

**THE OFFICE OF THE GOVERNOR**

**EXECUTIVE DEPARTMENT  
STATE OF IDAHO  
BOISE**

**EXECUTIVE ORDER NO. 2022-04**

**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**

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*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 man-made 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, Brad Little, 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 all state agencies.*

**I. GENERAL ASSIGNMENTS**

*Each department and agency shall ensure their organization can continue to provide critical services during an event that impacts the ability of the government to fully function. In addition, each department and agency, in order to ensure a coordinated disaster response in alignment with the Idaho Emergency Operation Plan (IDEOP), shall:*

*A. Prepare for and respond to emergencies or disasters, as defined in Idaho Code Section 46-1002, 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. Each year, provide or validate the names and contact information of agency emergency coordinators to the Idaho Office of Emergency Management.*

*C. Develop and maintain an agency specific emergency operations plans (EOP) to carry out the agency's response and recovery support functions consistent with the National Response Framework and the National Recovery Framework. Agency EOP's will be submitted on each even numbered year to the Idaho Office of Emergency Management. Agency plans will assign emergency management duties to*

*all applicable subdivisions and personnel within the agency. Agency plans will outline how the agency will support the State Emergency Response Team (SERT), the Idaho Response Center (IRC), and agency specific Emergency Support Functions (ESF) as required by the Idaho Emergency Operation Plan and the National Preparedness System. Such agency support includes:*

- 1. Contributing to the agency's assigned ESF role as outlined in the state EOP whether as a coordinating agency, a primary agency, or a supporting agency. Depending on the agency's role in the EOP, this may include functioning as a liaison for all organizations and agencies operating within a specific ESF.*
- 2. Supporting the State's emergency planning preparedness efforts by actively participating in and contributing to the biennial update of the EOP.*
- 3. Supporting the State Emergency Response Team (SERT) and Idaho Response Center (IRC) processes and standard operating procedures. Providing information for situation reports, incident action plans, resource status, financial status, geospatial data, and organization/staffing/contact information to the SERT and its situational awareness platforms;*
- 4. Providing ESF personnel and resources commensurate with SERT assigned roles and responsibilities; and*
- 5. Providing resources and capabilities when mission-assigned by the SERT. This may include personnel, direct agency assistance or subject matter expertise in response to a request for assistance.*

*D. Notify the Idaho Office of Emergency Management of any impending emergency or disaster conditions that may warrant the need for support from the State Emergency Response Team.*

*E. 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 after the conclusion of the compromising event. Agency COOP plans will be submitted on each odd numbered year to the Idaho Office of Emergency Management.*

*F. Notify the Idaho Office of Emergency Management of any 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 Director, Idaho Office of Emergency Management, will notify the Governor's Office.*

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

*H. Coordinate with the Idaho Office of Emergency Management for any emergency management and homeland security related training and exercise necessary or required to meet state emergency prevention, protection, mitigation, response, and recovery objectives.*

*I. Coordinate with the Idaho Office of Emergency Management on any agreement or memorandum of understanding that incorporates prevention, protection, mitigation, response, and recovery functions of an emergency or disaster. Such agreements or memorandums of understanding may be integrated as part of the Idaho Emergency Operations Plan.*

*J. Participate in the state Public Information Emergency Response (PIER) Team program. Public Information Officers of each State agency are collaterally assigned to the State's PIER Team during emergencies and disasters. PIER Team members provide a level of public information expertise not otherwise available to state and local jurisdictions. In the event of emergencies, natural or man-made, PIER Team members can be activated and deployed, as necessary, to the IRC, Joint Information Center (JIC), field support offices and/or local jurisdictions.*

*K. Participate in the Senior Advisory Committee (SAC), as requested, to exchange information, validate preparedness efforts, and enhance capabilities statewide in the five homeland security mission areas of prevent, protect, mitigate, respond and recover.*

*L. Participate in disaster recovery planning. As requested, provide personnel for the support of disaster recovery committees necessary for economic and community recovery of disaster-impacted areas.*

*M. Provide state personnel, as requested, to assist in conducting damage assessment surveys following a disaster.*

*N. Coordinate with the Idaho Office of Emergency Management to develop and promote mitigation strategies for state-owned or state-leased buildings. The purpose of the mitigations strategies is to prevent or reduce damage caused by natural or manmade disaster events.*

*O. Coordinate with the Idaho Office of Emergency Management to provide support for mitigation, preparedness, and recovery programs and activities in line with the expertise and resources of the agency*

## **II. COORDINATING INSTRUCTION**

*The Idaho Office of Emergency Management shall have authority to:*

*A. Draw upon subject matter experts, state agency leadership and existing advisory committees, commissions and councils to form a SAC, as required by the Homeland Security Grant Program. The SAC will serve as a forum to exchange information, validate preparedness efforts, and enhance capabilities statewide in the five homeland security mission areas of prevent, protect, mitigate, respond and recover. The SAC shall develop a governing charter consistent with grant funding requirements and will meet at least twice annually.*

*B. 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.*

*C. Establish and maintain the Idaho Response Center for the coordination of emergency and disaster operations and information management activities.*

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

*E. Help ensure state and local prevention, protection, mitigation, response and recovery plans are consistent with national plans and programs. Help ensure state agency plans are consistent with the State's emergency management goals and procedures. Develop annual or bi-annual requirements for promulgation and review of all such plans.*

*F. Coordinate collaborative emergency management and homeland security efforts with other state governments and federal agencies and private sector entities.*

*G. Coordinate all requests from state and local governments for disaster emergency assistance.*

*H. Manage the use of state emergency communications, alerts and warning systems. Develop and integrate auxiliary communications, and other volunteer communications programs and organizations into a state system or network. Develop, maintain and exercise a communications plan. Continue to enhance the communications capabilities and capacity of the Idaho Response Center with current and new technologies as follows;*

*I. Support administration of the State's Emergency Alert System (EAS) and Wireless Emergency Alert*

*System (WEA). Facilitate a viable and effective statewide alert system for impending natural or manmade disasters.*

2. *Maintain the state emergency communications using adopted State and Federal High Frequency (HF) program and capabilities for emergencies and disasters communications.*
3. *Determine what statewide communication and warning requirements would 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.*

*I. 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.*

*J. Function as the Homeland Security Advisor and State Administering Agency for federal emergency management, cybersecurity and homeland security grant programs.*

*K. Assist local governments with the development of all-hazard mitigation, preparedness, response, and recovery plans, training and exercises.*

*L. Administer federal programs for disaster emergency planning and assistance pertinent to state and local governments.*

*M. Provide ongoing validity assessment of the Idaho Emergency Operations Plan. Provide training for state agency personnel in the prevent, protect, mitigate, respond and recover mission areas.*

*N. As necessary, 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.*

*O. Coordinate state and federal emergency response efforts for hazardous materials incidents.*

*P. Provide technical assistance to emergency response agencies in recovering hazardous materials emergency response costs under state and federal laws.*

*Q. Administer and coordinate the state-sponsored hazardous materials regional response teams.*

*Any emergency and recovery support function identified in the Idaho Emergency Operations Plan, 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 Director of the Idaho Office of Emergency Management. The Director, Idaho Office of Emergency Management, may assign any new emergency support function to the head of a governmental agency by mutual consent.*

*With the exception of participation in the Senior Advisory Committee, the head of each governmental agency is hereby authorized to delegate to their staff the assignments outlined 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 in Boise 23rd day of September in the year of our Lord two thousand and twenty-two.*

**BRAD LITTLE**  
**GOVERNOR**

**LAWRENCE DENNEY**  
**SECRETARY OF STATE**