

Town of Winthrop

National Incident Management System (NIMS) Implementation Plan

November 5, 2007

RECORD OF CHANGES

[illegible]

Town of Winthrop
National Incident Management System (NIMS) Implementation Plan

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PROCLAMATION

IMPLEMENTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM

November 5, 2007

WHEREAS, In Homeland Security Directive (HSPD) -5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all federal, state, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the Town's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission on Terrorism Attacks (9-11 Commission) recommend adoption of a standardize Incident Command System.

NOW THEREFORE, Pursuant to the authority vested in me by the Constitution and provisions of the Emergency Management Services Code (35 Pa. C.S. Section 7101 et seq., as amended), I do hereby mandate the National Incident Management System be utilized for all incident management in the Town of Winthrop.

I further proclaim this to take effect immediately.

CITY SEAL ATTEST

Town of Winthrop

National Incident Management System (NIMS) Implementation Plan

FOREWORD

This document has been developed in compliance with Homeland Security Presidential Directive (HSPD) 5, *Management of Domestic Incidents*, in which the President directed the Secretary of Homeland Security to develop, submit and administer the National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and Local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. In like manner, NIMS will provide a consistent approach for the Town of Winthrop with regard to emergency preparedness, response and recovery.

The NIMS enhances the management of domestic incidents by establishing a single, comprehensive system for incident management and will help achieve greater cooperation among departments and agencies at all levels of government. Implementing the NIMS strengthens each organization's capability and resolve to fulfill its responsibilities to all the citizens of Winthrop in times of emergency.

The following NIMS Implementation Plan will help ensure that Winthrop has fully incorporated the NIMS into emergency response plans, procedures, and policies. This plan also provides guidance for all organizations to ensure that all personnel are appropriately trained in the NIMS and prepared to effectively and efficiently execute the duties under the National Response Plan (NRP) and Winthrop's Emergency Operations Plan.

Town of Winthrop
Manager and Council

Purpose

This document institutes the necessary steps for compliance with the National Incident Management System (NIMS) implementation plan. This document further ensures that Winthrop's Emergency Operations Plan complies with NIMS, Incident Command System (ICS), and emergency prevention, preparedness, recovery and mitigation activities, as well as in support of all assistance received from county, state or federal agencies.

Authorities

Homeland Security Presidential Directive 5 (HSPD-5), *Management of Domestic Incidents*

Governor's Executive Order dated October 4, 2005 Implementing the National Incident Management System

2006 State of Maine Three-Year Homeland Security Assessment & Strategy and Urban Areas Security Initiatives

Homeland Security Presidential Directive 8 (HSPD-8), National Preparedness

References

Homeland Security Act Of 2002

HSPD-8, *National Preparedness*

DHS National Incident Management System, March 1, 2004, U.S. Department of Homeland Security

National Response Plan

Scope

This document provides guidance on how the Town of Winthrop plans to implement NIMS.

The provisions of this document apply to all departmental plans, procedures, policies, and training programs.

The provisions of this document apply to all Departments, Boards, Commissions, of or operating under the jurisdiction of the Town of Winthrop.

It is the intent of the Town of Winthrop to institute the NIMS as outlined in this document. The timeline for this process is dependent on several factors including staff availability, disaster events, availability of Federal training and exercise programs, State and Federal Laws and Regulations. Changes in the above could modify the timelines for the implementation of NIMS.

Noncompliance with the NIMS will jeopardize future Homeland Security preparedness funding.

Responsibilities of the NIMS Implementation Workgroup

The NIMS implementation workgroup consists of representatives from the following:
Administration, Finance, Police, Fire, Emergency Medical Service, Public Works.

The NIMS Implementation Workgroup is responsible for:

- Development and implementation of a comprehensive incident management system that has compatibility among all town departments, counties and state agencies and NIMS components including the tenets of the National Mutual Aid and Resource Management Initiative.
- Coordination of all Town departments with multi-agency coordination systems and unified command.
- Development of concepts and principles to institutionalize all-hazards incident management and integration strategies compliant with the National Response Plan (NRP).
- Identification and updating of all training, plans and programs to fully integrate NIMS concepts and terminology.
- Recommendation of appropriate training levels for all Town personnel.
- Development of a timeline to complete necessary training for all Town personnel.
- Ensuring NIMS implementation is in alignment with the goals and objectives of the Federal Emergency Management Agency (FEMA) and the Maine Emergency Management Agency (MEMA).

Concept of Implementation

The Phases of NIMS Adoption for the Town of Winthrop.

The NIMS adoption will include four distinct phases. These implementation phases will overlap in order to speed and strengthen the process.

The first phase will focus on initial staff training, which will include completion of the Federal Emergency Management Agency's (FEMA) Emergency Management Institute independent study course on the NIMS (EMI IS-700). All supervisors will be accountable for ensuring that all employees are fully trained in the NIMS as outlined in the training phase of this plan.

The second phase will include evaluation of existing plans, policies, and procedures to identify aspects in need of modification for NIMS compliance.

The third phase will be revisions of existing plans, procedures, and policies to reflect NIMS implementation.

The NIMS emphasizes the importance of maintaining accurate and up-to-date information on resource management and utilization as a critical component of domestic incident management. We will base our Mutual Aid and Resource Management on FEMA's National Mutual Aid and Resource Management Initiative. This provides the basis to type, inventory, order, and track assets to support equipment and personnel compatibility required for mutual aid agreements. It also provides a model for all other departments and agencies to follow. Resource Management will be incorporated during or after phase 3 is completed.

The fourth phase will verify achievement of the NIMS Integration Center's standards, to include certification and credentialing of employees as well as conducting exercises to demonstrate compliance with the standards of the NIMS Integration Center.

Phase I – Initial Staff Training **8 months**

The four levels are:

Awareness: Individuals who may be involved in an incident, and/or perform a direct or supporting role, will be trained in the following components of NIMS and ICS.: IS700 & ICS100

- Organizational Structure
- Positions and Responsibilities

- Facilities

Operations: Individuals who may be involved in or with ICS general functions will be trained in the following components of ICS: ICS200

- Awareness level plus
- Principles and Features of ICS
- Organizational Overview
- Incident Facilities
- Common Responsibilities Associated with ICS Assignments

Supervisory Level: Individuals who may be assigned to ICS supervisory positions for incidents will be trained in the following components of ICS and the National Response Plan (NRP): ICS300 & IS800

- Operational level plus
- Essential Principles of ICS and the NRP
- Air Operations (if applicable)
- Special Events Planning
- Resources Management

Command Level: Individuals who may be expected to perform in a management capacity, incident commander and/or area commanders in a complex incident environment: ICS400

- Supervisory level plus
- Large-scale Incidents
- Unified/Area Command
- Complex Incident Management
- Interagency Coordination

The concepts of an ICS are not foreign to Winthrop's emergency management, fire and law enforcement response personnel. ICS concepts have been taught and implemented within these services for years. ICS training begins in the entry-level training programs with an introduction to the ICS during Emergency Services training. Incrementally advanced levels of ICS training are integrated into various training programs.

As a first step in the implementation of NIMS Winthrop will require the completion of "IS-700: An Introduction to the National Incident Management System", for all employees. This introductory course will provide each participant with a basic understanding of the NIMS ICS. By completing this course, staff members will be able to respond to questions concerning NIMS and be better prepared for the delivery of NIMS ICS training modules. A further promotion of IS-700 throughout the response community will serve as a learning bridge for those responders who already have a basic understanding of the ICS and need to understand the requirements for transition to the NIMS ICS. NIMS

IS-700 training is available as an independent study online course at <http://training.fema.gov/emiweb/IS/is700.asp>

FEMA, through the National Emergency Training Center (NETC), has developed several independent study training options for personnel to acquire an understanding of the ICS and NIMS.

- IS-100 – Introduction to the Incident Command System
- IS-200 – Basic Incident Command System
- IS-300 – Intermediate Incident Command System
- IS-400 – Advanced Incident Command System
- IS-700 – An Introduction to the National Incident Management System
- IS-800 - An Introduction to the National Response Plan

All personnel must forward a copy of their training certification documents of successfully completed courses to Personnel Department to be kept on file as proof of certification. Recurring recertification involves participation in exercise programs.

Initial Staff Training Matrix

Complete IS-700 NIMS: An Introduction	<ul style="list-style-type: none">• Web Based, Self Study• All personnel who may have emergency assignments at any level of government.
Complete IS-800 NRP: An Introduction	<ul style="list-style-type: none">• Web Based, Self Study• All supervisors and managers who have emergency assignments at any level of government.
Complete ICS 100 Introduction	<ul style="list-style-type: none">• Web Based, Self Study• All personnel who may have emergency assignments at any level of government.
Complete ICS 200 Basic	<ul style="list-style-type: none">• Web Based, Self Study• Persons involved with emergency planning, response or recovery efforts.
Complete ICS 300 and ICS 400 Intermediate & Advanced	<ul style="list-style-type: none">• Supervisors, managers and command staff with operational responsibilities at emergency incidents.

Phase II – Identification of Relevant Plans, Procedures, and Policies **4 months**

During this phase, documents will be identified; however, modification of plans, procedures, policies, and training will be accomplished during Phase III.

Phase IIIA – Modification of Existing Plans, Procedures, and Policies

8 months

During normal revision cycle Emergency Response Plans, including those that fulfill ESFs under the NRP and internal response plans such as Continuity of Operations (COOP) plans, SOPs, EOPs and other documents identified during phase II must be modified to NIMS principles and language. Additionally, training programs will be enhanced and/or modified to institutionalize NIMS. The process includes modification, testing, refinement, and implementation.

Phase IIIB – Resource Management

8 months

The NIMS emphasizes the importance of maintaining accurate and up-to-date information on resource management and utilization as a critical component of domestic incident management. Winthrop will initiate a “standardized resource” management program in compliance with the NIMS, in support of the ICS, the Resource Typing Definitions and the Mutual Aid Glossary of Terms and Definitions. This initiative will promote the common terminology of descriptions, standards, and types of local, County, State and Federal response assets to be deployed in time of emergency or disaster.

Resource typing definitions for 120 of the most commonly requested response resources are available at: www.fema.gov/nims/mutual_aid.shtm.

Phase IVA - Exercises – Internal training/tabletop exercises.

Validation exercises will be conducted to include internal and regional tabletops and/or functional exercises utilizing NIMS/ICS and the Homeland Security Exercise and Evaluation Program (HSEEP).

A generic template for a Tabletop Exercise to evaluate NIMS implementation in the Town's Emergency Operation Center (EOC) should be developed in coordination with the Maine Emergency Management Agency.

The Town of Winthrop exercise program will include several tabletop exercises, functional exercises, and a full-scale exercise. This will test all aspects of the EOP, to include all ESFs.

NIMS Guidance

The following checklist will be utilized to track progress for all Plans, Procedures, Policies, and Training Programs to reflect full NIMS adoption. The checklist below was adopted directly from the NIMS (NIMS, Chapter III, Section B-2-a-1, page 35) and illustrates the status of NIMS incorporation into the Emergency Operation Plans (EOPs).

EOP Title: _____	Checklist	Adoption Date
Defines the scope of preparedness and incident management activities necessary for the jurisdiction.	<input type="checkbox"/>	
Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support.	<input type="checkbox"/>	
Facilitates response and short-term recovery activities.	<input type="checkbox"/>	
Is flexible enough to use in all emergencies.	<input type="checkbox"/>	
Describes the EOP purpose.	<input type="checkbox"/>	
Describes the EOP situation and assumptions.	<input type="checkbox"/>	
Describes the EOP concept of operations.	<input type="checkbox"/>	
Describes the EOP organization and assignment of responsibilities.	<input type="checkbox"/>	
Describes the administration and logistics of the EOP.	<input type="checkbox"/>	
Describes EOP development and maintenance.	<input type="checkbox"/>	
Describes the EOP authorities and references.	<input type="checkbox"/>	
Contains functional annexes.	<input type="checkbox"/>	
Contains hazard-specific appendices.	<input type="checkbox"/>	
Contains a glossary.	<input type="checkbox"/>	
Pre designate jurisdictional and/or functional area representatives to the Incident Commander (IC) or Unified Command (UC) whenever possible.	<input type="checkbox"/>	
Includes pre-incident and post-incident public awareness, education, and communications plans and protocols.	<input type="checkbox"/>	

Figure 1. Checklist for a NIMS-Compliant EOP

Appendix A

Minimum Training Requirements for Town of Winthrop Staff at Each of the Four Levels

This represents a minimum standard for Town of Winthrop employees. At the recommendation of Department Heads or the Town Manager, personnel may receive training at a higher level and/or position specific training. Members of specialized response teams may also receive training at a higher level and/or position specific training. New employees will have one year to complete the required training based upon their position.

COLOR CODE: AWARENESS = GREEN OPERATIONAL = BLUE SUPERVISORY = YELLOW COMMAND = ORANGE	EMI IS-100 Introduction to the ICS	EMI IS-700 NIMS	Internal Training / Emergency Exercises	ICS-200 Level Course/equivalent	IS-800 NRP: An Introduction	ICS-300 Intermediate Level Course/Equivalent	ICS-400 Advanced ICS
Rank and File Employees							
Emergency Management Personnel, Responders and Instructors							
Supervisory Personnel							
Management Personnel							