

Indian Lake Borough
National Incident Management System (NIMS) Implementation Plan

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Commonwealth of Pennsylvania



Governor's Office

PROCLAMATION

IMPLEMENTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM

December 20, 2004

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 state's ability to utilize federal funding to enhance local and Municipal 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 Commonwealth.

I further proclaim this to take effect immediately.



GIVEN under my hand and the Seal of the Governor, at the City of Harrisburg, this twentieth day of December in the year of our Lord two thousand four and of the Commonwealth the two hundred and twenty-ninth.

Edward G. Rendell

EDWARD G. RENDELL
Governor

Indian Lake Borough
National Incident Management System (NIMS) Implementation Plan

FOREWORD

This document has been developed at the direction of the Governor of the Commonwealth of Pennsylvania and 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 (INDIAN LAKE BOROUGH) 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 (INDIAN LAKE BOROUGH) in times of emergency.

The following NIMS Implementation Plan will help ensure that (INDIAN LAKE BOROUGH) has fully incorporated the NIMS into (INDIAN LAKE BOROUGH) 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 (INDIAN LAKE BOROUGH) duties under the National Response Plan (NRP) and (INDIAN LAKE BOROUGH) Emergency Operations Plans.

Position Title
Municipality

Purpose

This document institutes the necessary steps for compliance with the National Incident Management System (NIMS) implementation plan. This document further ensures that (INDIAN LAKE BOROUGH) Emergency Operations Plan complies with the NIMS;

individual domestic incident management; and emergency prevention, preparedness, recovery and mitigation activities, as well as in support of all actions taken to assist regional counter-terrorism task forces and municipal or local municipalities.

Authorities

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

Governor's Proclamation Implementing the National Incident Management System
2003 Commonwealth of Pennsylvania Three-Year Homeland Security Assessment & Strategy and Urban Areas Security Initiatives

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 (INDIAN LAKE BOROUGH) 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 sub-components (examples: Agencies, Authorities, Boards, Commissions, Councils, Departments, and Offices), of or operating under the jurisdiction of the Commonwealth of Pennsylvania.

It is the intent of (INDIAN LAKE BOROUGH) is 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.

Concept of Implementation

The Phases of NIMS Adoption for (INDIAN LAKE BOROUGH).

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 (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. This includes modification of any emergency response plans, in support of Commonwealth response and recovery activity, and any internal emergency plans such as Continuity of Operations Plans (COOP).

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 Commonwealth agencies and departments to follow. Resource Management will be incorporated during or after phase 3 is completed. *(Resource typing definitions for 126 of the most commonly requested response resources are available at: www.fema.gov/nims/mutual_aid.shtm)*

Phase I – Initial Staff Training

NIMS adoption will include four distinct phases. The first phase is Awareness. All supervisors with responsibility over municipal assets will be accountable for ensuring that all employees are fully trained in the NIMS. Additionally, during this phase, the coordination of the provision of training for all first responders through approved training organizations will occur. New employees will have one year to complete required training according to their position.

The four levels are:

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

- Organizational Structure
- Positions and Responsibilities
- Facilities

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

- 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:

- Operational level plus
- Essential Principles of ICS
- 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:

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

The concepts of an ICS are not foreign to Pennsylvania's emergency management, fire, law enforcement, EMS, and rescue 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 across Pennsylvania's emergency management, law enforcement, fire, law enforcement, EMS, and rescue response communities, (INDIAN LAKE BOROUGH) has promoted the completion of "IS-700: An Introduction to the National Incident Management System", for all (INDIAN LAKE BOROUGH) staff employees and field instructors. This introductory course will provide each participant with a basic understanding of the NIMS ICS. By completing this course, staff members and instructors 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. (INDIAN LAKE BOROUGH) will facilitate the availability of the NIMS IS-700 training program by providing a direct link to the on-line training from the Internet Web page at www.pema.state.pa.us. In order to assist departments with the implementation of NIMS-compliant ICS organization, (INDIAN LAKE BOROUGH) primary objective will be to evaluate/modify the current training curriculum and schedule the delivery of training programs to provide an understanding of NIMS ICS concepts. (INDIAN LAKE BOROUGH) training office will be responsible for the assessment of the impact of NIMS to existing (INDIAN LAKE BOROUGH) training programs and develop curriculum revisions as required.

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. Personnel who have previously taken PEMA training programs may utilize these independent study options as a learning bridge to acquire updated ICS and NIMS training:

- IS-100 – Introduction to the Incident Command System (under revision)
- IS-200 – Basic Incident Command System (under revision)
- IS-700 – An Introduction to the National Incident Management System
- IS-800 – National Response Plan Training

All (INDIAN LAKE BOROUGH) personnel must forward a copy of their training certification documents of successful completed course to (INDIAN LAKE BOROUGH) training department to be kept on file as proof of certification. Recurring recertification involves participation in (INDIAN LAKE BOROUGH) exercise program.

Initial Staff Training Matrix

<p>Awareness</p> <p>*3.12a, 3.12b 1.13e 1.16b 2.25b</p>	<p><u>Entry level first responders (including firefighters, police officers, emergency medical services providers, public works on-scene personnel, public health on-scene personnel and other emergency responders) and other emergency personnel that require an introduction to the basic components of the ICS.</u></p> <p>See Appendix B</p>	<p>Personnel at the Awareness level will complete the following training:</p> <ul style="list-style-type: none"> • IS-100 Introduction to the Incident Command System • IS-700 National Incident Management System
<p>Operations</p> <p>*1.14e 1.14f</p>	<p><u>First line supervisors, single resource leaders, lead dispatchers, field supervisors, company officers and entry level positions (trainees) on Incident Management Teams and other emergency personnel that require a higher level of ICS training.</u></p> <p>See Appendix B</p>	<p>In addition to the requirements at the Awareness level, completion of the following training courses is required:</p> <ul style="list-style-type: none"> • IS-200 Basic Incident Command System
<p>Supervisory</p> <p>*1.12a, 1.12b 1.15e 1.15f</p>	<p><u>Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and Multi-Agency Coordination System/Emergency Operations Center staff.</u></p> <p>See Appendix B</p>	<p>In addition to the requirements at the Operations level, the following courses must be taken:</p> <ul style="list-style-type: none"> • ICS-800 National Response Plan Training
<p>Command</p> <p>*3.14a (AAR) 3.14b (AAR)</p>	<p><u>Command and general staff, agency administrators, department heads, emergency managers, areas commander and Multi-Agency Coordination System/Emergency Operations Center managers. Elected officials, senior executive, senior managers and agency administrators with policy responsibilities, but without specific ICS or Multi-Agency Coordination System function/roles or responsibilities.</u></p> <p>See Appendix B</p>	<p>The following course must be taken:</p> <ul style="list-style-type: none"> • ICS-800 National Response Plan Training

* These are referenced from the Pennsylvania State Homeland Security Assessment and Strategy, Urban Areas Security Initiatives and the Multi-Year Training and Exercise Objectives as outlined in NIMS. This approach will help achieve the goals and objectives outlined in the strategy.

Phase II – Identification of Relevant Plans, Procedures, and Policies

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

Phase III A – Modification of Existing Plans, Procedures, and Policies

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 III B – Resource Management

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. PEMA will initiate a “standardized statewide 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. PEMA’s initiative will promote the common terminology of descriptions, standards, and types of local, Commonwealth and Federal response assets to be deployed in time of emergency or disaster. PEMA, Homeland Security, and information technology practices combined talents will provide an effective method of collecting, cataloging and deploying emergency resources and information.

Commonwealth agencies, RTFs, Counties and Municipalities will have a secure, centralized system where key resources are categorized, updated and accessed to support an emergency response. This will provide individuals working in an emergency response event the ability to tag resources having multiple attributes, utilizing the Resource Typing Definitions and Mutual Aid Glossary of Terms and definitions as the standard.

The Commonwealth will inventory and categorize state resources according to the standardized Resource Typing Definitions. The State Emergency Operations Center will act as the coordinating body for this activity. The Commonwealth resource list will be developed and maintained by the PEMA Bureau of Operations. Information from the standardized Resource Typing project will be provided to the RCTTFs and counties, who will develop and maintain their individual resource lists. The State EOC, in conjunction with the RCTTFs and counties, will share resource information.

The Federal Emergency Management Agency through the National Mutual Aid and Resource Management Initiative provides information for the basis to type, inventory,

order and track Federal, State and Local assets to support equipment and personnel compatibility required for mutual aid agreements. Resource typing definitions for 120 of the most commonly requested response resources are available at:

www.fema.gov/nims/mutual_aid.shtm.

Phase IV A Exercises – Internal training/tabletop exercises.

Validation exercises will be conducted to include internal and regional tabletops and/or functional exercises utilizing NIMS/ICS, Homeland Security Exercise and Evaluation Program (HSEEP), and State Homeland Security Assessment Strategy (SHSAS). These exercises will be conducted in accordance with the SHSAS and the Emergency Management Accreditation Program (EMAP) guidelines.

(INDIAN LAKE BOROUGH) exercise program will be as a participant in the County’s three year plan. This will test all aspects of the (INDIAN LAKE BOROUGH) Emergency Operations Plan.

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 2. Checklist for a NIMS-Compliant EOP

Appendix A

Plans, Policies, and Procedures to be modified for NIMS Compliance
(This is not an all-inclusive list. Some documents are the joint responsibility of two or more bureaus.) We identified all of our documents, this is a partial representation of how PEMA listed documents

Appendix B

Minimum Training Requirements for Indian Lake Borough Staff at each of the Four Levels

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	ICS-300 Intermediate Level Course/Equivalent	ICS-400 Advanced ICS
<u>Firefighters</u>						
<u>Police officers</u>						

<u>Emergency medical services providers</u>						
<u>Public works on-scene personnel</u>						
<u>Public health on-scene personnel</u>						
<u>First line supervisors</u>						
<u>Single resource leaders</u>						
<u>Lead dispatchers</u>						
<u>Field supervisors</u>						
<u>Company officers and entry level positions (trainees) on Incident Management Teams</u>						
<u>Other emergency personnel that require a higher level of ICS training</u>						
<p>COLOR CODE:</p> <p>AWARENESS = GREEN OPERATIONAL = BLUE SUPERVISORY = YELLOW COMMAND = ORANGE</p>	EMI IS-100 Introduction to the ICS	EMI IS-700 NIMS	Internal Training / Emergency Exercises	ICS-200 Level Course/equivalent	ICS-300 Intermediate Level Course/Equivalent	ICS-400 Advanced ICS
<u>Middle Management</u>						
<u>Strike Team Leaders</u>						
<u>Task Force Leaders</u>						
<u>Unit Leaders</u>						
<u>Division/Group Supervisors</u>						
<u>Branch Directors and Multi-Agency Coordination System/Emergency Operations Center Staff</u>						

<p>COLOR CODE:</p> <p>AWARENESS = GREEN OPERATIONAL = BLUE SUPERVISORY = YELLOW COMMAND = ORANGE</p>	<p>EMI IS-100 Introduction to the ICS</p>	<p>EMI IS-700 NIMS</p>	<p>Internal Training / Emergency Exercises</p>	<p>ICS-200 Level Course/equivalent</p>	<p>ICS-300 Intermediate Level Course/Equivalent</p>	<p>ICS-400 Advanced ICS</p>
<p><u>Command and general staff</u></p>						
<p><u>Agency Administrators</u></p>						
<p><u>Department Heads</u></p>						
<p><u>Emergency Managers</u></p>						
<p><u>Area Commander and Multi-Agency Coordination System/Emergency Operations Center managers</u></p>						
<p><u>Elected officials; senior executives; senior managers; and agency administrators with policy responsibilities, but without specific ICS or Multi-Agency Coordination System function/roles or responsibilities</u></p>						