

San Juan County DEM

National Incident Management System (NIMS) Implementation Plan

May 2005

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SECTION I: GENERAL

I-1. Purpose

This document establishes the San Juan County DEM NIMS Implementation Plan in order to ensure compliance with Homeland Security Presidential Directive 5 (HSPD-5), *Management of Domestic Incidents*. HSPD-5 requires all federal, state, and local agencies and jurisdictions to adopt the NIMS and use it in their incident management and emergency prevention, preparedness, response, recovery, and mitigation activities, as well as in support of all actions taken to assist state or local entities. This plan also illustrates the intended methods for incorporation of the NIMS into plans, procedures, policies, and training programs.

I-2. Scope

- a. This plan applies to all San Juan County Department of Emergency Management plans, procedures, policies, and emergency management and emergency response training programs.
- b. Offices and Departments of San Juan County Government, separate jurisdictions and first responder assets of San Juan County may adopt this plan, with agency specific changes, or develop their own implementation plan that meets the requirements as outlined in Section II of this plan.

I-3. Responsibilities

- a. San Juan County Department of Emergency Management (DEM) will:
 - (1) Ensure that FFY05 minimum requirements are met NLT 30 September 2005.
 - (2) Share this document and NIMS implementation information with the county offices, departments, and emergency response agencies listed in the table below, and others as requested, and needed.
 - (3) Provide NIMS implementation assistance to other offices, jurisdictions, or districts on request.
 - (4) Obtain certification from agencies participating in Federal Preparedness grants coordinated by DEM that the agency is NIMS compliant, or is in the process of implementation.

Position Title	Point of Contact	Office Telephone
SJ Sheriff	Bill Cumming	(360) 378-4151
Director, SJ PW	Jon Shannon	(360) 370-0500
Director, Public Health	John Manning	(360) 378-4474
911 Dispatch	Bette Weiss	(360) 378-4151
Chief, FHFD	Bob Lowe	(360) 378-4183
Chief, Orcas Island Fire Department	Mike Harris	(360) 376-2331
San Juan EMS	Jim Cole	(360) 378-5152
Chief, San Juan Island FD	Bill McLaughlin	(360) 378-5334
Chief, FD 4 Lopez	Rob Miesen	(360) 468-2991
Chief, Shaw Fire Dept.	Brud Joslin	(360) 468-2788

SECTION II: IMPLEMENTATION

II-1 Minimum FFY 2005 NIMS Implementation Requirements – County and Local

The minimum NIMS implementation requirements to be completed by 30 September 2005 follow:

- a. **Completing the NIMS Awareness Course: “National Incident Management System, An Introduction”, IS-700.** This free independent study course is available on-line and will take between 45 minutes and three hours to complete. The course is available on the Emergency Management Institute (EMI) web page at: <http://training.fema.gov/EMIWeb/IS/is700.asp>. This course can also be taught in a classroom setting by an instructor who has already completed IS-100 and IS-700. See WA EMD Training Bulletin 04-002 for details on class procedures. Guidelines for personnel that should be trained are at Attachment A.
- b. **Formally recognizing NIMS and adopting NIMS principles and policies.** A county resolution will be adopted requiring NIMS and ICS integration into all emergency management and emergency related plans, procurements, and training. A draft resolution is at Attachment B. Other agencies or departments *must* have their governing bodies adopt a similar resolution to be NIMS compliant.
- c. **Establish a NIMS baseline by determining which NIMS requirements are already satisfied.**
- d. **Establishing a timeframe and developing a strategy for full NIMS implementation.** This plan is the first part of strategy development. The results of the baseline survey will provide data to determine the timeline to complete FY 2005 minimum requirements as well as full NIMS implementation.
- e. **Institutionalizing the use of the ICS.** San Juan County DEM will continue to institutionalize the use of the ICS through the formal adoption of NIMS, revising plans and policies, and using ICS in exercises and drills.

II-2 Timelines for NIMS Implementation.

Following this schedule will ensure that DEM meets the September 2005 deadline for minimum NIMS adoption. Requirements “a”-“d” will be implemented by September 30, 2005. Requirement “e” is considered ongoing and will implemented continuously throughout the year.

II-3 FFY 2006 and FFY 2007, NIMS Implementation Requirements – County and Local

Implementation of the NIMS will continue through calendar year 2005, until the process is complete. The minimum NIMS implementation requirements for FFY 2005 must be completed no later than (NLT) 30 September 2005 to qualify for federal preparedness funding in FFY 2006. A certification to that effect will be required with the application for federal preparedness funds. NIMS implementation must be completed NLT 30 September 2006 prior to the start of FFY 2007.

SECTION III: STAFF TRAINING

III-1. Identification of Training Components

The following table shows the training that employees should receive for NIMS implementation. The first course, IS-700, is required training for DEM. The second course is recommended for all first responders and county employees with Emergency Operation Center (EOC), or emergency management duties.

Training Course/Internal Training	Expected Completion Date
EMI IS-700 National Incident Management System (required)	Completed
EMI IS-100, Basic Incident Management System or equivalent (suggested)	Completed

Figure III-1. NIMS and ICS Training Courses

SECTION IV: MODIFICATION OF PLANS, PROCEDURES, AND POLICIES

IV-1. Identification of Plans, Procedures, and Policies

The following chart identifies plans, procedures, and policies requiring enhancement/modification to reflect full adoption of the NIMS.

Agency Name	Point of Contact	Office Telephone	E-Mail Address	Plan, Procedure, or Policy
SJ DEM	Brendan Cowan	378-9932	dem at sanjuandem.net	SJC EOC EOP
SJ DEM	Dave Halloran	376-6014	daveh at sanjuandem.net	CEMP
SJ DEM	Dave Halloran	376-6014	daveh at sanjuandem.net	Terrorism Annex to CEMP

Figure IV-1. Identification of Plans, Procedures, and Policies

IV-2. Modification Schedule

The following chart documents when the above plans, procedures, and policies will reflect full NIMS adoption.

Agency Name	Plan, Procedure, or Policy	Strategy for NIMS Implementation	Adoption Date
SJ DEM	Terrorism Annex to	Annual Review	September 2005

	CEMP		
SJ DEM	CEMP	Annual Review	September 2005
SJ DEM	EOC EOP	Annual Review	September 2005

Figure IV-2. Schedule for Modification of Existing Plans, Policies, and Procedures

IV-3. NIMS Guidance

DEM will use the following checklist to track its progress towards enhancing its CEMP/EOPs to reflect full NIMS adoption.

The checklist was adapted from the NIMS (NIMS, Chapter III, Section B-2-a-1, page 35).

CEMP or 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 CEMP/EOP purpose.	<input type="checkbox"/>	
Describes the CEMP/EOP situation and assumptions.	<input type="checkbox"/>	
Describes the CEMP/EOP concept of operations.	<input type="checkbox"/>	
Describes the CEMP/EOP organization and assignment of responsibilities.	<input type="checkbox"/>	
Describes the administration and logistics of the CEMP/EOP.	<input type="checkbox"/>	
Describes CEMP/EOP development and maintenance.	<input type="checkbox"/>	
Describes the CEMP/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"/>	
Predesignates jurisdictional and/or functional area representatives to the Incident Commander (IC) or Unified Command (UC) whenever possible.	<input type="checkbox"/>	
Includes preincident and postincident public awareness, education, and communications plans and protocols.	<input type="checkbox"/>	

Figure IV-3. Checklist for a NIMS-Compliant EOP

IV-4. Resource Management

The NIMS emphasizes the importance of maintaining accurate and up-to-date information on response resources as a part of incident management. Resource typing definitions for 120 of the most commonly requested response resources are available at:

www.fema.gov/nims/mutual_aid.shtm, or from DEM.

San Juan DEM will review and update their resource inventories to comply with the NIMS typed definitions.

ATTACHMENT A

WHO SHOULD TAKE THE COURSE IN FY'05?

Executive Level - *Political and government leaders*, agency and organization administrators and department heads; personnel that fill ICS roles as Unified Commanders, Incident Commanders, Command Staff, General Staff in either Area Command or single incidents; senior level Multi-Agency Coordination System personnel; senior emergency managers; and ***Emergency Operations Center Command or General Staff***.

Managerial Level - Agency and organization management between the executive level and first level supervision; personnel who fill ICS roles as Branch Directors, Division/Group Supervisors, Unit Leaders, technical specialists, strike team and task force leaders, single resource leaders and field supervisors; midlevel Multi-Agency Coordination System personnel; EOC Section Chiefs, Branch Directors, Unit Leaders; and other emergency management/response personnel who require a higher level of ICS/NIMS Training.

Responder Level - Emergency response providers and disaster workers, entry level to managerial level including ***Emergency Medical Service personnel; firefighters; medical personnel; police officers; public health personnel; public works/utility personnel; and other emergency management response personnel***.

The NIMS Integration Center encourages all emergency personnel with a direct role in emergency preparedness, incident management or response to take the NIMS course by Oct. 1, 2005. It is offered free-of-charge through the Emergency Management Institute at <http://training.fema.gov/EMIWeb/IS/is700.asp>.

ATTACHMENT B

RESOLUTION NO. - _____ 2005

**A RESOLUTION ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM
(NIMS)**

WHEREAS, Homeland Security Presidential Directive / HSPD-5, 28 Feb 2003 established the National Incident Management System (NIMS); and

WHEREAS, the NIMS establishes a single, comprehensive approach to domestic incident management to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together using a national approach to domestic incident management; and

WHEREAS, the NIMS provides a consistent nationwide approach for Federal, State, and local governments to work together to prepare for and respond to, and recover from domestic incidents regardless of the cause, size or complexity; and

WHEREAS, the NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, management of resources and reporting; and

WHEREAS, beginning October 1, 2006 all Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent provided by law, for providing Federal preparedness assistance through grants, contracts or other activities to local governments;

NOW THEREFORE BE IT RESOLVED,

that the _____ hereby adopts the National Incident Management System (NIMS) as its system of preparing for and responding to disaster incidents.

ADOPTED THIS _____ day of _____, 2005.

**BOARD OF COUNTY COMMISSIONERS
SAN JUAN COUNTY, WASHINGTON**

Rhea Y. Miller, Chair

Kevin M. M. Ranker, Member

Alan Lichter, Member

ATTEST: SI A. STEPHENS, AUDITOR
AND EX-OFFICIO CLERK OF THE BOARD

By: _____
Lillian Hamel, Clerk

APPROVED AS TO FORM ONLY:

Randall K. Gaylord
San Juan County Prosecuting Attorney

Attachment C

SUMMARY OF NIMS IMPLEMENTATION STEPS

All Jurisdictions:

1. Complete the NIMS Awareness Course: National Incident Management System (NIMS), An Introduction. IS-700.
2. Formally recognize the NIMS and adopt NIMS principles and policies. Local entities should establish legislation, executive orders, resolutions or ordinances to formally adopt the NIMS.
3. Determine which NIMS requirements already have been met. Local entities have already implemented many of the concepts and protocols identified in the NIMS.
4. Develop a strategy and timeframe for full NIMS implementation. Local entities are encouraged to achieve full NIMS implementation during FY 2005.
5. Institutionalize the use of the Incident Command System (ICS). All entities are required to adopt ICS in order to be compliant with the NIMS.
6. NIMS Compliance certification must be made before accepting FFY '06 Federal Preparedness funds.