

# IDAHO FIRE SERVICE RESOURCE RESPONSE PLAN



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# CONCEPT AND DESIGN

## Purpose

This is not a Mutual Aid Agreement; this is an implementation plan which supports Regional Mutual Assistance.

The purpose of the Idaho Fire Service Resource Response Plan (hereafter known as the Plan) is to provide local officials with easy access to additional resources that may be needed in a major incident. This is not to replace existing mutual aid agreements but to supplement those agreements during large incidents. The Plan is based on a series of observed occurrences and shared experiences during recent disasters and major emergencies across the nation. Most importantly, it is a practical approach to provide resources in quantities beyond the means of any single jurisdiction.

State and local agencies created the Plan to provide for the systematic mobilization, deployment, organization, and management of resources to assist local agencies in a major fire, disaster or other major incident. This Plan is intended to provide the Incident Commander an avenue for additional response resource support during the period between the first response and the opening of the county Emergency Operations Center (EOC). Upon activation of the county EOC, response resource management is transferred to the county EOC. In very large incident where State assistance is requested and the Governor issues a Proclamation of Disaster Emergency, the Idaho Emergency Operations Center (IDEOC) is activated and provides statewide coordination of response resources utilizing the State Plan Coordinator or their designee within the IDEOC, Emergency Support Function 4, Firefighting.

Idaho is susceptible to natural and man-made disasters, therefore accentuating the need for this level of coordination and preparation. The effective management of emergency response personnel during the incipient stage of any major incident and throughout its extended operations will by far have the most significant impact on life loss and the severity of injuries to the affected population.

The Plan provides for the rapid activation and response of aid to a community in the event of a localized incident that exhibits the potential or has escalated beyond the capability of the first response and automatic aid resources the Incident Commander can muster. These events can include a major fire, train derailments, hazardous materials incidents, terrorism, public health and other events overwhelming the local authority, and its normal mutual aid resources, which serve the community.

This Plan was developed by the Idaho Fire Chiefs Association in cooperation with the Idaho Bureau of Homeland Security and the Idaho Department of Lands, with guidance from the International Association of Fire Chiefs. Other public safety disciplines are invited, and encouraged, to participate in the ongoing development of this Plan.

## **Key Concepts of the Plan**

The emergency management structure in the state of Idaho is guided by the State Disaster Preparedness Act (Title 46, Chapter 10) and sets up a structure which has four levels of intervention (local, county, state and federal).

The basic concept of this Plan is the lowest level of government shall have initial responsibility for disaster response and relief, attempting to mitigate the situation with the resources available at that level. Requests for assistance from the next higher level of government will be made when the magnitude of the disaster either exceeds the resources of the local level of government or the resources needed are not available at the local level.

Under the State Disaster Preparedness Act, each county government is to operate an emergency management function for the purpose of coordinating disaster relief efforts in that county. Upon exhaustion of resources at the county level, requests for state assistance will be made to the Idaho Bureau of Homeland Security. Based on this or other information, the Governor may declare a state of emergency exists and direct state resources into the affected area. The Idaho Emergency Operations Center (IDEOC) would be activated at this time and will provide direct liaison to the county EOC regarding the coordination of state resources operating and/or responding into the affected area.

State agencies will provide resources to local government according to functional responsibilities; these functions are referred to as Emergency Support Functions (ESF). For each function, one state agency will have primary responsibility and will provide resources and leadership relating to that function.

When local and state resources are determined to be inadequate to respond to the disaster, the Governor will request assistance through the Federal Emergency Management Agency (FEMA). The requests will be based on state and local damage reports and expenditure reports for disaster-related activities. When the President of the United States declares an emergency or a major disaster, federal assistance would then be authorized to assist state government. The Idaho Bureau of Homeland Security has been designated as the state agency responsible for coordinating assistance received through federal programs.

The Plan is directed towards enhancing incident management at the local, county, regional and state level of government by:

- Providing a simple method to immediately activate additional personnel and resources until the coordination role of the county EOC becomes operational;
- Establishing the positions, roles, and responsibilities necessary to activate and maintain this Plan;
- Complementing other disaster plans at the local and state level;
- Utilizing the Incident Command System (ICS) through protocols established by the National Incident Management System (NIMS) adopted by local governments and the State of Idaho.

## Authority

Those parties domiciled in the State of Idaho have authority to enter into agreements with other parties domiciled in the State of Idaho and parties domiciled in other states pursuant to the provisions of Idaho Code Sections 67-2326, 67-2328, and 31-1430; and


Those parties which are state agencies of the State of Idaho have authority to provide mutual aid, including personnel, equipment and other available resources, to assist cities or political subdivisions in accordance with mutual aid agreements or at the direction of the Governor pursuant to the provisions of Idaho Code Section 67-2339; and

Those parties domiciled in the State of Idaho who are ambulance districts may enter into a cooperative agreement with adjacent counties to provide services within such counties and the provisions of an agreement shall be considered as such a mutual aid or cooperative assistance agreement pursuant to the provisions of Idaho Code Section 31-3906.

This is not a Mutual Aid Agreement; this is an implementation plan which supports Regional Mutual Assistance. The above are the statutes that allow governing agencies to participate in such an agreement.

## ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

The Idaho Fire Chiefs Association has divided the state into seven (7) district response areas for program administration and for the purpose of maintaining the Plan. The Districts are designated as numerals 1-7.



District 1	District 2	District 3	District 4	District 5	District 6	District 7
Benewah Bonner Boundary Kootenai Shoshone	Clearwater Idaho Latah Lewis Nez Perce	Adams Canyon Gem Owyhee Payette Washington	Ada Boise Elmore Valley	Blaine Camas Cassia Gooding Jerome Lincoln Minidoka Twin Falls	Bannock Bear Lake Bingham Butte Caribou Franklin Oneida Power	Bonneville Clark Custer Fremont Jefferson Lemhi Madison Teton

Each IFCA district will have a District Director. The District Director is responsible for tracking all available resources within the district.

Districts with limited resources may elect to have one person coordinating more than one district. Alternates for each position should be identified in the event that the primary person is not available during an incident. They should be geographically separate from each other in the district. With the assistance of the District Directors, the individual agencies will be given the opportunity to designate resources

available in support of the Plan. The combined resources of the seven (7) districts comprise the Plan's resource network.

A checklist for each key position, including their roles and responsibilities, are identified in Appendix B.

## **Activation of the plan**

See Appendix A for Plan Activation Checklist.

When an agency is affected by a large incident or disaster situation locally, the Incident Commander will initially request additional assistance by utilizing the local mutual aid system. The Plan recognizes that there are several variations of mutual aid systems throughout the state of Idaho. The Plan is not intended to replace or inhibit the development of any local or regional mutual aid system.

When a local jurisdiction is no longer able to obtain additional resources through their respective automatic or mutual aid system, the Incident Commander will direct their dispatch center to contact the District Director's dispatch center to notify the District Director that activation of Idaho Fire Service Resource Response Plan has been requested.

During any major incident, interagency coordination is essential. Local/County Emergency Operations Centers (EOCs), on behalf of the Incident Commander, may be requested to activate as necessary to support the incident response. When the county EOC is operational, resource requests should begin to flow through the county EOC. The county EOC may utilize this Plan and District Directors within the Emergency Support Functions to fill resource requests.

In a situation where there are multiple incidents or jurisdictions requesting resource support, it is the role of the county EOC to allocate scarce resources based on the priorities established by the EOC Manager and their coordination group.

Following activation of this Plan, the District Director will request their dispatch center notify the county emergency management office where the incident is taking place as well as the Idaho Bureau of Homeland Security. This notification is for information sharing to maintain a common operating picture.

## **Request for Assistance**

Upon activation of this Plan, all requests for assistance will be coordinated and filled through the District Directors. Listing exactly what resources are being requested, what area(s) resources have already been utilized from, the anticipated duration of the mission and nature of the mission to which those resources will be assigned. The District Directors will then process the requests based upon the information given and forward the requests to the agencies providing the additional resources. After filling a resource request, the District Director shall notify the requesting Incident Commander that the resource request has been filled and provide details of the activated resource's mobilization plan.

Departments receiving requests for assistance reserve the right to decline the request.

## **Resource Inventory**

Each department will maintain an updated inventory of the equipment, vehicles and personnel with specialty training (e.g. technical rescue) which are available for response within the scope of the Plan. This Plan will use the federally recognized NIMS Typed Resource Definitions (e.g.

Fire and Hazardous Materials Resources – FEMA Publication FEMA 508-4). All resources should be entered into MutualAidNet or the Resource Inventory Tracker database hosted by the Idaho Bureau of Homeland Security. Participating agencies should update their resources in MutualAidNet and/or the BHS Resource Inventory Tracker as needed, or at least annually. The District Directors will utilize MutualAidNet or the BHS Resource Inventory Tracker as a guide to determine availability of resources to fill requests for assistance.

To access the BHS Resource Inventory Tracker database, visit:

<http://www.bhs.idaho.gov/Pages/Plans/NIMS/ResourceManagement.aspx>. The BHS NIMS Coordinator will assist Idaho Fire Departments with access to the BHS Resource Inventory Tracker database.

## **DEPLOYMENT OF RESOURCES**

### **Critical Concepts**

Critical to the success of this Plan is the concept of efficient timeframe for deployment. In concert with this concept, it is important that all resources deployed are adequately documented and tracked.

**Immediate Need Response:** In many emergency situations, a more rapid deployment may be deemed necessary and authorized as an Immediate Need Response. Time frame for deployment of these missions shall be as soon as possible but preferably within thirty (30) minutes of notice of request to the supporting agency. Unless otherwise stated, the anticipated duration of the deployment will be less than 24 hours. Deployed resources shall respond to the location designated at time of dispatch. It is anticipated that immediate need requests will have shortened preparation time frame, and agencies should have prepared “go bags” for quick deployment.

**Planned Need:** Unless specified otherwise at the time of request, the standard for deployment of agency resources shall be within three (3) hours of notice of the request. Unless otherwise stated, the anticipated duration of the deployment will range from 24 hours to a maximum of 72 hours. Deployed resources shall respond to the designated Staging Area.

**Mission Verification for Response:** To reduce “freelancing” or self-dispatching, all resources ordered under this Plan will be asked for an incident number, order number or mission assignment upon check-in. Units unable to provide the number will be released from the scene.

### **Self-Dispatch**

Fire Department units and/or individuals shall not self-dispatch to Plan activations. The Incident Command System is based on the principle which the Incident Commander or Incident Command Team knows the resource needs and follows the proper channels to request those resources. Violations of this principle not only complicate the incident, but endanger those responders operating outside of a structured response. Freelancing or self-dispatched units will not be tolerated. Units found to have self-dispatched WILL NOT BE ELIGIBLE FOR COST RECOVERY/DAMAGES OR LOSS to their units.



## **Demobilization**

Demobilization from incidents will be relayed through appropriate dispatch channels to notify home units of release of their resources. All assigned resources must follow established demobilization procedures. Termination of the Incident Command System is not accomplished until demobilization is complete. A demobilization checklist (ICS 221-Demobilization Check-Out) should be completed for each unit.

## **Training Competencies/Physical Capabilities**

All personnel activated as a result of this Plan shall have the requisite training/certification and shall be in physical condition commensurate with the expected tasks/position they will be filling. The Authority Having Jurisdiction will be responsible to insure assigned personnel meet the minimum training and fitness for duty requirements. Minimum requirements are:

- Firefighting personnel shall be certified by their Agency Head to perform assigned tasks
- Medical personnel shall possess State of Idaho Basic EMT certification to perform medical duties
- All responders shall have completed FEMA ICS 100 and ICS 200 courses and/or NWCG I-100 and NWCG I-200 courses

## **DOCUMENTATION**

Once requested resources are en route, it is critical that the documentation process begins. Documentation is important in order to receive funds should the incident become eligible for reimbursement at the State or Federal level. The documentation process is the responsibility of both the supporting agency and the Incident Commander/Incident Management Team.

### **Required Documentation**

Teams or vehicles which are identified by the requesting Incident Commander to respond as a part of this Plan are to be equipped with proper documentation. Such documentation should include the following:

- Copy of all ICS forms (multiple copies of ICS 214-OS, Unit Log).
- Emergency Contact Form.
- Copy of all vehicle/apparatus registrations.
- Copy of basic vehicle/apparatus inventory.
- Incident/order number.
- The support agency should have access to a credit card (or other type of arrangements) to cover unanticipated en route expenses.

The deployed unit's officer in charge will, prior to responding or while en route, ensure the ICS 214 and the Emergency Contact Forms are completed and present them to the Staging Area Manager or appropriate Incident Management Team Member, on arrival.

The requesting Incident Commander and District Director must complete a Resource Ordering Checklist in order to adequately document and process resource needs.

## **Dispatch Information**

All requested resources will receive dispatch information prior to responding to the incident. The information will clearly identify:



- Reporting location
- Directions to reporting location (maps are always helpful)
- Any special instructions
- Contact name and telephone number for the jurisdiction requesting assistance
- Order/incident number
- Communication frequencies

## **Resource Tracking**

Resource tracking begins at the time of dispatch and is relayed from the sending dispatch center to the receiving dispatch center for positive tracking of resources. Resource tracking continues at the incident following NIMS and ICS guidelines. Resource tracking will end when the deployed resource is recorded as having returned to their regular duty station and their respective dispatch center notifies the incident's Logistics Section the demobilization is closed out.

## **LOGISTICAL SUPPORT**

The requesting Incident is responsible for logistical support.

### **Self-Sustaining**

The logistical support of mutual aid resources is critical in the management of an emergency effort. It is believed a tiered resource response will be necessary. Initially, units sent to an emergency will be self-sustaining for a period of 72 hours or able to return home each day, unless otherwise advised by the affected jurisdiction that logistical support has been established for the mutual aid forces. It is a fundamental assumption that this logistical support will be established as soon as possible and will be maintained by the agency requesting the resources. This shall include full structural fire, wildland fire, and HazMat PPE as appropriate.

The size of the response sent to the area, the severity of the emergency, the extent of the area involved, and the infrastructure that is still functional within the affected area, will ultimately determine the extent to which logistical support is required.

Transportation to and from the area:

- Staging areas, within and outside the emergency area
- Overnight storage for vehicles
- Maps and directions for responding personnel
- Emergency towing and repairs
- Designating fuel, oil and water depots

Food supplies and preparation:

- Self-contained mobile food preparation units
- Personnel to prepare/distribute meals
- Sanitation and clean up
- Food supplies/utensils

Overnight shelter and rehabilitation areas:

- Provide suitable and secure overnight shelter

- Environmental considerations (rain, sun/heat, insects)
- Bedding
- Transportation to and from shelter
- Parking and security of apparatus
- Electricity/generator power
- Water and sanitary facilities
- Communications links (within and outside the emergency area)
- Critical Incident Stress Debriefing considerations
- Affected worker support/assistance

## **Communications**

It remains the responsibility of the requesting agency to make arrangements for effective communications. Common terminology for all voice transmissions must be utilized.

## **REIMBURSEMENT PROCEDURE**

Upon activation of this Plan, this reimbursement procedure will be applicable to all on-scene and responding agencies. The requesting organization will reimburse the responding organization for all deployment and operational costs to include those related to personnel, use of equipment, and travel. A responding organization may choose to assume or donate, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided to the requesting organization (usually the first 12 hours). Reimbursement donations must be agreed upon by all parties prior to dispatch of resources. Reimbursement may be provided by the local entity requesting assistance or by the federal government if the incident occurs on federal land, or the incident may be covered by other statutes concerning reimbursement (e.g. hazardous materials incidents, Fire Management Assistance Grant, Emergency/Disaster Declaration). In any case, by participating in the Plan, agencies assume full responsibility for tracking their costs. Furthermore, without valid documentation, no reimbursement will be made.

## **Financial Assistance Availability**

**State:** The impact of a disaster can exceed local financial resources and area agency's ability to fulfill the needs of the citizens. Financial aid and assistance may be requested from the State of Idaho. Financial assistance is available from a variety of sources within the state on a supplemental basis through a process of application and review. Agencies responding under the Plan should contact the District Director of the impacted county for the appropriate source of assistance and for application procedures.

**Federal:** When damages are so extensive that the combined local and state resources are not sufficient, the Governor may submit a request for an Emergency or Major Disaster Declaration to the President of the United States through FEMA. A joint team, consisting of FEMA, state and local representatives, will conduct a Preliminary Damage Assessment to determine if there is a need for federal assistance. If federal assistance is justified, the President of the United States issues an Emergency or Major Disaster Declaration and various emergency or disaster programs are made available. Federal assistance is on a shared cost basis with 75% federal funds and 25% non-federal funds. There may be separate federal agreements in place.

## Documentation

Any reimbursement, either state or federal, is based on the supporting documentation. The same documentation procedures are applicable to both the state and federal claims. The documentation must be able to stand the test of audit.

The following links will provide the guidelines and tools needed to set up files and properly document costs. Failure to properly document costs may result in part of or the entire claim being ineligible for reimbursement. It is very important to document the request for mutual aid in addition to documenting costs.

Force Account Labor Summary Record – FF 90-123

<http://www.fema.gov/library/viewRecord.do?id=2729>

Force Account Equipment Summary Record – FF 90-127

<http://www.fema.gov/library/viewRecord.do?id=2734>

Applicant's Benefits Calculations Worksheet – FF 90-128

<http://www.fema.gov/library/viewRecord.do?id=2735>

For more information, see the FEMA Public Assistance Guide at

<http://www.fema.gov/public-assistance-policy-and-guidance/public-assistance-guide>

## Eligibility

To meet eligibility requirements for reimbursement, an item of work must:

- Be required as the result of the emergency or disaster event;
- Have been requested by the impacted jurisdiction;
- Be located within a designated emergency or disaster area;
- Be the legal responsibility of the eligible applicant.

Agency resources activated by this Plan must submit reimbursement claims to the impacted jurisdiction(s) within the established timelines.

## PLAN MAINTENANCE

The coordination of the Plan, including its development, revision, distribution, training and exercising is the responsibility of the IFCA. The Idaho Fire Service Resource Response Plan Committee will assist in this process. The committee will be composed of:

- State Plan Coordinator (Chairperson)
- Deputy State Plan Coordinator (Vice-Chairperson)
- District Directors, one representative from each of the seven districts
- State of Idaho, Bureau of Homeland Security, one representative
- State of Idaho, Department of Lands, one representative

The State Plan Coordinator may recommend to the IFCA Board of Directors that the membership of the committee be altered as deemed necessary for the success of the Plan. The Board will consider and approve/disapprove all such recommendations from the State Plan Coordinator.

## **Revision Process**

The following process will be utilized when Plan revisions are requested and/or required.

**August:** The Idaho Fire Service Resource Response Plan Committee members are requested by the Chairperson to solicit their respective areas for recommended revisions to the Plan. These individuals will provide written comments to the Chairperson before the Fall Board of Directors meeting.

**Fall Board Meeting:** During the Fall Board of Directors meeting, the Chairperson will summarize the recommended revisions to the Plan. The board of directors provides preliminary direction as to the scope of the proposed changes and sends it back to the Idaho Fire Service Resource Response Plan Committee for final draft.

**January:** The Idaho Fire Service Resource Response Plan Committee prepares a final revision of the Plan for distribution to the board of directors. The board of directors will review the revisions and adopt the revised Plan during the Annual Conference.

**April:** The revised Plan will be distributed to all Plan members and any revisions affecting training and/or operations will be incorporated into the Plan training packages and distributed accordingly. The updated Plan will be posted on the IFCA website.

All changes to the Plan will be documented and included in a Plan Revision Log that will become part of the Plan. Additionally, a record of those serving on each review process will be documented and included into the Plan Revision Log.

## **Key Positions**

**State Plan Coordinator:** IFCA President/designee serves as Chairperson and is responsible for directing the Emergency Response Plan Committee. The State Plan Coordinator should be an individual with experience in the coordination of local/regional mutual aid systems. The State Plan Coordinator is responsible for training, operational readiness and exercising of the Plan on the state level. The position is responsible for coordinating all grants and training programs in support of the Plan. At the request of IDEOC, the State Plan Coordinator shall be responsible for assigning a staff of technical advisors to ESF 4, 8, 9, & 10 at the State IDEOC. The State Plan Coordinator is also responsible for the oversight and implementation of the Plan and direction of the Emergency Response Plan Committee.

**Deputy State Plan Coordinator:** IFCA Vice President/designee serves as Vice-Chairperson of the Emergency Response Plan Committee. The Deputy State Plan Coordinator should be an active or retired fire service official, preferably with experience in the coordination of local/regional mutual aid systems, and should be a member of the IFCA. The Deputy State Plan Coordinator functions as the liaison to the IFCA.

**District Director:** The appointed representative from each district of the IFCA shall assume the role of District Director. The District Director conducts Plan maintenance at the district level and inventories resources with the assistance of MutualAidNet or the BHS Resource Inventory Tracker. The District Director shall be an active or retired fire service official preferably with experience in the coordination of local/regional mutual aid systems. The District Director shall be a member of the IFCA. There are a total of seven District Directors, one per district, with at

least one Alternate District Director as appointed by the District Director. The District Director is responsible for training, operational readiness, and exercising of this Plan at the district level. Upon Plan activation, a District Director may be assigned to respond to an incident to function as a Plan representative to the Incident Commander or assigned agency.

## **APPENDIX A – Plan Activation Checklist**

### **Responsibilities**

The responsibility for activation of this Plan shall remain with the person or persons with incident management authority in the event of a large incident within that jurisdictional area.

### **Actions**

\_\_\_\_ In the event of an emergency/disaster and local/regional mutual aid systems have been exhausted, the local Incident Commander shall determine the type and amount of additional resources required. Requests for additional resource support shall be in accordance with the procedures defined within this Plan.

\_\_\_\_ The Incident Commander or designee then notifies the District Director and requests activation of this Plan.

\_\_\_\_ The District Director will attempt to fill the resource request within their district. If unable to fill the request from within the district, the District Director shall contact the neighboring District Directors.

\_\_\_\_ The local/regional Communications Center/District Director shall contact and notify the local County Emergency Management/Homeland Security Manager and State Plan Coordinator to inform them of activation of the Plan.

\_\_\_\_ During any major incident, interagency coordination is essential. Upon the activation of the Local/County Emergency Operations Center (EOC), requests for assistance shall be channeled through the Local/County EOC.

\_\_\_\_ The sending dispatch center dispatches the requested resources and contacts the requesting dispatch center to verify the response.

\_\_\_\_ The State Plan Coordinator notifies the other District Directors of activation of the Plan.

\* See attached Business Process Map

## **APPENDIX B – Key Position Checklist (State Plan Coordinator)**

### **Position Responsibilities**

Provide overall coordination, management, and maintenance of the Idaho Fire Service Resource Response Plan.

### **Actions**

\_\_\_\_\_ Annually conduct a Plan review and update.

\_\_\_\_\_ Annually appoint the seven (7) District Directors.

\_\_\_\_\_ Notify the Idaho Department of Lands and Bureau of Homeland Security of any updates or changes to the Plan.

\_\_\_\_\_ Contact adjacent state fire chief associations, as necessary, to coordinate planning activities.

\_\_\_\_\_ Attend critiques of the Plan at his/her discretion.

\_\_\_\_\_ Serve as Fire Service representative/liaison to ESF #4 in the Idaho State EOC.

\_\_\_\_\_ Notify District Directors of Plan activation.

\_\_\_\_\_ Critique responses with committee and makes appropriate recommendations to IFCA Board of Directors.

\_\_\_\_\_ Develop a plan to provide for the continued staffing of the position during extended operations.

\_\_\_\_\_ Coordinate all grants and training programs in support of the Plan.



## **APPENDIX B – Key Position Checklist (Deputy State Plan Coordinator)**

### Position Responsibilities

Assist the State Plan Coordinator in the overall coordination, management and maintenance of the Idaho Fire Service Resource Response Plan.

### Actions

\_\_\_\_\_ Serve as Chairperson and State Plan Coordinator in the absence of the State Plan Coordinator.

\_\_\_\_\_ Provide recommendations on revisions as necessary to update the Plan.

\_\_\_\_\_ Liaison with external associations and agencies on training opportunities.

## **APPENDIX B – Key Position Checklist (District Director)**

### Position Responsibilities

Maintain and coordinate the Idaho Fire Service Resource Response Plan at the District level.

### Actions

\_\_\_\_\_ Identify and train at least one (1) Alternate District Director for the District.

\_\_\_\_\_ During activation, serve as District Director in the assigned District.

\_\_\_\_\_ During activation assign or is assigned a liaison in the disaster area.

\_\_\_\_\_ Maintain access to MutualAidNet or the BHS Resource Inventory Tracker database of equipment, personnel, etc. within the District that are available for response upon Plan activation.

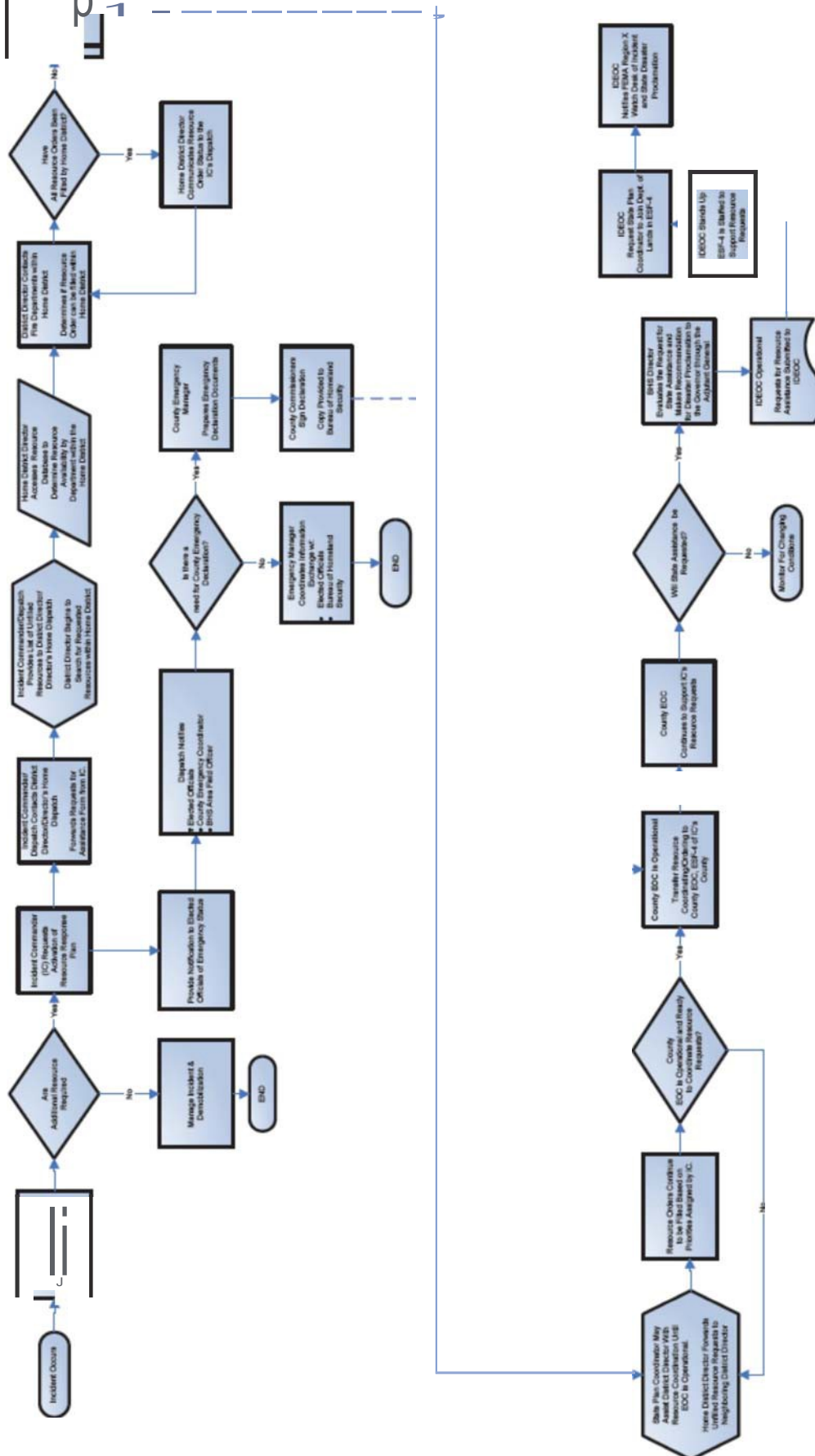
\_\_\_\_\_ During Plan activation, communicates with neighboring District Directors and State Plan Coordinator.

\_\_\_\_\_ Identify a contact for each fire department in their District.

\_\_\_\_\_ Identify the fire service dispatching points within each county of their District.

\_\_\_\_\_ Prior to Plan activation, establish and maintain an on-going dialogue with the county or tribal Emergency Management Authority.

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## **APPENDIX D – Resource Ordering Checklist (Request for Assistance)**

Date and Time \_\_\_\_\_

Name of Agency Requesting Intra-State Mutual Aid \_\_\_\_\_

Incident Name \_\_\_\_\_

Incident Number/Order Number/ Mission Assignment \_\_\_\_\_

Resource

Quantity \_\_\_\_\_

Kind \_\_\_\_\_

Type \_\_\_\_\_

Description of Resource \_\_\_\_\_

Arrival Date and Time Requested \_\_\_\_\_

Delivery/Reporting Location/Staging Area \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Radio Frequency \_\_\_\_\_

Priority

Immediate ☐

Planned ☐

Duration of Assignment (if known) \_\_\_\_\_

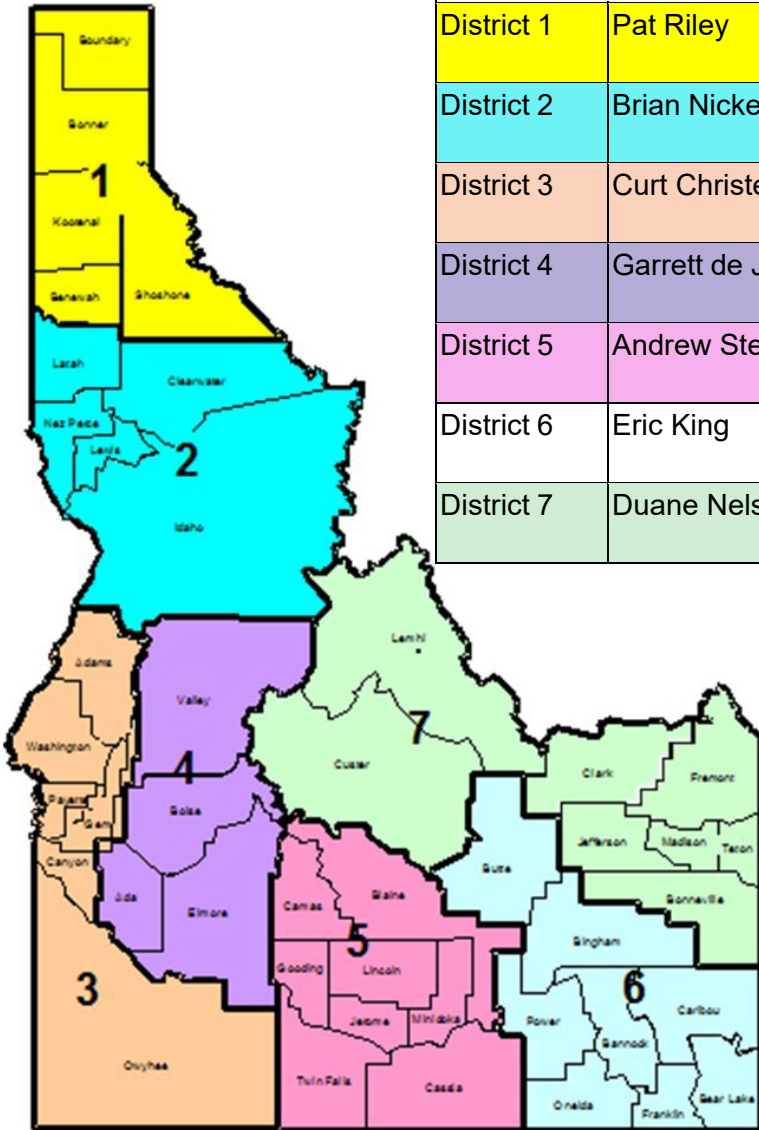
Request By:

Individual's Name \_\_\_\_\_

Contact Information \_\_\_\_\_

## APPENDIX E – District Director Dispatch Phone Numbers

District Directors			District Alternates	
District 1	Pat Riley	208.772.5711 m: 208.691.3264	Tom Greif	208.769.2340
District 2	Brian Nickerson	208.882.2831 m: 636.384.6599	Jonathon Hoyt	208.476.9335 m: 208.553.3533
District 3	Curt Christensen	208.941.7367 m: 208.398.8042	Tim Atwood	208.414.2379 m: 208.880.4462
District 4	Garrett de Jong	208.634.5360 m: 208.271.6063	Dave Sparks	208.286.7772 m: 208.908.2841
District 5	Andrew Stevens	208.543.5664 M: 208.308.2401	Shannon Tolman	208.431.6150 m: 208.431.6150
District 6	Eric King	208.478.3784	Tony Saiz	208.478.3786 m: 208.339.3868
District 7	Duane Nelson	208.612.8495 m: 208.390.8785	Jim Blair	208.526.5192 m: 208.520.6131



## DISPATCH PHONE NUMBERS

District 1		District 2		District 3			
Benewah	245-2555	Clearwater	476-4521	Adams	253-4227		
Bonner	265-5525	Idaho	983-1100	Canyon	454-7531		
Boundary	267-3151	Latah	882-2216	Gem	365-3521		
Kootenai	466-1300	Lewis	937-2447	Owyhee	495-1154		
Shoshone	556-1114	Nez Perce	799-3131	Payette	642-6006		
				Washington	414-2121		
District 4		District 5		District 6		District 7	
Ada	377-6790	Blaine	578-3831	Bannock	236-7111	Bonneville	529-1200
Boise	392-4411	Camas	764-2261	Bear Lake	945-2121	Clark	374-5403
Elmore	587-2121	Cassia	878-2251	Bingham	785-1234	Custer	879-2232
Valley	382-5160	Gooding	934-4421	Butte	527-8553	Fremont	624-4482
		Jerome	324-1911	Caribou	547-2563	Jefferson	745-9210
		Lincoln	324-1911	Franklin	852-1234	Lemhi	756-8980
		Minidoka	434-2320	Oneida	766-2251	Madison	356-5426
		Twin Falls	324-1911	Power	226-2311	Teton	354-2323