
- First aid kit
- Whistle to signal for help
- Infant formula and diapers, if appropriate
- Moist disinfectant wipes, garbage bags, and plastic ties for personal sanitation
- Dust mask or cotton t-shirt, to help filter the air
- Plastic sheeting and duct tape to shelter-in-place
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Emergency reference materials such as a first aid book or a printout of the information on www.ready.gov

Clothing and Bedding:

- One complete change of warm clothing and shoes per person, including:
 - A jacket or coat
 - Long pants

- A long-sleeved shirt
- Sturdy shoes
- A hat and gloves
- A sleeping bag or warm blanket for each person

Miscellaneous Family Items:

- Rain gear
- Mess kits, paper cups and plates, and plastic utensils
- Cash or traveler’s checks, change
- Paper towels
- Fire extinguisher
- Tent
- Compass
- Matches in a waterproof container
- Signal flare
- Paper, pencil
- Personal hygiene items including feminine products
- Disinfectant
- Household chlorine bleach (You can use bleach as a disinfectant, diluted nine parts water to one part bleach), or in an emergency you can also use it to treat water. Use 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Medicine dropper
- Important family documents such as copies of insurance policies, identification, and bank account records in a waterproof, portable container

EMERGENCY OPERATIONS CENTER

Severe or widespread disasters can result in activation of Idaho’s Emergency Operations Center (EOC), under the authority of the Idaho Bureau of Homeland Security. The center, normally located at the IBHS facility on Gowen Field, follows national standards and protocol established by the Department of Homeland Security and the National Incident Management System. It can assemble emergency managers from all or part of the 16 Emergency Support Functions identified in the NIMS structure, including transportation (ESF #1).

The EOC enables a cohesive, collaborative approach to emergency management and response coordination. The goals are:

- To prevent and reduce damage, injury, and loss of life and property resulting from natural or human-caused catastrophes, riots, or hostile military or paramilitary action
- To prepare assistance for prompt and efficient search, rescue, care, and treatment of persons injured, victimized, or threatened by disaster

- To provide for rapid and orderly restoration and rehabilitation of persons and property affected by disasters; and
- To provide for coordination of activities related to disaster response and recovery by all state agencies, political subdivisions, and interstate, federal-state and Canadian activities in which the state and its political subdivisions may participate

Depending on the activity level, the operations center can function during normal work hours, Mondays through Fridays; expanded operation of 24 hours per day (typically in two 12-hour operational periods); and full activation of 24 hours per day for an indefinite period.

Upon request, ITD's Emergency Program Supervisor or his/her designee will serve in the EOC to coordinate the deployment of transportation assets. As part of the mission assignment, ITD will provide or arrange for equipment, supplies, and personnel as needed to help respond to and recover from disasters. ITD priorities include maintaining transportation routes for responders, delivery of emergency supplies and aid, ensuring adequate evacuation routes, and restoration of damaged transportation systems.

ITD also has the ability to activate an internal Emergency Operations Center anywhere in Idaho that is independent of a state EOC for incidents that primarily affect transportation. The location of the ITD Emergency Operations Center and staffing required will be determined by the nature of the event. The center likely will include operations personnel, financial personnel, and public information representatives, a technology team, and perhaps human resources staff, and appropriate ITD leadership. The ITD Emergency Program Supervisor will coordinate activation and operation of the department's internal Emergency Operations Center.

Local jurisdictions – under the auspices of city and state emergency managers – also may activate their own, limited-scale emergency operation centers without full-scale state activation. ITD will participate with local operations centers as appropriate to assist with response and recovery efforts. All ITD participation in localized EOCs will be coordinated with the department's Emergency Program Supervisor.

WEB-EOC

The Idaho Bureau of Homeland Security manages a virtual, or web-based, emergency operations center that provides information to authorized agencies and individuals. In its Emergency Support Function role, ITD provides information to the Web-EOC to ensure that representatives from other organizations have accurate, current status reports about the state's transportation system. Reports can range from closures caused by severe weather, avalanches, and floods to hazardous materials incidents and major highway or bridge construction projects.

FEDERALLY DECLARED DISASTERS – Disasters declared either through the Federal Highway Administration for Federal-Aid highways or through the Federal Emergency Management

Agency – include the provision for direct aid to ITD for its efforts. When Presidential or Governor’s declarations result in a mission assignment to ITD, separate and detailed accounting will be required for all personnel, equipment, and supplies committed. That will enable ITD to request federal reimbursement.

The ITD Controller, the Financial Services Section, and the Emergency Program Supervisor will establish a method for tracking expenditures and prepare necessary reports to request federal reimbursement.

PHASES OF EMERGENCY MANAGEMENT

All disasters begin at the local level, are managed first at the local level with existing resources and continue through five general phases, culminating with recovery, or the return to pre-disaster conditions. All of the five commonly identified emergency management phases can be expanded to use additional resources when or if an incident exceeds the capabilities of local jurisdictions. The ultimate goal, regardless the level of response, is restoration after an incident and the resumption – as much as possible – of normal activities.

The cycle of a disaster or emergency typically is defined as:

- 1. Prevention**
- 2. Protection**
- 3. Mitigation**
- 4. Response**
- 5. Recovery**

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

NIMS is a comprehensive, national approach to incident management. It provides the template for incident management, regardless of cause, size, location, or complexity and is applicable at all jurisdictional levels and across functional disciplines. It also is:

- A comprehensive, nationwide, systematic approach to Incident Management
- A set of preparedness concepts and principles for all hazards
- Essential principles for a common operating picture and interoperability of communications and information management
- Standardized resource management procedures
- Scalable, so it may be used for all incidents
- A dynamic system that promotes ongoing management and maintenance

NIMS enables effective and efficient incident management and coordination by providing a flexible, standardized incident management structure. This structure integrates three key organizational constructs – Incident Command System, Multi-Agency Coordination System, and public information.

INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications, operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources

ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

The system is used by all levels of government – federal – tribal, state, and local – as well as by many nongovernmental organizations, and the private sector. ICS also is applicable across disciplines. It is typically structured to facilitate activities in five major functional areas:

- Command
- Operations
- Planning
- Logistics, and
- Finance/Administration

All of the functional areas may or may not be used, based on the complexity of the incident.

ITD embraces the Incident Command Structure and will incorporate it during any emergency response.

DISASTER DECLARATION PROCESS

By executive order, “The role of state government should be to support and enhance local community emergency response efforts, including focusing state agency activities on supporting regional community needs throughout Idaho ...”

After a disaster occurs, the process for formal declaration begins and proceeds as follows:

1. **Disaster:** The event occurs and local jurisdictions respond through the local first-responder community (fire, law enforcement, emergency medical service, etc.) The first responder community will respond using the Incident Command System (ICS).
2. **Local Declaration:** A local emergency declaration is issued and remains in effect as long as necessary to ensure an effective response.
3. **Resource Depletion:** The emergency coordinator and staff coordinate and prioritize available resources to support all incident commanders in the area of impact until these resources are overwhelmed or exhausted, or predicted to be so. At that point, the country emergency coordinator can request assistance from the State of Idaho

Emergency Operations Center. The issuing of a State Proclamation of Disaster Emergency is the catalyst that triggers state and inter-agency assistance and financial support.

4. **State Disaster Request:** The request for state assistance is forwarded, on behalf of the local jurisdiction, to the governor through the Idaho Bureau of Homeland Security. The state EOC, located at Gowen Field in Boise, coordinates the provision of resources to the requesting jurisdiction(s).
5. **Request for Assistance:** Once the impacted county or counties is included on a State Proclamation of Disaster Emergency, requests for state assistance can be made to the Idaho Bureau of Homeland Security Emergency Operations Center (IDEOC). That stage can be done through WebEOC or by contacting the IDEOC Logistics Manager. Resource requests can be made for direct assistance with a “mission assignment” or for financial assistance with a Project Agreement. All Project Agreements involve cost-sharing between the requesting jurisdiction and the state.
6. **Governor’s Proclamation:** The governor may issue a state disaster proclamation that initially can be verbal, but will always be in final written form. When a disaster exceeds the state’s capabilities for response or recovery, the governor can request a joint preliminary damage assessment with federal, state, and local authorities; and make a formal request to the Federal Emergency Management Agency (FEMA) Region X office in Bothell, Wash., for a Federal Presidential Major Disaster or Emergency Declaration.
7. **Federal Disaster Declaration:** Seventy-five percent of allowable disaster costs normally are reimbursed by the federal government to the state. Payment of the non-federal share of eligible disaster costs (25 percent) is split between the state and the local community as determined by the governor. Typically, the non-federal share of allowable disaster costs are split 15 percent/10 percent, to the state and affected local jurisdictions respectively, unless determined otherwise by the governor.
8. **Timelines for Assistance:** Local requests for assistance can be done immediately or weeks after an event has occurred. The Governor’s State Declaration can take place within hours through a verbal declaration or within 48 hours with a written declaration. A federal request can take from two to eight weeks to process and receive. State financial assistance takes place within weeks, while federal financial assistance can take months. Recovery efforts from initial work to closeout may take months to several years.

FHWA EMERGENCY RELIEF FUNDING

The FHWA Emergency Relief Funding guide provides guidance and instruction to Idaho Division Office (DO) personnel on the management and implementation of the Federal Highway Administration’s (FHWA) Emergency Relief (ER) program within the Idaho. The ER program is funded through the federal Highway Trust Fund for the repair or reconstruction of Federal-aid highways that have sustained serious damage as a result of (1) natural disasters or (2) catastrophic failures from an external cause.

The program supplements the commitment of resources by the Idaho Transportation Department (ITD) and local public agencies (LPA) to help pay for unusually heavy expenses resulting from extraordinary conditions. Damage to highways that are not Federal-aid highways may be eligible for other federal funds administered by the Federal Emergency Management Agency (FEMA).

The Idaho-specific document supplements the FHWA Emergency Relief (ER) Manual. It provides a summary of the ER program and process in Idaho. Consult the full ER Manual, available online from the FHWA [website](#), for detailed information on any component of the ER program.

Catastrophic failure – The sudden and complete failure of a major element or segment of the highway system that causes a disastrous impact on transportation services. The failure must be catastrophic in nature.

Disaster code – The first two letters of the code are ID, then the fiscal year of the event, and then the sequence number of the disaster. For example, the first disaster submitted for FY 2014 would be “ID14-01,” with any subsequent FY 2014 disasters following in sequence as “ID14-02” etc.

Emergency repairs – Repairs during and immediately following a disaster to restore essential traffic, to minimize the extent of damage, or to protect the remaining facilities. Repairs that go beyond these three objectives are considered permanent repairs.

Federal-aid highways – Public roads that are classified as arterial, urban collectors and major rural collectors. Public highways other than those functionally classified as local roads or rural minor collectors.

Natural disaster – Floods, hurricanes, earthquakes, tornadoes, tidal waves, severe storms, avalanches, fires, and landslides.

Permanent repairs – Those repairs undertaken to restore the highway to its pre-disaster condition.

The decision to seek ER financial assistance rests with ITD. LPAs do not work directly with FHWA and must make their application through ITD.

There are two methods for developing and processing a request from ITD for ER funding. The first method is labeled as “Standard” since it is the normal process used to develop a funding request. The second method, “Quick Release” is based on a process to immediately deliver ER assistance for large disasters very quickly. The quick release method should not be used as a matter of routine and is intended to provide a “modest down payment” on overall ER needs immediately following a large-scale disaster.

Standard process

After the occurrence of a natural disaster or catastrophic failure and as soon as the FHWA division office field operations engineer (FOE) has had initial discussions of the effects of the

event with ITD's Emergency Program Supervisor (EPS), the DO deploys personnel to the ITD districts affected by the event (if or as necessary).

This action may occur before or immediately after the DO receives ITD's Letter of Intent to apply for ER funding, which the DO subsequently acknowledges. The governor's formal proclamation of the existence of a disaster, a Presidential Declaration, or the governor's request for this declaration should accompany the Letter of Intent. A natural disaster or catastrophic failure is not eligible for ER funds without at least one of these.

The decision on the number of personnel deployed will be made by the DO FOE consulting with the assistant division administrator.

The FHWA representatives will accompany ITD, Local Highway Technical Assistance Council (LHTAC), and/or local representatives to the sites to assess damages and complete a Detailed Damage Inspection Report (DDIR).

When visiting the disaster site, FHWA should take at least one digital photograph of each damage site for documentation and to accompany a formal funding request.

List emergency and permanent work separately on the DDIR.

Upon completion of the DDIR, ITD will prepare a Damage Survey Summary Report (DSSR), which ITD will submit to the FHWA state division office. The Damage Survey Summary Report should include:

- Governor's proclamation, or a copy of the Governor's official request for a Presidential disaster declaration
- A copy of the state's written request for ER funds
- A description of the limits of the areas involved and the nature and characteristics of the disaster or catastrophe including the dates of occurrence. This information will differentiate between ordinary and extraordinary natural disturbances.
- A description of the type and extent of damages and the estimated cost of restoration or reconstruction by Federal-aid routes for each county
- The federal share of the estimated cost of repair work
- The amount of ER funds needed for repairs during the current fiscal year
- Photos showing the extent of serious damages sustained in the areas being recommended. At least one photo showing eligible damage should be included for each affected county.

Detailed Damage Inspection Report (DDIR)

After the operations engineer and field operations engineer review the DSSR, the operations engineer will send it to the assistant division administrator and division administrator. The

division administrator will review the DSSR and make a determination of eligibility for the event. This determination will be made in writing to ITD.

If determined eligible, the disaster event will be assigned a Disaster Code for FHWA Headquarters tracking purposes.

The FHWA division must formally request initial allocation of the necessary ER funds, either by memorandum or e-mail, from the FHWA Office of Program Administration. E-mail requests must be sent to the Office of Program Administration official mailbox (FHWA, HIPA Official Mailbox) with a copy to the ER Program Manager.

The request must include the following:

- Date of the division administrator's approval
- Description of the event
- Estimated total cost of damage repair and the federal share
- ER funds needed for obligation in the current fiscal year
- List of counties in the disaster area
- U.S. Congressional district numbers for the disaster area
- The governor's proclamation, if one was issued
- The ITD letter of intent
- The Division Administrator's acknowledgment
- Damage Survey Summary Report

Project oversight initially will be based on the most recent version of the FHWA/ITD Stewardship Agreement.

The Field Operations Engineer (FOE) will notify ITD if a project will be an FHWA Project of Division Interest.

All ER projects must include all necessary federal requirements (see ER Manual Chapter V).

FHWA Quick Release Process

The division office is expected to take a proactive role through early communication with its state when a disaster or emergency occurs. The division administrator initiates communication with the state to determine if an ER-eligible event has likely occurred and if ER funds will be requested.

The division continues to monitor event status and communicates with the state to stay abreast of the needs. Although a written request from the state is not required at this stage, the division should document its oral communications with state representatives.

The division administrator identifies the need for a quick release after determining with a reasonable certainty that the event threshold will be met and a Presidential or governor’s emergency or disaster declaration has been issued or is expected to be issued.

The division consults with the FHWA Office of Program Administration. The division administrator sends a request to the e-mail group in Outlook named “FHWA ER Quick Release.”

The Office of Program Administration sends a recommendation to the administrator by e-mail.

The administrator decides whether to approve a quick release. Once the expedited quick release request is approved, the Office of Administrator will send an e-mail to the e-mail group in Outlook named “FHWA ER Quick Release” indicating the approval and amount of the quick release.

The Office of Policy’s Congressional Affairs Team will coordinate a concurrent notification to the congressional authorizing and appropriations committees through the Grants Notification System. The Office of Public Affairs then may issue a press release.

The Office of Program Administration will send an allocation memorandum to the division with a copy to the Office of the Chief Financial Officer to load the allocation into the Fiscal Management Information System.

As soon as the President’s or governor’s declaration is made and the division has received sufficient information on the extent of damage to make an affirmation of ER eligibility, it can obligate the quick release funds.

ITD HAZARD AND VULNERABILITY ASSESSMENT

Transportation operations can be interrupted by naturally occurring and human-caused events, including severe weather, fires, power outages, telecommunication failures, workplace violence, and terrorist attacks. The following table lists hazards and risks that potentially could disrupt transportation operations in Idaho. Hazard is the event; risk is the potential of occurrence, and vulnerability is the degree or severity of impact. The likelihood of a disaster or threat is listed as low, medium, or high.

Possible Hazards	Likelihood	Vulnerability	Threat
Tornado		Not likely, but has happened	
High winds		Weather conditions are favorable	
Heavy rain/hail/lightening		Weather conditions are favorable	
Flood		Certain areas are vulnerable	
Hazmat incident		Likely within rights of way	
Radiological incident		Hazardous materials travel on Idaho’s	

		highway and rail systems	
Facility fire		Accidental or intentional caused	
Power failure		Likely during wind, ice and snow storms	
Winter storm and Blizzards		Weather conditions are favorable	
Ice storm		Weather conditions are favorable	
Airplane crash		The potential exists	
Water supply contamination		The potential exists	
Earthquake		There are fault lines in Idaho	
Flash flood		With heavy rains in low-lying areas	
Volcano		The potential is unlikely, but possible	
Drought		Weather conditions exist	
Highway crash		Likely to occur within highway rights of way	
Dam failure		The potential exists	
Wildfire		Common occurrence	
Avalanche/Landslide		Common occurrence	
Civil disorder/terrorism		More domestic than international	
Theft and/or vandalism		Likely to occur	
Work-place violence		The potential exists	
Natural-occurring epidemics		The potential exists	
Train derailment		Rail lines often parallel highways; incidents are likely	
ITD infrastructure failure		Aging infrastructure, structures have been damaged by vehicles	
Computer network failure		The potential exists	
Cyber attacks, cyber terrorism		The potential exists	

ITD's General Emergency Responsibilities

Communication	Airport maintenance & repairs	Financial operations
Alternate facilities	Supply acquisition	Vehicle registrations and permits
Road maintenance & repairs	Traffic control and mobility	Over-size commercial vehicle permits
Air transport and search & rescue	Records preservation	Safety of employees and their families
Network connectivity		

Idaho Strategic Bridge List

This is the cursory list of strategic bridges in Idaho, based on extensive detour lengths and bridges that would be difficult to replace on an emergency basis because of long spans.

Goff Bridge	U.S. 95
Veteran’s Memorial Bridge	I-90
Sandpoint Bridge	U.S. 95
Moyie River Bridge	U.S. 2
Rainbow Bridge	SH-55
Bonner’s Ferry	U.S. 95
Perrine Bridge	U.S. -93
Mores Creek Bridge	SH-21
Rose Lake	SH-3
Spokane River Bridge	U.S. 95
Oldtown Bridge	U.S. 2
Kamiah Bridge	U.S. 12
Mores Creek Bridge	SH-21
Salmon River Bridges (3)	SH-75
Twin Bridges	I-84

ITD Potential Hazards

The following hazards represent all perceived hazards and the responsibilities that may require ITD involvement.

Natural emergencies and disasters:

- Forest and Range Fires
- Floods
- Volcanic Eruptions
- Severe Storms
- Earthquakes
- Landslides

Human-caused emergencies and disasters:

- Threats of National Security
- Terrorism Attack
- Hazardous Materials Incidents
- Transportation Incident
- Forest and Range Fires
- Civil Unrest

General and emergency responsibilities:

- Air Restriction

- Vehicle Registrations
- Airport Repair and Reconstruction
- Various Truck Permits
- Aerial Search and Rescue
- Road Closure Management
- Civil Air Patrol Liaison
- Road Repair and Reconstruction
- Debris Clearance
- Bridge Repair and Reconstruction
- Traffic Control
- Implement Emergency Highway Traffic Regulation Plan
- Support state and local agencies for other public facilities

ITD Major Vulnerabilities

- Major and/or key highway infrastructures and facilities
- Timely road closures and detour routing limits
- Long-term, 24-hour operations

ITD risks:

- Equipment failure
- Communication failure
- Personnel failure

Appendices

- Appendix A** Acronyms
- Appendix B** Terms and Definitions
- Appendix C** Governor’s Executive Order: Emergency Management
- Appendix D** Idaho Statutes Regarding ITD Powers and Duties
- Appendix E** ITD Administrative Policy: Highway Closures
- Appendix F** ITD Board Policy: Air Quality Improvement
- Appendix G** ITD Computer, E-mail, Internet Usage Policy
- Appendix H** Cell Phone Use in ITD-Owned Vehicles
- Appendix I** ITD Administrative Policy: Emergency Vehicle Operations
- Appendix J** ITD Board Policy: Motor Vehicle Procedures during Disaster Relief Operations
- Appendix K** Idaho Code 49-130.1: Accidents Involving Damage to Vehicle
- Appendix L** Idaho Code 49-624: Rules of the Road
- Appendix M** ITD Administrative Policy: Release of Department Information to the Media
- Appendix N** ITD Administrative Policy: Acquisition and Closure of State Airports
- Appendix O** Directory of Idaho Airports and Airstrips
- Appendix P** Contact Information

Appendix A

Select Acronyms

AFRCC	Air Force Rescue Coordination Center, Tyndall Air Force Base
AAR	After Action Review
AASHTO	American Association of State Highway and Transportation Officials
CAP	Civil Air Patrol
COOP	Continuity of Operations Plan
DDIR	Detailed Damage Inspection Report
DMS	Dynamic Message Sign
DSSR	Damage Survey Summary Report (FHWA)
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ER	Emergency Relief (FHWA)
EPO	Emergency Program Office (ITD)
EPS	Emergency Program Supervisor (ITD)
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FOE	Field Operations Engineer (FHWA)
HAZMAT	Hazardous Materials
IBHS	Idaho Bureau of Homeland Security
IDEOC	Idaho Emergency Operations Center
IC	Incident Command or Incident Commander
ICS	Incident Command System
ILETS	Idaho Law Enforcement Telecommunications System
ISAWS	Idaho State Alert and Warning System
ISP	Idaho State Police
ITD	Idaho Transportation Department
ITRP	Idaho Towing and Recovery Professionals
LHTAC	Local Highway Technical Assistance Council
LPA	Local Public Agency(ies), (FHWA)
MA	Mission Assignment
MAA	Mutual Aid Agreement
MUTCD	Manual on Uniform Traffic Control Devices
NGO	Non-governmental Organization(s)

NHI	National Highway Institute
NIMS	National Incident Management System
NTIIMC	National Traffic Incident Management Coalition
NUG	National Unified Goal
PIER	Public Information Emergency Response team
PIO	Public Information Officer
RCC	Regional Communications Center
RFA	Request for Assistance
SAR	Search and Rescue
STATE COMM	State Communications Center, Meridian, Idaho
TIM	Traffic Incident Management
TRAA	Towing and Recovery Association of America
TRB	Transportation Research Board
TTC	Temporary Traffic Control
USDOT	U.S. Department of Transportation
WebEOC	Web-based Emergency Operations Center, Idaho Bureau of Homeland Security

Appendix B

Terms and Definitions (National Preparedness Goal)

All-of-Nation: See Whole Community.

Capability Targets: The performance threshold(s) for each core capability.

Core Capabilities: Distinct critical elements necessary to achieve the National Preparedness Goal.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination thereof. The Nation's critical infrastructure is composed of 18 sectors: banking and finance; chemical; commercial facilities; communications; critical manufacturing; dams; defense industrial base; emergency services; energy; food and agriculture; government facilities; healthcare and public health; information technology; national monuments and icons; nuclear reactors, material, and waste; postal and shipping; transportation systems; and water.

Cybersecurity: Encompasses the cyberspace global domain of operations consisting of the interdependent network of information technology infrastructures, and includes the Internet, telecommunications networks, computer systems, and embedded processors and controllers in critical industries. The cybersecurity core capability is the means for protecting cyberspace from damage, unauthorized use, or exploitation of electronic information and communications systems and the information contained therein to ensure confidentiality, integrity, and availability.

Imminent Threat: Intelligence or operational information that warns of a credible, specific, and impending terrorist threat or ongoing attack against the United States and its territories that is sufficiently specific and credible to recommend implementation of protective measures to thwart or mitigate against an attack.

Intelligence Cycle: The process of developing raw information into finished intelligence for policymakers, military commanders, law enforcement partners, and other consumers to use in making decisions. The cycle is highly dynamic and never ending. For the purposes of the National Prevention Framework, there are six steps in the intelligence cycle: planning and direction (establish the intelligence requirements of the consumer); collection (gather the raw data required to produce the desired finished product); processing and exploitation (convert the raw data into comprehensible form that is usable for producing the finished product); analysis and production (integrate, evaluate, analyze, and prepare the processed information for inclusion in the finished product); dissemination (deliver the finished product to the consumer who requested it and to others as applicable); and evaluation and feedback (acquire continual feedback during the cycle that aids in refining each individual stage and the cycle as a whole).

Mission Areas: Groups of core capabilities, including Prevention, Protection, Mitigation, Response, and Recovery.

Mitigation: The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.

National Health Security: The Nation and its people are prepared for, protected from, and resilient in the face of health threats or hazards with potentially negative health consequences.

National Preparedness: The actions taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation.

Performance Measure: The metrics used to ascertain actual performance against target levels identified for each core capability; by design, they are clear, objective, and quantifiable.

Prevention: The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. For the purposes of the prevention framework called for in PPD-8, the term “prevention” refers to preventing imminent threats.

Protection: The capabilities necessary to secure the homeland against acts of terrorism and manmade or natural disasters.

Recovery: The capabilities necessary to assist communities affected by an incident to recover effectively.

Resilience: The ability to adapt to changing conditions and withstand and rapidly recover from disruption due to emergencies.

Response: The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

Risk Assessment: A product or process that collects information and assigns a value to risks for the purpose of informing priorities, developing or comparing courses of action, and informing decision making.

Security: The protection of the Nation and its people, vital interests, and way of life.

Stabilization: The process by which the immediate impacts of an incident on community systems are managed and contained.

Terrorism: Any activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States; and, appears to be intended to intimidate or coerce a civilian population, or to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping. (Note that although the definition of terrorism includes both domestic and international acts of terrorism, the scope of the planning system is the prevention and protection against acts of terrorism in the homeland.)

Weapon of Mass Destruction: Any destructive device; any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; any weapon involving a biological agent,

toxin, or vector; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Whole Community: A focus on enabling the participation in national preparedness activities of a wider range of players from the private and nonprofit sectors, including nongovernmental organizations and the general public, in conjunction with the participation of Federal, state, and local governmental partners in order to foster better coordination and working relationships. Used interchangeably with “all-of-Nation.”

Appendix C
Governor's Executive Order
Emergency Management

The Office of the Governor
EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE
Executive Department
State of Idaho
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.*
- 2. 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.*
- 3. Provide aviation resources for evacuation, search-and-rescue operations and aerial radiological monitoring as coordinated by the Bureau of Homeland Security.*
- 4. 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.*
- 5. 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.*
- 2. Expedite funding of the Disaster Emergency Account as part of the Governor's Proclamation of Disaster*

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.

*C.L. "BUTCH" OTTER
GOVERNOR*

BEN YSURSA
SECRETARY OF STATE



Appendix D

ITD Administrative Policy – Disaster/Emergency Support

DISASTER/EMERGENCY SUPPORT

Executive Order No. 2000-04 from the Office of the Governor and the Idaho Emergency Plan, Parts I, II, and III, mandate that the Idaho Transportation Department (ITD) shall support the disaster/emergency services of state and/or local agencies. The Maintenance Engineer shall be responsible for overall coordination of ITD planning, training, exercises, response, damage estimation/mitigation, and claims. Appropriate training of coordinators and key state members is encouraged.

When emergencies or other unusual circumstances overwhelm the capabilities of state or local agencies and ITD is requested to respond with disaster/emergency support, the department shall notify the Bureau of Disaster Services (BDS). Response to emergency plans and procedures outside of ITD facilities can only be activated by Executive Order of the Governor. Upon issuance of an Executive Order by the Governor that involves disaster/emergency support:

- The District Engineers shall provide the response staff and assistance as requested by a BDS “Mission Request” prior to, during, and after a natural/man-made disaster, or enemy attack. Disaster/emergency support includes life-saving assistance, traffic control, or operational work that directly affects the State Highway System.
- The Division of Motor Vehicles Administrator shall authorize the issuance of disaster relief waivers, as needed, in accordance with Board Policy B-32-03, Suspension of Motor Vehicle Procedures during Disaster Relief Operations.
- The Division of Aeronautics Administrator shall provide, as needed, liaison with the Federal Aviation Administration regarding airspace restrictions or control; aerial transportation of materiel or personnel in state-owned aircraft; aerial communications relay services; or activation and coordination of search and rescue services.

Signed _____ Date: Feb, 16, 2001
DWIGHT M. BOWER
Director

This policy based on:

- Idaho Code, 40-708
- Executive Order No. 2000-04, Assignments of All-Hazard Mitigation, Preparedness, Response, and Recovery Functions to State Agencies in Support of Local and State Government Prior to and during Emergencies and Disasters
- Decision by the Director

Department-wide supervision and coordination assigned to:

- Maintenance Engineer

Direction for activity and results delegated to:

- District Engineers, Divisions of Motor Vehicles and Aeronautics Administrators

Department procedures contained in:

- Idaho Emergency Plan, Parts I, II, and III
- Maintenance Manual, sections 5-10, 5-52, and 5-322
- Board Policy B-32-03, SUSPENSION OF MOTOR VEHICLE PROCEDURES DURING DISASTER RELIEF OPERATIONS

Former dates on A-05-38:

8/27/92 (formerly Division Directive DH-05-38, dated 5/19/89), 1/12/00, and 8/28/00

Cross-reference to related Administrative Policies:

- A-05-34, CLOSURES OR RESTRICTED USE OF STATE HIGHWAYS
 - A-20-01, RELEASE OF DEPARTMENT INFORMATION TO MEDIA
-

Appendix E

Idaho Statutes Regarding ITD Powers and Duties

TITLE 40
HIGHWAYS AND BRIDGES
CHAPTER 3

IDAHO TRANSPORTATION BOARD

40-317. POWERS AND DUTIES – COOPERATIVE EFFORTS. The board may:

(1) Cooperate with, and receive and expend aid and donations from, the federal government for transportation purposes and receive and expend donations from other sources for the construction and improvement of any state highway or transportation project or any project on the federal-aid primary or secondary systems or on the interstate system, including extensions of them within urban areas; and, when authorized or directed by any act of congress or any rule or regulation of any agency of the federal government, expend funds donated or granted to the state of Idaho by the federal government for that purpose, upon highways and bridges not in the state highway system.

(2) Contract jointly with counties, cities, and highway districts for the improvement and construction of state highways.

(3) Cooperate with the federal government, counties, highway districts, and cities for construction, improvement, and maintenance of secondary or feeder highways not in the state highway system.

(4) Cooperate financially or otherwise with any other state or any county or city of any other state, or with any foreign country or any province or district of any foreign country, or with the government of the United States or its agencies, or private agencies or persons, for the erecting, construction, reconstructing, and maintaining of any bridge, trestle, or other structure for the continuation or connection of any state highway across any stream, body of water, gulch, navigable water, swamp or other topographical formation requiring any such structure and forming a boundary between the state of Idaho and any other state or foreign country, and for the purchase or condemnation or other acquisition of right-of-way.

(5) Serve as the state's representative in the designation of forest highways within the state.

(6) Negotiate and enter into bilateral agreements with designated representatives of contiguous states. Agreements may provide for the manning and operation of jointly occupied ports of entry, for the collection of highway user fees, registration fees and taxes which may be required by law, rule and regulation. Agreements may further provide for the collection of these fees and taxes by either party state at jointly occupied ports of entry before authorization

is given for vehicles to legally operate within that state or jurisdiction, and for the enforcement of safety, size and weight laws, rules or regulations of the respective states. As to the provisions of [chapter 30, title 63](#), Idaho Code, the state tax commission is hereby authorized to enter into reciprocal agreements with other states concerning the exemption of, or taxation of, persons employed by the state of Idaho or of another state in jointly operated ports of entry. As used in this section, “jointly operated ports of entry” shall mean any state operated facility located within or without this state that employs persons that are direct employees of the state of Idaho and of another state which operates for the mutual benefit of both states.

(7) Pursuant to the authority and process defined in sections [67-2328](#) and [67-2333](#), Idaho Code, enter into agreements with authorized representatives of contiguous states for the purpose of establishing reciprocal procedures allowing the Idaho transportation department and contiguous state motor vehicle departments to collect fees for and to issue driver’s licenses and identification cards to nonresident individuals in the same manner as would be issued in the individual’s home state, provided that no Idaho driver’s license or Idaho identification card may be issued to a nonresident of the state of Idaho and that any reciprocal agreement under this provision shall otherwise be consistent with the driver license compact, [chapter 20, title 49](#), Idaho Code.

(8) Enter into all contracts and agreements with the United States government in the name of the state of Idaho, relating to the survey, construction and maintenance of roads, under the provisions of any act of congress including county and city highways, and submit a program of construction and maintenance as may be required by the United States government or any of its agencies, and do all other things necessary to cooperate and complete those programs.

Appendix F

ITD Administrative Policy – Highway Closures



ADMINISTRATIVE POLICY 5012
Page 1 of 1

PROTECTING AND MAINTAINING STATE HIGHWAYS

Purpose

The purpose of this policy is to delegate the responsibility for closing or restricting state highway use and for notifying the media of closures or restrictions.

Authority

Idaho Code Section 40-310 (10)

Board Policy 4012, PROTECTING AND MAINTAINING STATE HIGHWAYS

Decision by the Department Director

The Chief Engineer or the District Engineer is responsible for closing or restricting the use of state highways when such action is necessary to protect the public or to prevent damage to the roadway. The Idaho State Police, local law enforcement officers, and other responsible agencies shall be advised of the closure and when necessary, their assistance may be requested.

Law enforcement personnel are empowered at their discretion, to enforce temporary delays, inform the news media of road and weather conditions, and issue travelers warnings whenever conditions warrant such action.

During regular business hours the Office of Communications, in coordination with the appropriate District Engineers or a designee, shall notify the media of roadway closures, openings, etc. During non-business hours the State EMS Communications Center, in coordination with the Office of Communications and the appropriate District Engineer or a designee, shall make the necessary notifications.

Procedures for implementing this policy are in the Maintenance Manual, Section 05-322, 330 and 340.

Signed Date: April 18, 2013

Brian W. Ness
Director

Appendix G

ITD Computer, E-mail, Internet Usage Policy



ADMINISTRATIVE POLICY 5510
Page 1 of 3

COMPUTER, E-MAIL, AND INTERNET USAGE

Purpose

This policy is intended to help all staff and contractors employed by ITD understand the Department's expectations regarding the use of computers, computer applications, electronic messaging, and the Internet.

Authority

ITA Policies P1040, P1050, and P1060
Statewide Policies on Computer, the Internet and Electronic Mail Usage by State Employees
Idaho Protection of Public Employees Act (a.k.a. Whistleblowers Act)

Privacy

The Department reserves the right to review employee, contractor, and interns' use of electronic files, the Internet, and electronic messages at any time and for any reason. Employees, contractors, and interns should be aware that personal privacy is not guaranteed and that the Department may monitor all such usage, including Department computers, smartphones, and tablets. Any unauthorized or inappropriate use discovered during such monitoring activities shall be formally reported to management and the Chief Human Resource Officer for determination of appropriate action.

All electronic files, including e-mail messages, text messages (SMS), and instant messages (IM) are generally retrievable even after they have been deleted. These items are discoverable as "public records" under the Idaho Public Records Law, Idaho Code, sections 9-337 through 9-348, unless specifically exempted from discovery. Therefore, electronic files are subject to inspection and copying by any member of the public.

Responsibilities

All staff, contractors, and interns shall comply with the following Information Technology Authority (ITA) policies as well as this policy at all times, without exception.

P1040, Employee Electronic Mail and Messaging Use

- **Employee Responsibilities:** The Department insists that employees, contractors, and their agents conduct themselves appropriately when using State-owned equipment, while utilizing the Internet, and when sending e-mail and other forms of electronic messages; and that they abide by relevant software licensing agreements and copyright rules.

An employee who observes inappropriate or offensive usage of Department computers, smartphones, or tablets, or who receives inappropriate or offensive e-mails, text messages, links to websites, or instant messages should report any incident to a supervisor immediately.

User identification and passwords must be changed regularly, kept confidential, and comply with applicable State standards and policy.

Supervisory and Management Staff Responsibilities: Supervisors are responsible for reviewing these policies with all employees, ensuring employees understand the policies, and providing copies of the signed acknowledgment form to Human Resource Services. Electronic copies of these policies can be found at: <http://ita.idaho.gov/resources.html#policies>.

If inappropriate use is identified, reported, or suspected, supervisors and managers shall inform the Division Administrator and the Chief Human Resource Officer.

Disciplinary Actions

Each offense shall be handled on a case-by-case basis. Disciplinary action shall follow the procedures contained in the Human Resources Policy and Procedure Manual.

Any suspected illegal activity shall be reported to the Division Administrator and Chief Human Resource Officer, who shall notify appropriate law enforcement authorities.

Policy Acknowledgment

All employees who have access to Department computer resources including desktop, laptop, server, tablets, and smartphones shall sign the policy acknowledgment form (5510-SA or 5510-SE) that certifies that they have read, understood, and shall comply with this policy. Employees who refuse to sign the acknowledgment form, shall face disciplinary action up to and including dismissal.

Additionally, a copy of this policy and associated ITA policies shall be given to all new employees as part of the hiring process. This policy shall be re-distributed to all employees for re-acknowledgment every two years at a minimum.

Signed
Brian W. Ness
Director

Date January 30, 2014

Appendix H

Cell Phone Use in ITD-Owned Vehicles



MEMORANDUM No. 24
Page 1 of 1

Director's Office (signed)

Date: October 22, 2010

To: All ITD Employees

Subject: Cell Phone Use in ITD Owned Vehicles

Review Date: October 22, 2011

Safety is a key objective of ITD Executive Management. Safety is part of the Department's strategic plan, it is one of our performance measures, and it is one of the key objectives in the new long range system plan. Since safety on the roadways receives such high attention for those who travel on Idaho's highways, it is equally important to management that employees set an example to others and be as safe as possible.

In an effort to model safe driving practices, effective October 25, 2010 all Department personnel are prohibited from using a cell phone or other messaging device, including hands-free or text messaging operations, for any reason while operating a moving ground vehicle or piece of off-road motorized equipment to perform work duties for ITD. Examples include, but are not limited to, automobiles, pickups, trucks, snow plows, cranes, boom trucks, bucket trucks, backhoes, excavators, loaders, motor graders, rollers, tractors of any kind, etc. The only approved communication device is an ITD radio when required. Drivers on ITD business are required to stop the vehicle in a safe location to safely use a cell phone or other messaging or electronic device other than the 2-way radio. ITD employees riding as passengers may use the cell phone, including text messaging.

Appendix I

ITD Administrative Policy: Emergency Vehicle Operations



ADMINISTRATIVE POLICY A-31-05
Page 1 of 2

EMERGENCY VEHICLE OPERATIONS

When displaying required lights and siren, department owned and operated vehicles that are assigned to the Division of Motor Vehicles as part of the Port of Entry operations shall be designated as emergency vehicles as provided for in Section 49-123 (1) (b), Idaho Code.

Department-designated emergency vehicles must display the department seal, and be easily identified by displaying equipment that emit a red flashing light. The emergency lighting equipment may be either permanently mounted overhead light bars, or other adequate emergency lighting as required by Idaho Code. All emergency vehicles must also be equipped with a siren.

An employee may not operate a department-designated emergency vehicle until a course of study containing a minimum of the following subjects has been completed, unless accompanied by his/her immediate supervisor as part of an on-the-job-training program.

- scope of authority,
- professionalism,
- officer – violator relationship,
- verbal versus non-verbal communication,
- low risk stops,
- traffic laws versus enforcement, and
- violators under the influence of alcohol or drugs.

Any employee who shows evidence of successfully completing a driving course through the Peace Officers Standards and Training Academy, or equivalent, and subsequent employment by a law enforcement agency within the previous three (3) years shall be exempt from this course of study.

All department employees must wear the Port of Entry approved uniform when exercising the authority to stop vehicles that have by-passed a port of entry or temporary checking station.

ADMINISTRATIVE POLICY A-31-05
Page 2 of 2

Port of Entry personnel may stop vehicle presenting an imminent danger to the public in order to preserve safety; no enforcement action will be taken by Port of Entry personnel.

If a truck fails or refuses to stop for a department-designated emergency vehicle, the employee

~~operating the emergency vehicle shall immediately notify the Idaho State Police or local authorities and discontinue any further effort to stop the vehicle. The employee may, at his/her discretion, continue to follow the vehicle at a safe distance pending the arrival of other authorities.~~

Signed

Date: 3/20/98

DWIGHT M. BOWER
Director

This policy is based on:

- Sections 40-510, 511, 512; and 49-123 (2)(b), and 956 (4), Idaho Code
- B-31-05, EMERGENCY VEHICLE OPERATIONS

Department-wide supervision and coordination assigned to:

- Motor Vehicle Administrator

Direction for activity and results assigned to:

- Port of Entry/Special Permits Manager

Department procedures contained in:

- This policy

Former date of A-31-05:

7/1/93

Cross-referenced to related Administrative Policies:

- A-31-01, PORT OF ENTRY PROGRAM
- A-31-02, ROVING PORT OF ENTRY PROGRAM
- A-31-04, COMMISSION OF DEPARTMENT EMPLOYEES AS PEACE OFFICERS

Appendix J
ITD Board Policy: Motor Vehicle Procedures
During Disaster Relief Operations



BOARD POLICY B-32-03
Page 1 of 2

SUSPENSION OF MOTOR VEHICLE PROCEDURES
DURING DISASTER RELIEF OPERATIONS

When a disaster (natural or otherwise) strikes, the rapid movement of motor vehicles designated for disaster relief is essential to the well-being and safety of the public. The Director, or a delegate, are authorized to waive motor vehicle procedures associated with vehicle registration, permits in lieu of registration, and fuel use reporting for designated vehicles to conduct disaster relief operations. To the extent possible, vehicles that are conducting disaster relief operations shall be allowed to travel over Idaho's highways upon the receipt of the disaster relief waiver.

Disaster relief waivers can be issued to vehicles that are owned and operated by both Idaho and non-Idaho residents. Disaster relief operations can encompass the state of Idaho, or may be for other states or provinces.

The disaster relief waiver does not authorize violation of Idaho Laws including:

- operating vehicles beyond posted speed limits,
- bypassing ports of entry or checking stations by designated vehicles,
- operating vehicles that do not meet acceptable safety standards,
- allowing an unqualified driver to operate the designated vehicle, or
- operating vehicle in excess of permissible dimensions (weights/measures).

The Division of Motor Vehicles shall establish a procedure to identify the owners of vehicles who are issued disaster relief waivers; and at a later date, shall coordinate the billing of the owners for fees that would have been due under normal circumstances.

Approved by the Board on:

Signed _____ Date 6/5/97
CHARLES L. WINDER
Board Chairman

This policy based on:

- 49-201, Idaho Code
- Decision by the Board

Former dates of B-32-03:

4/17/97

Cross-reference to related Board Policies:

- B-30-02, AUTHORITY TO SIGN AGREEMENT, COMPACTS, OR OTHER ARRANGEMENTS WITH OTHER STATES ON BEHALF OF IDAHO
- B-32-02, REGISTRATION, FUEL, AND MILEAGE TAX AND COST OF SPECIAL PERMIT EXEMPTIONS

Appendix K
Idaho Code 49-130.1:
Accidents Involving Damage to Vehicle (Quick Clearance Law)

49-1301. Accidents involving damage to vehicle

(1) The driver of any vehicle involved in an accident, either on public or private property open to the public, resulting only in damage to a vehicle which is driven or attended by any person shall immediately stop the vehicle at the scene of the accident, or as close as possible, and shall immediately return to, and in every event shall remain at, the scene of the accident until he has fulfilled the requirements of law.

(2) For any accident which occurs on a divided, controlled-access highway or interstate highway of the state highway system, a stop as required by subsection (1) of this section shall be made by moving the vehicle into a safe refuge on the shoulder, emergency lane or median whenever such moving of a vehicle may be done safely and the vehicle is capable of being normally and safely driven, does not require towing, and may be operated under its own power in its customary manner without further damage or hazard to itself, to the traffic elements or to the roadway.

(a) For any other highway, a stop as required by subsection (1) of this section shall be made without obstructing traffic more than is necessary.

(b) The driver or any other person who has removed a motor vehicle from the main-traveled part of the road as provided in this subsection before the arrival of a law enforcement officer shall not be considered liable or at fault regarding the cause of the accident solely by reason of moving the vehicle pursuant to this subsection.

(3) Any person failing to stop or to comply with the requirements under these circumstances shall be guilty of a misdemeanor.

(4) The department shall revoke for a period of one (1) year the driver's license, privileges or permit to drive, or the nonresident operating privilege, of any person convicted of a violation of the provisions of subsection (1) of this section.

(5) Nothing herein shall be construed to interfere with the duty of any city, county or state police officer to investigate and detect crime and enforce the penal, traffic or highway laws of this state or any political subdivision.

Appendix L
Idaho Code 49-624:
Rules of the Road (Move-Over law)

49-624. Driver duty upon approaching a stationary police vehicle or an authorized emergency vehicle displaying flashing lights. The driver of a motor vehicle, upon approaching a stationary police vehicle displaying flashing lights or an authorized emergency vehicle displaying flashing lights shall:

(1) If the driver is traveling on a highway with two (2) or more lanes carrying traffic in the same direction, immediately reduce the speed of his vehicle below the posted speed limit, proceed with due caution and, if traveling in a lane adjacent to the stationary police vehicle displaying flashing lights or the authorized emergency vehicle displaying flashing lights, change lanes into a lane that is not adjacent to such vehicle as soon as it is possible to do so in a manner that is reasonable and prudent under the conditions then existing, with regard to actual and potential hazards.

(2) If the driver is traveling on a highway with one (1) lane for each direction of travel, immediately reduce the speed of his vehicle below the posted speed limit, and maintain a safe speed for the road, weather and traffic conditions until completely past the stationary police vehicle or authorized emergency vehicle.

Appendix M

ITD Administrative Policy:

Release of Department Information to the Media



ADMINISTRATIVE POLICY 5057
Page 1 of 2

RELEASE OF DEPARTMENT INFORMATION TO THE MEDIA

Purpose

The purpose of this policy is to implement Board Policy 4057 directing the Director to establish rules governing the release of information to the news media.

Legal Authority

- Idaho Code 40-314(1)- The Board may establish the departmental internal structure deemed necessary for the full and efficient administration of Title 40.
- Idaho Code 40-314(3)- The Board may exercise any power or duty deemed necessary to carry out the provisions of Title 40.

Inquiries from the news media shall be answered in a timely and cooperative manner. Release of information to the media shall follow these guidelines:

News Releases

Any news releases issued in the name of the Idaho Transportation Board shall be approved by the Board Chairman and Director prior to release.

News releases shall be approved by the appropriate Operating Officer, Division Administrator, District Engineer, Section or Unit Supervisor, or higher authority. The Office of Communications shall have responsibility for writing and publishing all Department news releases. Copies of news releases shall be forwarded to the appropriate Operating Officer, Division Administrator, Chief Deputy Director, and Director by the day of the release.

Media Interviews

All requests for information for media interviews shall be answered promptly and objectively. Facts, not opinions or speculation, are the only acceptable response for Department employees. If the information desired is within the employee's area of expertise, he or she should give the information and then report this contact to the Office of Communications.

Requests for information that are outside the employee's area of expertise, or about which the employee lacks adequate information should be referred to the Media Awareness Hotline, at

334-8005, after these steps are taken:

- Identify the reporter by name and organization, get the reporter's phone number, determine what information the reporter is looking for and determine the reporter's deadline.
- Advise the reporter that the information shall be gathered and someone from the Department shall contact them as soon as possible. This is done to gather the correct facts and organize our answers.
- Inform your supervisor of the call and contact the Office of Communications for advice on how to best handle the call.

ADMINISTRATIVE POLICY 5057

Page 2 of 2

- The Office of Communications shall suggest who should return the reporter's call and what additional information may be required to answer the reporter's questions. The Office of Communications shall assist the appointed individual in answering the questions, developing talking points and preparing for the interview.
- The media call shall be returned and an interview conducted.
- The Office of Communications shall be advised of the elements of the conversation and the publication or broadcast dates, and log the information for future follow-up.

Brian W. Ness
Director

Appendix N

ITD Administrative Policy: Acquisition and Closure of State Airports

ADMINISTRATIVE POLICY A-27-08

Page 1 of 2



ACQUISITION AND CLOSURE OF STATE AIRPORTS

Whenever a need for acquisition or closure of state airports (operated by the Department, regardless of ownership) is determined, the Aeronautics Administrator, in coordination with the Aeronautics Advisory Board, shall compile a written recommendation for the Idaho Transportation Board's consideration based on the following criteria:

Cost: Itemize all expenditures related to acquisition or closure, required construction or improvement, annual maintenance, and all other identifiable costs of operation.
Identify and evaluate available staff and volunteer availability in relation to maintenance and operation expenditures.

Safety: Evaluate aircraft safety operation.

Assess airport site compliance with the Department's Airport Material and Construction Manual, Chapter 201, Minimum Dimensions of VFR (Visual Flight Rules) Airports.

Conduct an airspace evaluation including compliance with Federal Aviation Regulations (FAR) Part 77 and proximity to other airports.

Emergency Preparedness: Evaluate the need/benefit of the airport in relation to the State Civil Disaster Plan and other emergency preparedness plans and operations.

Public Opinion: Establish a consensus of public opinion for the airport's usage, operation, etc., through public hearings and other appropriate means.

Benefit/ Determine the benefit/deterrent for acquisition or closure of the airport by

- Deterrent:** comparing the criteria in the Aeronautics Maintenance Manual for establishing benefit and value of State airports. Emergency/safety, recreational, and economic factors shall also be considered.
- Alternative Plans:** Include alternative operation plans such as operation by other state, federal or local agencies, shared operation agreements, or other appropriate means.
- Proximity:** Review pro and con implications of the proximity of the airport location to other airports in the surrounding area that provide similar level of service and access to geographical locations.

Dwight M Bower

Date: 12/16/02

DWIGHT M. BOWER
Director

This policy based on:

- Title 21, Sections 21-102, 104, 106, 111, 114, 119, 134 through 138, and 142, Idaho Code
- Federal Aviation Regulations (FAR) Part 77
- Board Policy B-27-08, ACQUISITION AND CLOSURE OF STATE AIRPORTS

Department-wide supervision and coordination assigned to:

- Aeronautics Administrator

Direction for activity and results delegated to:

- Airport Planning and Development Engineer and Airport Maintenance Manager

Department procedures contained in:

- Aeronautics Maintenance Manual
- Airport Material and Construction Manual, Chapter 201, Minimum Dimensions of VFR (Visual Flight Rules) Airports

Forms associated with this policy:

-0-

Former dates of A-27-08:

6/21/95

Cross-reference to related Administrative Policies:

- A-05-27, VOLUNTEER ACTIVITIES
- A-11-01, TRANSPORTATION IMPROVEMENT PROGRAM
- A-27-02, COORDINATION WITH AERONAUTICS ADVISORY BOARD
- A-27-07, AERONAUTICAL ACTIVITIES

Appendix O

Directory of Idaho Airports and Airstrips

(Listed alphabetically by location)

Airport Name	ID	Location / City	Runway Length	Surface	Elev.	Altern.
Aberdeen Municipal	U36	Aberdeen	3650	asphalt	4470	
American Falls	U01	American Falls	4900	asphalt	4419	
Antelope Valley	U92	Arco	3450	Turf	6180	
Arco-Butte Co. (Pope Field)	AOC	Arco	6600	Asphalt	5328	
Atlanta	55H	Atlanta	2650	turf	5500	
Graham	U45	Atlanta	2900	turf	5726	
Weatherby, USFS	52U	Atlanta	2200	turf	4494	
Big Southern Butte	U46	Atomic City	2600	turf	5073	
Cox's Well	U48	Atomic City	2700	turf	5034	
Midway (Atomic City)	U37	Atomic City	3800	turf	5017	
Bancroft Municipal	U51	Bancroft	3280	gravel	5435	
Bernard	U54	Bernard	1900	turf	3626	
Big Creek	U60	Big Creek	3550	turf	5743	
Cabin Creek	108	Big Creek Ranger Station	1750	turf	4289	
McCarley Field	U02	Blackfoot	4300	asphalt	4488	
Boise Air Terminal (Gowen Field)	BOI	Boise	10000	asphalt	2858	
Boundary County (Bonners Ferry)	65S	Bonners Ferry	4000	asphalt	2331	
Buhl Municipal	U03	Buhl	3900	asphalt	3660	
Burley Municipal	BYI	Burley	4067	asphalt	4150	
Caldwell Industrial	EUL	Caldwell	5500	asphalt	2429	
Carey	U65	Carey	2650	turf	4783	
Hollow Top	0U7	Carey	2500	turf	5359	
Laidlaw Corrals	U99	Carey	2250	turf	4427	
Cascade	U70	Cascade	4300	asphalt	4742	
Thomas Creek	2U8	Cascade	2100	gravel	4400	
Tanglefoot Seaplane Base	D28	Cavanaugh Bay	0	water	2438	
Cayuse Creek	2ID7	Cayuse Creek	1800	turf		
Challis	LLJ	Challis	4600	asphalt	5072	
Upper Loon Creek, USFS	U72	Challis	2500	turf-gravel	5500	

Chamberlain Creek, USFS	U79	Chamberlain Guard Station	2700	turf	5765	
Brooks Seaplane Base	S76	Coeur d' Alene	0	water	2125	
Coeur d' Alene Air Terminal	COE	Coeur d' Alene	5400	asphalt	2318	
Magee	S77	Coeur D' Alene	2450	turf	3002	
Cold Meadows, USFS	U81	Cold Meadows Guard Station	4550	turf	7030	
Cavanaugh Bay	66S	Coolin	3100	turf	2484	
Cottonwood Municipal	S84	Cottonwood	3100	asphalt	3474	
Council Municipal	U82	Council	3600	asphalt	2963	
Craigmont Municipal	S89	Craigmont	2800	asphalt	3805	
Dixie	A05	Dixie	4500	turf	5148	
Mackay Bar Airport	ID28	Dixie	1900	turf/dirt	5891	
Wilson Bar, USFS	ID76	Dixie	1500	turf/dirt		
Donnelly	U84	Donnelly	2500	turf	4860	
Downey / Hyde Memorial	U58	Downey	3550	asphalt	4906	
Driggs –Reed Memorial	DIJ	Driggs	7300	asphalt	6230	
Dubois Municipal	U41	Dubois	4600	turf	5123	
Elk City	S90	Elk City	2600	turf	4097	
Emmett Municipal	S78	Emmett	3250	asphalt	2350	
Camas County (Fairfield)	U86	Fairfield	2950	dirt	5058	
Fish Lake, USFS	S92	Fish Lake	2650	turf	5646	
Garden Valley	U88	Garden Valley	3850	turf	3177	
Lake Pend Oreille Seaplane Base	S96	Glengary	0	water	2063	
Glenns Ferry Municipal	U89	Glenns Ferry	3050	asphalt	2536	
Gooding Municipal	GNG	Gooding	4736	asphalt	3728	
Idaho County (Grangeville)	GIC	Grangeville	5100	asphalt	3310	
Grasmere	U91	Grasmere	2750	turf	5134	
Friedman Memorial	SUN	Hailey	6602	asphalt	5315	
Magic Reservoir	U93	Hailey	4000	turf	4844	
Hazelton Municipal	U94	Hazelton	2800	gravel	4172	
Homedale Municipal	S66	Homedale	2900	asphalt	2210	
Howe	U97	Howe	3800	gravel	4930	
Idaho City	U98	Idaho City	3400	turf	3920	
Idaho Falls Regional (Fanning Field)	IDA	Idaho Falls	4050	asphalt	4741	
Indian Creek, USFS	S81	Indian Creek	4650	dirt	4701	
Jerome County	JER	Jerome	5201	asphalt	4048	
Kamiah Municipal	S73	Kamiah	3000	turf	1194	

Shoshone County (Kellogg)	S83	Kellogg	5500	asphalt	2223	
Twin Bridges	U61	Ketchum	4450	turf	6893	
Kooskia Municipal	S82	Kooskia	1900	turf	1263	
Henry's Lake	U53	Lake / Island Park	4600	turf	6596	
Landmark, USFS	OU0	Landmark	4000	turf	6662	

Leadore	U00	Leadore	3500	turf- asphalt	6018	
Lewiston – Nez Perce County	LWS	Lewiston	5000	asphalt	1438	
Snake River Seaplane Base	78U	Lewiston	3000	water	735	
Warm Springs Creek	OU1	Lowman	2850	turf	4831	
Copper Basin	OU2	Mackay	4700	turf	7920	Arco
Mackay	U62	Mackay*	4400	asphalt	5891	
Mahoney Creek, USFS	OU3	Mahoney Creek	2150	dirt	4618	
Malad City	MLD	Malad City	4950	asphalt	4503	
May	OU8	May	4950	turf	5324	
Krassel, USFS	24K	McCall	1500	turf	3982	
McCall	MYL	McCall	6162	asphalt	5020	
Reed Ranch	I92	McCall				
Lee Williams Memorial (Midvale)	OU9	Midvale	3250	asphalt	2617	
Bear Trap	1U0	Minidoka	2250	turf	4716	
Bear Lake County (Montpelier)	1U7	Montpelier	4590	asphalt	5928	
Moose Creek, USFS	1U1	Moose Creek Ranger Sta.	2300	turf	2454	
Pullman – Moscow Regional	PUW	Moscow	6731	asphalt	2551	
Mountain Home Municipal	U76	Mountain Home	5000	asphalt	3164	
Mud Lake – West Jefferson County	1U2	Mud Lake*	3300	asphalt	4787	
Murphy	1U3	Murphy	2500	asphalt	2855	
Nampa Municipal	MAN	Nampa	5000	asphalt	2530	
New Meadows	1U4	New Meadows	2400	turf- gravel	3908	
Nezperce Municipal	OS5	Nezperce	2000	asphalt	3201	
Priest Lake, USFS	67S	Nordman	4400	turf- gravel	2611	
Oakley Municipal	1U6	Oakley	3800	gravel	4650	
Orofino Municipal	S68	Orofino	2500	asphalt	1005	

Orogrande	NONE	Orogrande	2800	turf-dirt	4400	
Parma	50S	Parma	2400	gravel	2228	
Payette Municipal	S75	Payette	3000	asphalt	2228	
Picabo	1U8	Picabo	3000	turf	4828	
Pine	1U9	Pine	2300	turf	4232	
Pocatello Regional	PIH	Pocatello	7040	asphalt	4449	
Eckhart International	1S1	Porthill	2650	turf	1756	
Smith Prairie	2U0	Prairie	5400	turf	4958	
Preston	U10	Preston*	3400	asphalt	4726	Logan, Utah
Priest River Municipal	1S6	Priest River	2950	asphalt	2187	
Rexburg-Madison County	RXE	Rexburg	4200	asphalt	4858	
Jefferson County	U56	Rigby	3500	asphalt	4845	
Slate Creek	1S7	Riggins	2600	Turf-asphalt	1660	
Rockford Municipal	2U4	Rockford	2800	gravel	4465	
Lemhi County	SMN	Salmon	5150	asphalt	4045	
Sandpoint (Dave Wall Field)	SZT	Sandpoint	4600	asphalt	2127	
Shearer, USFS	2U5	Shearer	2000	turf	2634	
Allen H. Tigert Airport (Soda Springs)	U78	Soda Springs*	2500	asphalt	5839	Bear Lake
Soldier Bar, USFS	85U	Soldier Bar	1650	turf-dirt	4190	
Stanford Field	U12	St. Anthony	4500	asphalt	4966	
St Maries Municipal	S72	St. Maries	3200	asphalt	2127	
Bruce Meadows	U63	Stanley	5000	turf	6370	
Smiley Creek	U87	Stanley	4900	turf	7160	
Stanley	2U7	Stanley	4300	turf-dirt	6403	
Murphy Hot Springs	3U0	Three Creek	5250	turf	5829	
Joslin Field – Magic Valley Regional	TWF	Twin Falls	8703	asphalt	4151	
Warren, USFS	3U1	Warren	2765	dirt	5896	
Weiser Municipal	S87	Weiser	4000	asphalt	2112	
Johnson Creek	3U2	Yellow Pine	3400	turf	4933	
Dewey Moore	NONE					
Mile-Hi	NONE					
Reed Ranch	I92	2070		turf-dirt	4157	
Simonds	NONE					
Vines	NONE					

Legend

Red: King Air Accessible

Black: Accessible by ITD's Cessna aircraft

***Only 7 pax in summer**

Appendix P

Contact Information

The Idaho Transportation Department

3311 W. State Street / P.O. Box 7129
 Boise, Idaho 83707-1129
 itd.idaho.gov
 (208) 334-8000 / TDD (208) 334-4455

Director Brian W. Ness (208) 334-8820			
Chief Deputy Scott Stokes (208) 334-8839	Chief of Operations Jim Carpenter (208) 334-8839	Chief of Administration Char McArthur (208) 334-8839	Chief of Human Resources Brenda Williams (208) 334-8839

Aeronautics Administrator Mike Pape (208) 334-8775	Engineering Products & Plans Administrator Dave Jones (208) 334-8281
---	---

Engineering Services Administrator Blake Rindlisbacher (208) 334-8261	Motor Vehicle Administrator Alan Frew (208) 334-8809
--	---

<p align="center">District 1</p> <p>Damon L. Allen, District Engineer damon.allen@itd.idaho.gov 600 W. Prairie Ave., Coeur d'Alene, Idaho 83815-8764 Phone: (208) 772-1200 TDD: (208) 772-8071 Counties: Benewah, Bonner, Boundary, Kootenai, Shoshone</p>	<p align="center">District 2</p> <p>Dave Kuisti, District Engineer Dave.Kuisti@itd.idaho.gov 2600 Frontage Road, P.O. Box 83 7 Lewiston, Idaho 83501-0837 Phone: (208) 799-5090 TDD: (208) 799-4838 Counties: Clearwater, Idaho, Latah, Lewis, Nez Perce</p>	<p align="center">District 3</p> <p>Amy Revis, District Engineer AmyRevis@itd.idaho.gov 8150 Chinden Boulevard., P.O. Box 8028 Boise, Idaho 83714-2025 Phone: (208) 334-8301 TDD: (208) 334-8918 Counties: Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, Washington</p>
<p align="center">District 4</p> <p>Devin O. Rigby, District Engineer devin.rigby@itd.idaho.gov 216 S. Date St., P.O. Box 2-A Shoshone, Idaho 83352-0820 Phone: (208) 886-7800 Counties: Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls</p>	<p align="center">District 5</p> <p>Edward A. Bala, District Engineer ed.bala@itd.idaho.gov 5151 South Fifth Ave., P.O. Box 4700 Pocatello, Idaho 83205-4700 Phone: (208) 239-3300 TDD: (208) 234-3613 Counties: Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power</p>	<p align="center">District 6</p> <p>Kimbol Allen, District Engineer KimbolAllen@itd.idaho.gov 206 N. Yellowstone Highway P.O. Box 97 Rigby, Idaho 83442-0097 Phone: (208) 745-7781 TDD: (208) 745-5614 Counties: Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton</p>

ITD General Office Directory

District Offices

- District 1, Coeur d'Alene 772-1200
- District 2, Lewiston..... 799-5090
- District 3, Boise 334-8300
- District 4, Shoshone 886-7800
- District 5, Pocatello 239-3300
- District 6, Rigby 745-7781

Administration, Division of

- Chief Administrative Officer..... 334-8876
- Administrative Assistant 334-8839
- Budget Analyst 334-8734
- Business and Support Management
 - Manager 334-8752
 - Supply Operations Supervisor 334-8259
 - Records Program Manager..... 334-8013
 - Maintenance and Operations Supervisor 334-8019
 - Administration Operations Supervisor..... 334-8087
 - Purchasing Agent..... 334-8088
 - Image Center 332-7872
 - Mail Room 334-8023
 - Print Shop..... 334-8033
- Economics and Research Manager 334-8603
- Enterprise Application Services (EAS)
 - Enterprise Application Services Manager 334-8459
- Enterprise Technology Services (ETS)
 - Information Technology Administrator..... 334-8771
 - Cyber Security Manager 334-8576
 - Project Management Office Manager..... 334-8164
 - IT Operations Manager..... 334-8459
 - Planning and Governance Manager 334-8212
 - FAX 332-4101
- Financial Services
 - Controller..... 334-8072
 - Administrative Assistant..... 334-8044
 - General Ledger/Reporting..... 334-8072
 - Revenue Operations..... 334-8765
 - Project Accounting 334-8054
- Project Management Office (PMO) 334-8771
- Transportation Investments Manager 334-8292

Aeronautics, Division of 334-8775

- Administrator..... 334-8788
- Airport Development..... 334-8784
- Airport Maintenance 334-8893
- Flight Operations 334-8661
- Safety Education Coordinator..... 334-8777
- Search and Rescue..... 334-8780
- (800) 346-9134
- State Aircraft Charter Pool Reservations..... 334-8776

Avalanche Program, District 3

- #5 Riverfront Drive
- Lowman, ID 83637
- Bill Nicholson, foreman 259-3336

Communications, Office of

- Manager (*vacant*) 334-8817
- Office, after-hours, emergencies, and media hotline..... 334-8005
- Public Involvement..... 334-8119

District Offices

District 1 772-1200

- Engineer Manager..... 772-1208
- District Business Manager..... 772-1202
- Motor Vehicle Investigator 772-1261
- Port of Entry Area Supervisor 799-4830
- FAX 799-5083
- Address: 600 W. Prairie Avenue
Coeur d’Alene, ID 83815-8764

District 2 799-5090

- District Business Manager..... 799-4202
- Engineer Manager..... 799-4201
- Motor Vehicle Investigator 799-4289
- Port of Entry Area Supervisor 799-4830
- FAX 799-5083
- Address: 2600 Frontage Road
P.O. Box 837
Lewiston, ID 83501-0837

District 3 334-8300

- Engineer 334-8302
- District Business Manager..... 334-8310
- Port of Entry Area Supervisor 334-8950
- FAX 334-8917
- Address: 8150 Chinden Boulevard

District 4 **886-7800**

- Engineer 886-7804
- District Business Manager..... 886-7870
- Port of Entry Area Supervisor 886-7810
- or 736-3093
- FAX: 886-7895
- Motor Vehicle Investigator 736-3099
- FAX: 736-3094
- Address: 216 South Date Street
 Shoshone, ID 83352

District 5 **239-3300**

- Engineer Manager..... 239-3326
- District Business Manager..... 239-3302
- Motor Vehicle Investigator 236-6052
- Port of Entry Area Supervisor 239-3378
- FAX 239-3367
- Address: 5151 South 5th Ave.,
 P.O. Box 4700,
 Pocatello, ID 83205-4700

District 6 **745-7781**

- Engineer Manager..... 745-5601
- District Business Manager..... 745-5610
- Port of Entry Area Supervisor 239-3378
- FAX 239-3367
- Motor Vehicle Investigator 525-7109
- FAX 525-7110
- Address: 206 North Yellowstone Highway
 P.O. Box 97
 Rigby, ID 83442-0097

GARVEE Program Office

- Program Manager 334-8772
- Program Coordinator 334-8168
- Administrative Assistant 334-8574
- Public Involvement..... 334-8119
- FAX 332-7801

Governmental Affairs

- Program Manager 334-8804
- Management Assistant 334-8810

- Transportation Legislative Policy Specialist 334-8484

Human Resources, Division of

- Manager 334-8266
- Chief Human Resource 334-8010
- EEO/Civil Rights Program Manager
- Human Resources Program Manager 334-8870
- Technical Records Specialist 334-4442
- Training and Development Manager 334-8496
- Safety and Risk Management Program Manager 334-8038

Internal Review

- Manager 334-8834

Highways, Division of 334-8802

- Chief Operations Officer 334-8839
- Business Manager 334-8200
- Chief Engineer 334-8802
- Bridge Design
 - Section Manager 334-8538
 - Bridge Inspection..... 334-8407
- Design / Materials / Construction
 - Unit Manager 334-8426
 - Materials..... 334-8450
 - Design 334-8502
 - Contracts and Bids..... 334-8429
- EIT Program 334-8538
- Environmental
 - Unit Manager..... 334-8203
 - Archeology..... 334-8449
 - Storm Water 334-8163
 - Staff Engineer 334-8518
 - Architectural Historian 334-8479
 - Cultural Resource Specialist 334-8089
 - Environmental Planning (Districts 1 and 2) 334-8588
 - Environmental Planning (Districts 3 through 6) 334-8478
- Highways Operations
 - Section Manager 334-8535
 - Maintenance..... 334-8413
 - Adopt-A-Highway..... 334-8465
 - Fuel Management 334-8094
 - Facilities..... 334-8846
- Highway Safety
 - Unit Manage 334-8557
 - Safety Analysis..... 334-8110

- Mobility Services 334-8487
- Planning and Program Management
 - Unit Manager 334-8552
 - Planning 334-8209
 - Program Management 334-8290
- Program Oversight
 - Section Manager 334-8231
 - Design/Materials/Construction 334-8424
 - Central Lab A 334-8453
 - Central Lab B 334-8021
 - Consultant Administrative Unit 334-8493
- Resource Center
 - Section Manager 334-8488
 - Environmental Unit Manager 334-8203
 - Right of Way Unit 334-8521
 - Geometrics 334-8500
 - Pavements 334-8887
 - Geotech 334-8448
 - Utilities/Railroads 334-8492
 - Research 334-8296
 - Concrete/Structures 334-4415
 - Hydraulics 334-8491
 - Qualified Products List 334-8442
 - Mapping 334-8474
- Right of Way 334-8521
- Traffic Services
 - Unit Manager 334-8558
 - Facilities 334-8846
- Transportation Systems
 - Manager 334-8253
 - GIS
 - Roadway Data 334-8217
 - SKID/FWD 334-8217
 - CADDs 334-8841
 - TAMS 334-8424
 - PONTIS 334-8847
 - Systems Support 334-8837

- Legal Section**
 - Lead Deputy Attorney General 334-8815
 - Management Assistant 334-8816
 - FAX 334-4498

- Motor Vehicles, Division of**
 - Administrator 334-4443

- Business Manager 334-8889
- Automated Systems Manager..... 334-8133
- Management Assistant 334-8165
- FAX 332-2063
- Driver Services
 - Commercial Drivers Licensing 334-8735
 - Drivers License Unit..... 334-8736
 - Medical/Driver Record Unit 334-8735
 - Reinstatement Unit 334-8735
 - Suspension Unit..... 334-8735
 - FAX (Drivers Services)..... 334-8739
 - FAX (Drivers License) 334-8586
- Motor Carrier Services 334-8611
 - Motor Carrier Services..... 334-8611
 - Hazardous Materials Endorsements 334-8611
 - Hazardous Waste Permits 334-8611
 - Use Fee Information..... 334-8770
 - FAX (Motor Carrier Services) 334-2006
 - Overlegal Permit and Temporary Permit Information (800) 662-7133
 - or 334-8420
- Ports of Entry 334-4426
 - Administrative Office and Transponder Information..... 334-8688
 - FAX (POE)..... 334-8696
 - Ports
 - Bonnors Ferry POE..... 267-2486
 - Cotterell..... 349-5650
 - East Boise..... 334-3272
 - Haugan (Montana) (406) 678-4257
 - Hollister 655-4413
 - Horseshoe Bend 793-2715
 - Huetter 769-1551
 - Inkom 775-3311
 - Lewiston Hill 799-4294
 - Lewiston 799-4824
 - Marsing 896-4814
 - Sage Junction..... 228-3636
- Vehicle Services..... 334-8660
 - Motor Vehicle Dealer Licensing..... 334-8681
 - Special Plates and Passenger Vehicle Registrations..... 334-8649
 - FAX (Registration Program) 334-8542
 - Titles 334-8663
 - FAX (Titles)..... 334-8658

Miscellaneous Phone Numbers

Ada County Highway District

Traffic Management Center (7 a.m. – 5:30 p.m.) Signal operations and DMS control)	(208) 387-6195
Traffic Management Center (5:20 p.m. – 7 a.m.)	(208) 890-9729
Maintenance and Operations Maintenance equipment and sweepers	(208) 387-6325

Idaho Bureau of Homeland Security

4040 West Guard Building 600,
Boise, ID 83705-5004

General business	(208) 422-3040
BHS Chief	(208) 422-5301
Special Assistant.....	(208) 422-3041
Public Information Officer	(208) 422-3033
Branch Chief, Operations.....	(208) 422-3012
Branch Chief, Preparedness and Protection.....	(208) 422-3025
Branch Chief, Grant Management.....	(208) 422-3017
Logistics Manager	(208) 422-5725
Finance Branch Manager	(208) 422-3032
Public Private Partnerships Section Chief	(208) 422-5723
Hazard Material Operations	(208) 422-5724
Hazard Material Duty Officer (STATECOMM – 24 Hours).....	(208) 846-7610
Critical Infrastructure Protection.....	(208) 422-3047
State Hazard Mitigation Officer	(208) 422-5726
Fax:.....	(208) 422-3044

State EMS Communications Center (State Comm.)

700 South Stratford Drive Building 7
Meridian, ID 83642

(ITD only).....	1-888-575-2666
(Emergency response and HAZMAT)	1-800-632-8000
	(208) 846-7610

Idaho Transportation Department

3311 W. State Street / P.O. Box 7129
Boise, Idaho 83707-1129
itd.idaho.gov

General business.....	(208) 334-8000
Emergency Program Supervisor.....	(208) 334-8414
Emergency Program Supervisor 24-hour cell phone	(208) 870-5202
District 1 (Coeur d’Alene).....	(208) 772-1200
*Operations	(208) 772-1224
*Hazmat coordinator	(208) 772-1225

District 2 (Lewiston)	(208) 799-5090
*Operations	(208) 799-4255
*Hazmat coordinator	(208) 799-4208
District 3(Boise).....	(208) 334-8300
*Operations	(208) 334-8347
*Hazmat coordinator	(208) 334-8348
District 4 (Shoshone).....	(208) 886-7800
*Operations	(208) 886-7849
*Hazmat coordinator	(208) 886-7808
District 5 (Pocatello).....	(208) 339-3300
*Operations	(208) 239-3309
*Hazmat coordinator	(208) 239-3308
District 6 (Rigby).....	(208) 745-5614
*Operations	(208) 745-5640
*Hazmat coordinator	(208) 754-5609

Note: Numbers listed are for office contacts. After hours emergency calls can be relayed through the State Communications Center 1-888-575-2666

Idaho State Police

700 S. Stratford Dr.
 Meridian, ID 8364
www.isp.idaho.gov

General business (non-emergencies)	(208) 884-7200
All local emergencies:	9-1-1
Patrol Region 1 (Coeur d’Alene)	(208) 209-8620
Patrol Region 2 (Lewiston)	(208) 799-5151
Patrol Region 3 (Meridian).....	(208) 884-7360
Patrol Region 4 (Jerome)	(208) 324-6000
Patrol Region 5 (Pocatello)	(208) 236-6466
Patrol Region 6 (Idaho Falls)	(208) 525-7294

Regional Communications Center North (RCC-North)

615 West Wilbur, Suite A, Coeur d’Alene, ID 83815

Emergency: (Coeur d’Alene, Lewiston).....	(208) 209-8730
Coordinator:.....	(208) 209-8720

Regional Communications Center – West (RCC-South)

700 S. Stratford Dr., Meridian, ID 83642

Emergency: (Boise)	(208) 846-7500
Emergency: (Twin Falls, Jerome)	(208) 736-3060
Coordinator (208)	846-7512

Federal Highway Administration

3050 Lakeharbor Lane, #126

Boise, ID 83703

Idaho.FHWA@fhwa.dot.gov

General business.....	(208) 334-1843
Direct lines	(208) 334-9180 (plus extension below)
Division Administrator	ext. 118
Administrator	ext. 119
Environmental Program.....	ext. 114
Engineer Planning / ROW.....	ext. 115
Safety / Traffic / ITS Engineer	ext. 124
Program Analyst / Civil Rights.....	ext. 131
Community Planner	ext. 132
Field Operations Engineer.....	ext. 116
Operations Engineer / GARVEE projects.....	ext. 112
Operations Engineer / Bridge	ext. 122
Operations Engineer / Pavement, Materials	ext. 127
Operations Engineer, Design	ext. 123
Transportation Finance Manager	ext. 120
Administrative Officer.....	ext. 110
Fax:.....	(208) 334-1691
American Red Cross of Greater Idaho	(208) 947-4357
Army Corps of Engineers	
Nichole Braspenickx (Brass-pennicks)	(208) 345-2281
Avista (gas, electric, northern Idaho).....	(800) 372-1645
Bureau of Land Management	(208) 373-4000
Bureau of Reclamation (water resources, dams)	
Idaho facilities	(208) 383-2262
Pacific Northwest Region, Boise)	(208) 378-5204
Centers for Disease Control	(800) 232-4636
Idaho EMS	(208) 334-4000 (877) 554-3367
Idaho National Laboratory	
Warning Communications Center.....	(208) 526-1515
Media relations	(208) 351-9900
Idaho Poison Control Center.....	(800) 860-0620

Idaho Power	
Boise, Nampa regions	388-2323 or 1-800-488-6150
All other regions.....	1-800-488-6150
Payette region.....	1-800-488-6150
National Capital Poison Center (to report poison incident)	(800) 222-1222
National Interagency Fire Center, Boise	(208) 387-5050
National Weather Service	
Boise	
Administrative office (8 a.m.-4 pm).....	(208) 334-9860
Warning coordinator.....	(208) 334-9861
Pocatello	
Administrative office (8 a.m.-4 p.m.).....	(208) 232-9306
Missoula	
Administrative office (8 a.m.-4 p.m.).....	(406) 320-4715
(24-hour, unlisted)	(406) 329-4840
Emergency managers.....	(406) 329-4718
Spokane	
Administrative office (8 a.m.-4 p.m.).....	(509) 244-0110
Rocky Mountain Power (eastern Idaho)	(888) 221-7070
U.S. Forest Service, Pacific Northwest Region	(503) 808-2468
U.S. Fish and Wildlife Service	(208) 378-5243

Appendix Q

ITD Emergency Contact List

(Classified Information for ITD Emergency Use Only)

STATE COMMUNICATIONS CENTER: 1-888-575-2666 for ITD; or 1-800-632-8000 or 846-7610 for other 24-hour response
(Bridge# 800-575-8877) statecom@dhw.idaho.gov

Name / Contact	Office	Cellular	Home/PC	Fax	E-mail
Mel Coulter, Emergency Program	334-8414	870-5202	922-1440	334-8195	mel.coulter@itd.idaho.gov
EMERGENCY DUTY OFFICERS (2014)					
Toby Griffin	334-8408	440-0713	899-8827	334-8076	Toby.Griffin@itd.idaho.gov
Vic Parrish (Emp. Safety, Risk Mgt.)	334-8038	631-1964	392-4964	334-4470	Vic.Parrish@itd.idaho.gov
Vicky Jewell Guerra (Environ.)	334-8588	921-4936		332-4192	Victoria.Jewellguerra@itd.idaho.gov
Dave Tolman	334-8525	866-3628	288-0918	334-8583	Dave.tolman@itd.idaho.gov
EXECUTIVES/LEADERSHIP					
(1)* Brian Ness (Director)	334-8807	830-1974		334-8195	Brian.Ness@itd.idaho.gov
(2)* Scott Stokes (Chief Deputy)	334-8027	484-2455	685-9946	334-8195	Scott.Stokes@itd.idaho.gov
(3)* Jim Carpenter (COO)	334-8811	816-0852		334-8195	Jim.Carpenter@itd.idaho.gov
(4)* Charlene McArthur (CAO)	334-8876	860-9056		334-8195	Charlene.McArthur@itd.idaho.gov
(5)* Brenda Williams (CHRO)	334-8010	860-8736		334-4423	Brenda.Williams@itd.idaho.gov
Vincent Trimboli (Communications)	334-8817			239-8563	Vincent.Trimboli@itd.idaho.gov
Mollie McCarty (Government Affairs)	334-8804	631-9393			Mollie.McCarty@itd.idaho.gov
ADMINISTRATION (Charlene McArthur)					
Shannon Barnes (IT Administrator)	334-8771	830-5505	658-6325	332-4101	Shannon.Barnes@itd.idaho.gov
Cyber Security Duty Officer 24/7	334-8158				
Craig Schumacher (Cyber Security)	334-8576	859-4871	888-0998	332-4199	Craig.Schumacher@itd.idaho.gov
Jake Duplessie (IT Operations)		272-0111	891-9630		Jake.Duplessie@itd.idaho.gov
Dave Tolman (Financial Services)	334-8525	866-3628	288-0918	334-8195	Dave.Tolman@itd.idaho.gov
Rod Becker (Building Services)	334-8087	871-0076		332-4194	Rod.becker@itd.idaho.gov
HUMAN RESOURCES (24 hours) (Brenda Williams); 24-hour, harassment or unlawful activity reporting: 877-888-6250					
Vic Parrish (Emp. Safety, Risk Mgt.)	334-8038	631-1964	392-4964	334-4470	Vic.Parrish@itd.idaho.gov
AERONAUTICS					
Mike Pape (Administrator)	334-8775				
Mike Pape (Administrator)	334-8788	830-9624		334-8789	Mike.Pape@itd.idaho.gov
Tim Henderson (Hazmat)	334-8782	559-4049		334-8789	Tim.Henderson@itd.idaho.gov
Santiago Guerricabeitia (S&R)	334-8780	631-5613	888-2022	334-8789	Santiago.Guerricabeitia@itd.idaho.gov
MOTOR VEHICLES					
Alan Frew (Administrator)	334-4443				
Alan Frew (Administrator)	334-8809	867-1147	939-4200	334-8739	Alan.Frew@itd.idaho.gov
Mundo Rodriguez (Motor Carrier)	334-8699	850-0678		334-8696	Reymundo.Rodriguez@itd.idaho.gov
Pat Carr (Ports of Entry, Disaster)	334-4426	921-2819		334-8696	Pat.Carr@itd.idaho.gov
Bonnie Fogdall (Hazmat)	334-8889	830-3540	938-4368	334-8739	Bonnie.Fogdall@itd.idaho.gov
HIGHWAYS					
Dave Jones (Trans. Engineer.)	334-8811				
Dave Jones (Trans. Engineer.)	334-8301	859-3084		334-8195	Dave.Jones@itd.idaho.gov
Blake Rindlisbacher (Trans. Oper.)	334-8321	220-6699		334-8195	Blake.Rindlisbacher@itd.idaho.gov
Steve Spoor (Maintenance Serv.)	334-8413	859-3083		334-8595	Steve.Spoor@itd.idaho.gov
Brian Farrington (Facilities)	334-8846	761-2743		334-8595	Brian.Farrington@itd.idaho.gov
Matt Farrar (Bridge Design)	334-8538	860-2032		334-8256	Matt.Farrar@itd.idaho.gov
Dan Gorley (Bridge Asset Mgt.)	334-8407	789-7096		334-8076	Dan.Gorley@itd.idaho.gov

Tri Buu (Geotechnical Engineer)	334-8448	559-3170	383-9274	334-4440	Tri.Buu@itd.idaho.gov
Ron Wright (Chemist)	334-8453	859-1301	375-4624	334-4411	Ron.Wright@itd.idaho.gov
Tony Ernest (511 System)	334-8836	841-5810	338-5960	334-4429	Tony.Ernest@itd.idaho.gov
Nestor Fernandez (Mobility Serv.)	334-8488			334-4429	Nestor.Fernandez@itd.idaho.gov
Highway Safety Manager – vacant				334-4430	
Jackie McCloughan (Fuel Mgt.)	334-8094	830-7485	250-2813	334-8595	Jackie.McCloughan@itd.idaho.gov

ITD District Offices
(Classified Information for ITD Emergency Use Only)

Name	Office	Cellular	Home/PC	Fax	E-mail
DISTRICT 1 (Coeur d'Alene)					
Damon Allen (District Engineer)	772-1201	819-5111	687-9185	772-1203	Damon.Allen@itd.idaho.gov
Wally Brown (Disaster, Hazmat)	772-1225	215-0833	265-4334	772-1203	WallyBrown@itd.idaho.gov
Jason Minzghor (Operations)	772-1224			772-1203	Jason.Minzghor@itd.idaho.gov
Marvin Fenn (Engineering)	772-1208	659-0029	762-7638	772-1203	Marvin.Fenn@itd.idaho.gov
Reed Hollinshead (Pub. Info. HQ)	334-8881	608-6118	371-0658	239-8563	Reed.Hollinshead@itd.idaho.gov
DISTRICT 2 (Lewiston)					
Dave Kuisti (District Engineer)	799-4200	272-0547	413-9521	799-4301	Dave.Kuisti@itd.idaho.gov
Mike Ahlers (Disaster)	799-4208	790-0076		799-4301	Mike.Ahlers@itd.idaho.gov
Kelvin Murphy (hazmat)	799-4251	553-5178	305-9915	799-4301	Kelvin.Murphy@itd.idaho.gov
Bob Schumacher (Operations)	799-4255	413-2591	746-1231	799-4301	Bob.Schumacher@itd.idaho.gov
Doral Hoff (Engineering)	799-4201	750-5473	750-1809	799-4301	Doral.Hoff@itd.idaho.gov
Reed Hollinshead (Pub. Info. HQ)	334-8881	608-6118	371-0658	239-8563	Reed.Hollinshead@itd.idaho.gov
DISTRICT 3 (Boise)					
Amy Revis (Division Admin.)	334-8301	954-0498	(360) 584-3896		Amy.Revis@itd.idaho.gov
Dan Bryant (Disaster, Hazmat)	334-8348	608-3264		334-8917	Dan.Bryant@itd.idaho.gov
Jason Brinkman (Operations)	334-8303	830-9588	424-1971	334-8197	Jason.Brinkman@itd.idaho.gov
Amy Schroeder (Engineering)	334-8302			334-8197	Amy.Schroeder@itd.idaho.gov
Michael Garz (Operations)	334-8347			334-8197	Michael.Garz@itd.idaho.gov
Bill Nicholson (Avalanche Tech.)	259-3336	954-9355	259-3496		Bill.Nicholson@itd.idaho.gov
Jennifer Gonzalez (Public Info)	334-8938	860-0707		334-8917	Reed.Hollinshead@itd.idaho.gov
DISTRICT 4 (Shoshone)					
Devin Rigby (District Engineer)	886-7801	316-0440	934-8278	886-7895	Devin.Rigby@itd.idaho.gov
Scott Malone (Engineering)	886-7804	316-0441	733-8883	886-7895	Scott.Malone@itd.idaho.gov
Walter Burnside (Operations)	886-7805	961-0828	735-8575	886-7895	Walter.burnside@itd.idaho.gov
Shawn Webb (Hazmat)	886-7808	316-0470	309-0418	886-7895	Shawn.webb@itd.idaho.gov
Randy Norris (Disaster)	886-7817	316-0519	539-5411	886-7895	Randy.Norris@itd.idaho.gov
Nathan Jerke (Public Info)	886-7809	316-0897		886-7895	Nathan.Jerke@itd.idaho.gov
DISTRICT 5 (Pocatello)					
Ed Bala (District Engineer)	239-3327	201-3327	201-3327	239-3367	Ed.Bala@itd.idaho.gov
Steve Gertonson (Operations)	239-3309	201-3309	232-3266	239-3367	Steve.Gertonson@itd.idaho.gov
Brian Poole (Engineering)	239-3326	201-3326	237-3459	239-3367	Brian.Poole@itd.idaho.gov
Wayne Curtis (Disaster, Hazmat)	239-3308	201-3308	233-1604	239-3367	Wayne.Curtis@itd.idaho.gov
Reed Hollinshead (Pub. Info. HQ)	334-8881	608-6118	371-0658	239-8563	Reed.Hollinshead@itd.idaho.gov
DISTRICT 6 (Rigby)					
Kimbol Allen (District Engineer)	745-5600	716-4797	705-6821	745-8735	Kimbol.Allen@itd.idaho.gov
Ken Hahn (Operations)	745-5640	705-6647	201-5353	745-8735	Ken.Hahn@itd.idaho.gov
Karen Hiatt (Engineering)	745-5601	705-6601	705-6821	745-8735	Karen.Hiatt@itd.idaho.gov
Randy Drake (Disaster, Hazmat)	745-5609	705-6602	754-0010	745-8735	Randy.Drake@itd.idaho.gov
Bruce King (Public Info)	745-5611	705-6603	356-4419	745-8735	Bruce.King@itd.idaho.gov

ITD Employee Emergency Hotline	1-877-281-0994	Call if normal work location is inaccessible because of an emergency; follow instructions for recorded message
---------------------------------------	-----------------------	---

All telephone numbers are for Area Code 208, unless otherwise indicated

*** Orders of Succession**

Updated: 6-26-15

This contact list is distributed to the Idaho Bureau of Homeland Security, the State Communications Center, ITD and the Federal Highway Administration for use only during emergencies. Any other distribution is contrary to employee confidentiality.

To update or correct information on this list, please call the Emergency Program Office 334-8414.

Appendix R
ITD Emergency Notification Order

HEADQUARTERS NOTIFICATION GROUP	1. Routine Closures > 2 hours (crashes, fire, police action, winter storm events, slides, hazmat, debris)	2. Closures > 2 hours responding to terrorist threats	3. Mass casualty incident > 5 fatalities	4. Major Natural and/or Man-made causes, major damage to ITD infrastructure (bridges, buildings, roadway)	5. ITD employee fatality performing an ITD function
Brian Ness 208 830-1974 Director	1	2 & 3	2 & 3	2 & 3	2 & 3
Scott Stokes 208 484-2455 Chief Deputy		2 & 3	2 & 3	2 & 3	2 & 3
Jim Carpenter 208 816 0852 Chief Operations Officer		2 & 3	2 & 3	2 & 3	2 & 3
Brenda Williams 208 860 8736 Chief Human Resources Officer			2	2 2	2 & 3
Char McArthur 208 860-9056 Chief Administrations Officer			2 1	2 2	2 & 3
Steve Spoor Maintenance Services Manager			2 1	2 2	2 1

Vacant 208 334-8005 Office of Communications			2 & 3	2 & 3	2 & 3
Mike Pape Aeronautics Division Administrator			2 1	2 1	2 1
Alan Frew Motor Vehicles Division Administrator			2 1	2 1	2 1
Mel Coulter Emergency Program Supervisor		4 2	4 2	4 2	4 2
ITD Duty Officers for Emergency Program Supervisor)	(alternates	4	4	4	4
1 = e-mail alert sent using 511 alert notification					
2 = State Comm e-mails as soon as possible.					
3 = Emergency Program Supervisor telephones as soon as possible					
4 = State Communications calls Emergency Program Supervisor or alternate if Supervisor not available					
Note: Duty Officers and Emergency Program Supervisor subscribe to statewide alerts from the 511 system					6-30-15