



*CITY of CALABASAS*

**CITY OF CALABASAS  
OFFICE OF EMERGENCY MANAGEMENT**

# **National Preparedness Goal Project**

## **National Incident Management System (NIMS) Implementation Plan**

**WORKING DRAFT**

**February 1, 2006**

**City of Calabasas / State of California  
Office of Emergency Management  
National Incident Management System (NIMS) Implementation Plan**

**FOR OFFICIAL USE ONLY**

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**City of Calabasas**  
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**National Incident Management System (NIMS) Implementation Plan**

## **BACKGROUND**

On December 17, 2003, President Bush called for the development of a national goal to enhance National Homeland Security objectives. The Department of Homeland Security (DHS) published the National Preparedness Goal (Goal) on March 31, 2005, calling for the nationwide, phased-in adoption and implementation of National Preparedness Goal initiatives.

The Goal calls for the nationwide implementation of the National Incident Management System (NIMS) and National Response Plan (NRP). In Homeland Security Presidential Directive - 5 (HSPD-5), *Management of Domestic Incidents*, the President directed the Secretary of Homeland Security to develop, submit for review to the Homeland Security Council, and administer NIMS and NRP.

NIMS provides a consistent nationwide approach for Federal, State, local, and tribal governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NRP is an all-discipline, all-hazards plan for incident management. Together NIMS and NRP provide a nationwide template for incident response, regardless of cause, size, location, or complexity of the incident. Implementing NIMS and NRP strengthens the City of Calabasas' capability and resolve to fulfill its responsibilities to its citizens in times of emergency.

Beginning in Federal fiscal year (FFY) 2005, Federal DHS required a phased-in adoption and implementation of NIMS by State and local governments as a condition of receipt of Federal preparedness funds, including Homeland Security grants. OEM developed this Plan to comply with the FFY 2005 recommendation of establishing a timeframe and developing a strategy for full NIMS implementation. This Plan also demonstrates the City's intent to fully comply with the FFY 2006 requirements. The plan is taken from the Los Angeles County plan which was reviewed by the California Office of Emergency Services (OES) which reviewed the Plan details and found it an acceptable strategy and timeline for NIMS implementation.

The City of Calabasas' Finance Department – Risk Management Division will take the lead in assisting all departments with NIMS adoption, compliance, and implementation. This *NIMS Implementation Plan* meets the following objectives:

- Assists OEM in providing City-wide guidance and assistance necessary for full NIMS compliance. Ensures the City of Calabasas has fully incorporated NIMS into the City's emergency response plans, procedures and policies.

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- Provides guidance for all City departments to ensure all personnel receive NIMS training.
- Provides guidance for all City departments to ensure all personnel are prepared to effectively and efficiently execute the City of Calabasas' duties under the NRP at all times.

In 1996 the State mandated the statewide use of the Standardized Emergency Management System (SEMS). This provided the state with a framework for responding to and managing emergencies and disaster. The City adopted the use of SEMS and the Incident Command System (ICS) in 1996. NIMS will not replace SEMS, rather NIMS will be integrated into SEMS. Incidentally the federal government modeled NIMS on SEMS. The two main similarities between the two are the use of common terminology, use of ICS, and the use of Mutual Aid. NIMS now adds Resource Management, new after action reports, and qualifications and certifications for disciplines.

## INTRODUCTION

### Purpose

This document establishes the City of Calabasas NIMS Implementation Plan in order to ensure the City complies with HSPD-5, *Management of Domestic Incidents*. HSPD-5 requires all Federal, State, local, and tribal jurisdictions to adopt NIMS and use it in their individual domestic incident management, emergency prevention, preparedness, response, recovery, and mitigation activities, as well as in support of all actions taken to assist local entities. This Plan also illustrates OEM's intended methods of incorporation of NIMS into the City of Calabasas' plans, procedures, policies, and training programs.

### Authorities

- a. Executive Order S-2-05 by the Governor of the State of California.
- b. City of Calabasas NIMS Resolution. **(once adopted)**

### References

- a. Homeland Security Act of 2002.
- b. HSPD-5, *Management of Domestic Incidents*.
- c. HSPD-8, *National Preparedness*.
- d. Federal DHS, *National Incident Management System*, March 1, 2004.

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- e. Letter from the Secretary of Homeland Security to the Governors on September 8, 2004.

**Scope**

- a. This document outlines how the City of Calabasas plans to implement NIMS.
- b. The provisions of this document apply to all City of Calabasas' plans, procedures, policies, and training programs, including those fulfilling Emergency Support Functions under the NRP.
- c. The provisions of this document apply to all City of Calabasas departments.

**Responsibilities**

OEM will coordinate the compliance of NIMS within the City. OEM will work with the appropriate pre-designated department representatives to ensure compliance is met. Unless otherwise noted by the Department Head; for training issues the department training representative will have the responsibility. For plans and department SOP compliance, OEM will work with the Department Emergency Management Committee member.

## **CONCEPT OF IMPLEMENTATION**

### **The Phases of NIMS Adoption**

NIMS adoption will include seven distinct phases. OEM anticipates that phases will overlap in order to speed and strengthen the process. All City departments must achieve full NIMS implementation by the September 30, 2006.

OEM will revise this Plan to reflect any new Federal DHS and OES NIMS compliance requirements. OEM will provide departments with ongoing guidance relative to departmental compliance issues.

The following are the Phases:

#### **Phase One: FORMAL RECOGNITION**

- OEM will draft a resolution calling for the integration of NIMS into the City's emergency management system. OEM will present the resolution by February 21, 2005.

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**Phase Two: TRAINING**

- Initial training requirements include completion of FEMA's Emergency Management Institute (EMI) independent study course, the IS-100, IS-200, IS-700, IS-800 course by appropriate personnel.
- All designated staff members (See NIMS Training Guidelines) will complete the IS-100, IS-200, IS-700, IS-800 course by September 30, 2006.
- Working with the OEM and the Director of the Department, the training representative will identify all staff in need of training by January 30, 2006.
- Under OEM guidance and coordination, the Sheriff's Department and Fire Department will conduct their own training. OEM will coordinate and conduct all other department training within the framework of the City's training program.
- All employees not SEMS certified must also take SEMS in addition to the NIMS training requirements.
- In addition to initial training requirements, staff training includes events determined by Federal DHS, OES, OEM, and departmental supervisors as necessary to facilitate NIMS implementation, including relevant classes, exercises, and meetings. OEM and all City departments will track all such events from the issuance of departmental NIMS implementation guidance until September 30, 2006.
- OEM and all City departments must also incorporate NIMS into current training programs where appropriate. OEM and all departments will identify all training programs requiring NIMS integration, and will develop a strategy and identify expected phased-in milestone dates for each training program by February 29, 2006.
- OEM and all departments will identify and revise all current training programs by August 31, 2006.

**Phase Three: ESTABLISHMENT OF A NIMS BASELINE**

- OEM with assistance from City departments will utilize the NIMS Capability Assessment Support Tool (NIMCAST) to establish City and Department baselines to determine NIMS requirements already met by January 30, 2006.
- Staff providing input to this document should be familiar with NIMS, the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS).

**Phase Four: DOCUMENTATION.**

- OEM and all City departments will access the tracking program through the Los Angeles County EMIS. All compliance documentation must be completed by September 30, 2006.

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- Department training representatives will input training documentation into the Los Angeles County EMIS database. City departments are responsible to maintain their own training records.

**Phase Five: MODIFICATION OF EXISTING PLANS, POLICIES, AND PROCEDURES**

- Includes all emergency response plans in support of NRP and any internal emergency plans.
  - Change terminology, as appropriate, to reflect NIMS terminology for key incident management components.
  - Ensure deployment procedures incorporate the NIMS ICS structure.
  - Departments will determine additional strategies based on further guidance from the federal government.
- Modification includes departmental testing, refinement, and implementation of plans, procedures, and policies. OEM and all departments will identify all plans, policies, and procedures requiring NIMS integration by March 30, 2006.
- OEM and City departmental plans, policies, and procedures are to be NIMS compliant by August 31, 2006.
- City departments must also integrate resource typing and the certification and credentialing of both equipment and personnel into departmental plans, procedures, and policies (refer to Section VII: Resource Management) by August 31, 2006.

**Phase Six: VERIFICATION OF ACHIEVEMENT**

- OEM and all City departments will conduct and/or participate in exercises to demonstrate compliance with NIC standards. In particular, OEM will conduct an annual exercise to demonstrate the compliance of the use of NIMS, SEMS, and ICS.

**SUMMARY**

The Office of Emergency Management will immediately begin working with department training and emergency management committee members to implement NIMS. The City of Calabasas will work with the Office of Emergency Management to ensure all timelines are met and all requirements will be completed by September 30, 2006. Departments will be responsible for ensuring appropriate staff is trained and all trainings and plans are updated. The Office of Emergency Management will provide guidance as needed and requested.

This is a huge undertaking by the City and the Office of Emergency Management. Your assistance is appreciated!

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NIMS Training Guidelines

Audience Required Training

<p><b>Federal/State/Local/Tribal/Private Sector &amp; Non-governmental personnel to include:</b>  <i>Entry level first responders &amp; disaster workers</i></p> <ul style="list-style-type: none"> <li>• Emergency Medical Service personnel</li> <li>• Firefighters</li> <li>• Hospital staff</li> <li>• Law Enforcement personnel</li> <li>• Public Health personnel</li> <li>• Public Works/Utility personnel</li> <li>• Skilled Support Personnel</li> <li>• Other emergency management response, support, volunteer personnel at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• FEMA IS-700: NIMS, An Introduction</li> <li>• ICS-100: Introduction to ICS or equivalent</li> </ul>
<p><b>Federal/State/Local/Tribal/Private Sector &amp; Non-governmental personnel to include:</b>  <i>First line supervisors, single resource leaders, field supervisors and other emergency management/response personnel that require a higher level of ICS/NIMS Training.</i></p>	<ul style="list-style-type: none"> <li>• FEMA IS-700: NIMS, An Introduction</li> <li>• ICS-100: Introduction to ICS or equivalent</li> <li>• ICS-200: Basic ICS or equivalent</li> </ul>
<p><b>Federal/State/Local/Tribal/Private Sector &amp; Non-governmental personnel to include:</b>  <i>Middle management including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and multi-agency coordination system/emergency operations center staff.</i></p>	<ul style="list-style-type: none"> <li>• FEMA IS-700: NIMS, An Introduction</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction*</li> <li>• ICS-100: Introduction to ICS or equivalent</li> <li>• ICS-200: Basic ICS or equivalent</li> <li>• <b>ICS-300: Intermediate ICS or equivalent (FY07 Requirement)</b></li> </ul>
<p><b>Federal/State/Local/Tribal/Private Sector &amp; Non-governmental personnel to include:</b>  <i>Command and general staff, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers and multi-agency coordination system/emergency operations center managers.</i></p>	<ul style="list-style-type: none"> <li>• FEMA IS-700: NIMS, An Introduction</li> <li>• FEMA IS-800: National Response Plan (NRP), An Introduction*</li> <li>• ICS-100: Introduction to ICS or equivalent</li> <li>• ICS-200: Basic ICS or equivalent</li> <li>• <b>ICS-300: Intermediate ICS or equivalent (FY07 Requirement)</b></li> <li>• <b>ICS-400: Advanced ICS or equivalent (FY07 Requirement)</b></li> </ul>