

State of Ohio  
NIMS  
National Incident Management System  
Implementation  
Guidance

Ohio Department of Public Safety

Ohio Homeland Security  
Ohio Emergency Management Agency  
Emergency Management Association of Ohio  
Ohio Emergency Medical Services  
Ohio Department of Health  
Ohio State Highway Patrol  
Ohio National Guard  
Ohio State Fire Marshal/Ohio Fire Academy  
Ohio Peace Officers Training Academy  
Ohio Association of Chiefs of Police  
Ohio Fire Chiefs' Association  
Buckeye State Sheriffs' Association

May 2005

State of Ohio  
Department of Public Safety  
Homeland Security

NIMS Senior Implementation Advisory Committee  
**NIMS Implementation Guidance**

**Background**

The purpose of Homeland Security Presidential Directive HSPD-5 is to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS). NIMS provides a consistent national approach for Federal, State, and local governments to work effectively and efficiently together in response to incidents regardless of cause, size, or complexity.

**Statement**

The implementation of NIMS will affect the State of Ohio's ability to successfully manage incidents and provide for the safety of Ohio's citizens. Future DHS funds will require a demonstrated adoption of NIMS.

**Issue**

The implementation of NIMS will require a coordinated effort across State Government and local government. Similar efforts will be required in the private sector.

**Intent**

The intent of this document is to provide guidance to state and local government in NIMS adoption and compliance.

**Actions**

The NIMS Implementation Senior Advisory Committee has developed a strategy to accomplish full implementation of NIMS throughout the State of Ohio. Full implementation is a phased in approach, with the following requirements to be completed by September 30, 2005: IS 700 NIMS Introduction training, Formal adoption of NIMS, Establishment of a NIMS baseline, and Strategy for NIMS Implementation and Institutionalization of ICS.

Although the complete NIMS implementation requirements for FY 2006 will not be released until later this year, the following will most likely be required: Additional training, Credentialing, Resource management and mutual aid and the revision of plans. Full NIMS compliance is required by the end of FY 2006 – September 30, 2006.

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## **1. Training**

A. State and local level jurisdictions should support NIMS implementation by completing the NIMS awareness course *IS 700*. Other training described in this section is recommended and may be required at a later date. The IS 700 course is available on-line at <http://training.fema.gov/EMIWeb/IS/crslst.asp>. The following is a description of personnel who should complete IS 700 based on the role they would fill during an emergency. Personnel should complete this course by September 30, 2005.

1. 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.
2. 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.
3. Responder Level - Emergency response providers and disaster workers, entry level to managerial level including Emergency Medical Service personnel; firefighters; medical personnel; law enforcement personnel; public health personnel; public works/utility personnel; and other emergency management response personnel.

NIMS IS 700 is recommended to be included in the core curriculum of the Ohio Fire, Law Enforcement and Emergency Medical Technician training.

B. Incident Command System Training is essential to institutionalization of ICS.

1. Guidance at the national level concerning the amount of ICS Training needed or required has not been issued. At the federal level, US DHS employees are required to obtain IS 700, IS 800, ICS 100 and ICS 200.
2. A jurisdiction cannot realistically institutionalize ICS without training. Applying the federal training matrix to the state and local roles defined for IS 700, all personnel outlined should also obtain IS 800 (National Response Plan). In addition, Responder level personnel should obtain ICS 100 and Managerial and Executive levels should obtain ICS 100 and ICS 200.

3. National Response Plan (NRP) training can be obtained online at <http://training.fema.gov/EMIWeb/IS/crslist.asp>.
4. Incident Command System (ICS) training can be obtained online at <http://www.usfa.fema.gov/subjects/incident/training.shtm>
5. Incumbent personnel with ICS training: NIMS recognizes the National Wildfire Coordinating Group (NWCG) ICS training as a model for course curricula and materials applicable to the NIMS:

ICS-100, Introduction to ICS  
ICS-200, Basic ICS  
ICS-300, Intermediate ICS  
ICS-400, Advanced ICS

The Emergency Management Institute, the National Fire Academy, the National Wildfire Coordinating Group, the U.S. Department of Agriculture, the U.S. Environmental Protection Agency and the U.S. Coast Guard all follow this model in their ICS training curricula.

ICS 100 is recommended to be included in the prerequisite or core curriculum of the Ohio Fire, Law Enforcement and Emergency Medical Technician training.

#### C. Ohio WMD Awareness Course (OWMDA)

1. The State of Ohio Security Task Force - First Responder Sub-Committee has developed the Ohio WMD Awareness Course (OWMDA). The course materials and Instructor list is available through The State Fire Marshal/Ohio Fire Academy, and Ohio Peace Officers Training Academy. The OWMDA Course is ODP approved.
2. OWMDA is recommended for inclusion in the core curriculum of the Ohio Fire, Law Enforcement and Emergency Medical Technician training.
3. Responder personnel described in paragraph A3 should obtain the OWMDA Course.
4. Incumbent personnel with previous ODP approved WMD awareness training will not be required to complete the OWMDS Course.

NOTE: Descriptions for courses identified in this section are provided in **Attachment A**.

## **2. Formal Adoption of NIMS**

The State of Ohio has adopted NIMS for all departments and agencies through Executive Order 2004-14T. All jurisdictions described in Section 3, bullets 2 and 3 should adopt NIMS in similar executive order language. **Attachment B** includes a template and Executive Order 2004-14T.

### **3. Establish a NIMS Baseline**

The NIMS Integration Center has developed the NIMS Capability Assessment Support Tool (NIMCAST), a web based self assessment tool designed to determine nationwide levels of compliance with the National Incident Management System. NIMS baselines will allow counties, cities, and townships to compare the extent of their current compliance with NIMS requirements. NIMCAST is a compilation of statements based directly upon requirements found in the NIMS.

The following agencies and jurisdictions should complete NIMCAST:

- State Agencies identified in ***Attachment C***
- Counties (88)
- Cities (245) and Townships (155) with populations greater than 5000 identified in ***Attachments D and E***
- The six (6) major cities in Ohio (Akron, Dayton, Cleveland, Columbus Cincinnati and Toledo) shall complete separate assessments for Law Enforcement, Fire, and Public Health.

The County EMA Directors will coordinate NIMCAST completion and may utilize their County Homeland Security Advisory Committee to assist with that coordination.

***Attachment F*** provides procedures for accessing NIMCAST. Once accessed the user is guided through the assessment and submission process.

Initial baseline assessments should be completed by September 30, 2005. Users may save up to six versions of the assessment, including the baseline version. After the baseline, at least one mid-term assessment should be completed before final NIMS compliance is assessed.

For more information on this subject reference the following:

<http://www.fema.gov/nims/>

[http://www.fema.gov/doc/nims/letter\\_to\\_governors\\_09082004.doc](http://www.fema.gov/doc/nims/letter_to_governors_09082004.doc)

<http://www.whitehouse.gov/news/releases/2003/02/20030228-9.html>

### **4. Strategy for Full NIMS Implementation**

After conducting a baseline assessment, each jurisdiction will then establish a strategy and timeframe for full NIMS implementation. The timeline is based on information from the NIMCAST assessment. Jurisdictions should look at their capabilities and weaknesses, determine what needs to be done, and draft a schedule to bring each element into compliance. The following is an overall timeline for compliance:

## TIMELINE

September 30, 2005	Identified Personnel Complete IS 700 Training
September 30, 2005	Identified Agencies Complete NIMCAST Baseline
September 30, 2005	Strategy for Full NIMS Compliance
April 30, 2006	Mid-Term NIMCAST Assessment
August 25, 2006	Final Implementation NIMCAST Assessment
September 30, 2006	Full NIMS Compliance

Local and county assessments should be completed as soon as possible, but no later than September 15, 2005. The state must submit the statewide baseline NIMCAST assessment to DHS by September 30, 2005.

### **5. Institutionalizing the use of Incident Command System (ICS)**

The Institutional use of ICS is critical to the success of an agency's ability to manage large scale incidents. Actions to institutionalize the use of ICS take place at two levels - policy and organizational/operational. At the policy level, ICS must be adopted by executive order, proclamation or legislation and incident managers and response organizations must be directed to train and exercise using ICS.

At the organization/operational level, institutionalizing ICS into an agency or jurisdiction requires internal policies and procedures. Training must be planned and under way. Responders at all levels must be participating in and/or coordinating ICS-oriented exercises that involve responders from multi-disciplines and jurisdictions. The disciplined use of ICS in day-to-day operations is the only way to assure effective ICS when transitioning to incidents of a large scope that require complex incident management.

The level at which ICS is institutionalized can be noted in the NIMCAST baseline. While it is not expected that all these activities would be completed in FY 2005, it is expected that where possible and planning for such activities should be initiated.

### **6. Credentialing**

NIMS calls for a nationwide system for credentialing personnel and equipment as part of the resource management component. The intent of credentialing is to authenticate individuals and their capabilities when responding to disasters. Ideally, it includes professionals and volunteers and is a standard system across disciplines and agencies.

A working group is developing a standard for credentialing. Realizing several jurisdictions have begun building ID/Credentialing systems, every effort will be made to incorporate this data into the global solution.

## **7. Resource Management and Mutual Aid**

The NIMS emphasizes the importance of maintaining accurate and up-to-date information on resource management, and the use of resource management as a critical component of domestic incident management. FEMA's National Mutual Aid and Resource Management Initiative outlines 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](http://www.fema.gov/nims/mutual_aid.shtm).

The Fire and Law Enforcement Response Plans, and the Ohio Response System have begun to align resource databases according to the resource typing definitions.

By September 30, 2006, State and local departments and agencies should develop and/or update their resource inventories in accordance with the typed definitions. For resources that have not yet been typed, resources should be defined by capacity and capability in accordance with the established resource typing methodology. Up-to-date inventories of response assets are critical to effective incident management.

When integrating mutual aid agreements with resource management, jurisdictions should be mindful of local mutual aid agreements as well as interstate and intrastate mutual aid agreements that have been legislated in Ohio. Following is a summary of those legislated mutual aid agreements:

- In February 2002, Ohio became part of the Emergency Management Assistance Compact (EMAC). EMAC is a mutual aid agreement and partnership between states that provides a structure for requesting and receiving assistance from other states, resolves potential legal and administrative obstacles, and enhances preparedness by providing for fast response and facilitating multi-state cooperation.
- On Dec. 23, 2002, Ohio enacted legislation that provides a standard framework for political subdivisions in the State to request, receive and provide assistance to others in the event of a disaster. The Compact's standard operating procedures provide a structure for requesting and receiving assistance from other participating political subdivisions, resolves potential legal and administrative issues in advance of a disaster, and enhances preparedness by providing for fast response and recovery. There is an opt-out provision, but currently all political subdivisions in Ohio are members.

## **8. Emergency Operations Plans**

Emergency Operations Plans (EOP) provides a comprehensive framework for emergency management of all hazards. U.S. Department of Homeland Security NIMS Guidance points out the need for state and local plans to be coordinated with the National Response Plan principles and language. By September 30,

2006, state and local agencies must modify existing incident management and emergency operations plans to ensure proper alignment with NRP coordinating structures, processes, and protocols.

To that end, Ohio's Emergency Operations Plan is organized into fifteen (15) Emergency Support Functions (ESF) and several support and incident annexes, in alignment with the NRP. Local jurisdictions must decide for themselves whether to similarly revise their Emergency Operations Plans. In some cases, particularly with larger counties, the ESF format is a logical way to organize the many activities that facilitate the delivery of assistance during emergencies. In smaller counties, there may not be as many responsible agencies to coordinate activities and a different approach to the organization of the EOP may be the best alternative.

An integral part of a complete set of plans includes a Continuity of Operations Plan (COOP). COOP planning is designed to develop and maintain a plan that enables each level of government and jurisdiction to preserve, maintain, and/or reconstitute its capability to function effectively in the event of the threat or occurrence of any disaster or emergency that could potentially disrupt government/jurisdiction operations and services. A basic COOP plan outlines provisions to ensure continuity of governmental authority and the order of succession for key positions; identify the key personnel to perform essential functions in an emergency; develop strategies for protecting vital records, databases, systems, and equipment; and identify, evaluate, and select the alternate facilities to be used for the organization's emergency operations.

Part of any planning process is training, exercise and maintenance of plans. As part of full implementation, NIMS must not only be integrated into plans, but also into training, exercises and of course the plan maintenance.

**The NIMS Implementation Senior Advisory Committee:**

- Ohio Homeland Security
- Ohio Emergency Management Agency
- Emergency Management Association of Ohio
- Ohio Emergency Medical Services
- Ohio Department of Health
- Ohio State Highway Patrol
- Ohio National Guard
- Ohio State Fire Marshal/Ohio Fire Academy
- Ohio Peace Officers Training Academy
- Ohio Association of Chiefs of Police
- Ohio Fire Chiefs' Association
- Buckeye State Sheriffs' Association

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**Attachment A**  
Course Descriptions

**IS 700**

IS 700 explains the purpose, principles, key components and benefits of NIMS. The course also contains "Planning Activity" screens giving you an opportunity to complete some planning tasks during this course.

- Key concepts and principles underlying NIMS
- Benefits of using ICS as the national incident management model
- Appropriate to institute an Area Command
- Appropriate to institute a Multi-agency Coordination System
- Using a Joint Information System (JIS) for public information
- Ways in which NIMS affects preparedness
- How NIMS affects how resources are managed
- Advantages of common communication and information management systems
- How NIMS influences technology and technology systems
- The purpose of the NIMS Integration Center

**IS 800**

The National Response Plan, or NRP, specifies how the resources of the Federal Government will work in concert with State, local, and tribal governments and the private sector to respond to Incidents of National Significance. The NRP is predicated on the National Incident Management System, or NIMS. Together the NRP and the NIMS provide a nationwide template for working together to prevent or respond to threats and incidents regardless of cause, size, or complexity.

IS 800 introduces the concept of operations upon which the plan is built, roles and responsibilities of the key players, and the organizational structures used to manage these resources. The NRP provides a framework to ensure that we can all work together when our Nation is threatened.

IS 800 is designed for DHS and other Federal department/agency staff responsible for implementing the NRP, as well as State, local and private sector emergency management professionals.

- Describe the purpose of the NRP
- Locate information within the NRP

- Describe the roles and responsibilities of entities as specified in the NRP
- Identify the organizational structure used for NRP coordination
- Describe the field-level organizations and teams activated under the NRP
- Identify the incident management activities addressed by the NRP

## **ICS 100**

ICS 100 is designed to give an introduction to the principles, common terminology and position responsibilities when responding to an event using the Incident Command System.

The course specifically discusses major ICS functions and their primary responsibilities, ICS organizational units, span of control, major incident facilities and the function of each, what an Incident Action Plan is and how it is used, and the common responsibilities associated with incident assignments the response perspective.

## **ICS 200**

ICS 200 has been developed to compliment the ICS 100 course.

ICS 100 is a pre-requisite to the ICS 200 course.

ICS 200 is designed to identify ICS features and principles, describing in more detail elements such as:

- Establishment & Transfer of Command
- Management by Objectives
- Unified Command
- ICS Management Functions
- Organizational Flexibility
- Unity and Chain of Command
- Span of Control
- Incident Action Plans
- Resource Management
- Common Terminology and Clear Text
- Integrated Communications
- Personnel Accountability

## **ICS 300**

ICS 300 has been developed to compliment the ICS 200 course.

ICS 200 is a pre-requisite to the ICS 300 course.

ICS 300 demonstrates the relationship of ICS to the Command and Management component of NIMS, incident / event management process for expanding incidents according to ICS, implementation the incident management process on a simulated Type 3 incident and the development of an Incident Action Plan for a simulated incident. ICS 300 builds the Incident Command Skills in:

- ICS Fundamental review
- Unified Command
- Resources Management
- Planning Process and incident assessment and establishing incident objectives
- Demobilization, Transfer of Command and Closeout

### **ICS 400**

ICS 400 has been developed to compliment the ICS 300 course.

ICS 300 is a pre-requisite to the ICS 400 course.

ICS 400 continues to build advanced Incident Command Skills in:

- ICS Fundamental Review of Command and General Staff
- Major and/or Complex Incident / Event Management
- Area Command
- Multi-Agency Coordination

### **OWMDA**

The Ohio First Responder Awareness Level trained personnel are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release. First responders at the Awareness Level shall have sufficient training or shall have sufficient experience to objectively demonstrate competency in the following areas:

1. An understanding of what hazardous substances are and the risks associated with them in an accident.
2. An understanding of the potential outcomes associated with an emergency created when hazardous substances are present.
3. The ability to recognize the presence of hazardous substances in an emergency.

4. The ability to identify the hazardous substances, if possible.
5. An understanding of the role of the first responder at the Awareness level and his or her place in the employer's emergency response plan include site security and control according to the U.S. Department of Transportation's Emergency Response Guidebook.
6. The ability to realize the need for additional resources and to make the appropriate notifications to communications centers.

The OWMDA Course meets OSHA 29 CFR 1910.120 training requirements, NFPA 472, *Standard for Professional Competencies of Responders to Hazardous Material Incidents*, and the ODP training objectives specific to WMD response.

The OWMDA Course is ODP Approved.

### **OWMDOPS**

The Ohio First Responder Operations Course is currently under development with the intent of meeting NFPA, OSHA and ODP requirements. Expected roll-out is fourth-quarter 2005.

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**Attachment B**  
Local NIMS Adoption Template

**RESOLUTION{or other appropriate document title} #**

**ADOPTION OF THE NATIONAL INCIDENT  
MANAGEMENT SYSTEM (NIMS)**

**WHEREAS**, President Bush issued Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, on February 28, 2003, directing the Secretary of Homeland Security to develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS); and

**WHEREAS**, Governor Taft issued Executive Order 2004-14T on July 30, 2004 ordering all departments and agencies of the State to utilize the Incident Management System prescribed by the Department of Homeland Security; and

**WHEREAS**, NIMS will provide a consistent nationwide approach allowing federal, state, local and tribal governments to work effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents; and

**WHEREAS**, the Department of Homeland Security has sought extensive input on NIMS from state, local, and tribal officials, the emergency response community, and the private sector and has incorporated the best practices currently in use by incident managers; and

**WHEREAS**, effective homeland security incident management involves new concepts, processes, and protocols that will require refinement over time. The collective input and guidance from all homeland security partners has been, and will continue to be, vital to the further development of an effective and comprehensive national incident management system; and

**WHEREAS**, NIMS was published by the Department of Homeland Security on March 1, 2004; and

**WHEREAS**, HSPD-5 and NIMS require all federal departments and agencies to adopt NIMS and use it in domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation programs and activities, as well as to assist state, local, or tribal entities; and

**WHEREAS**, HSPD-5 and NIMS require federal departments and agencies to make state, tribal and local organizations adopt NIMS as a condition for federal preparedness assistance beginning in federal fiscal year 2005; and

**WHEREAS**, short-term compliance will include adopting the basic tenets of the Incident Command System identified in the NIMS document. The Secretary of Homeland Security published standards, guidelines, and protocols for determining compliance in December 2004.

**NOW, THEREFORE**, I {we}, {insert name(s)}, {insert title(s) and name of jurisdiction}, pursuant to Section \_\_\_\_\_ of the Ohio Revised Code {include section number or other appropriate legal reference}, do hereby order that:

1. All departments, offices, and agencies {other titles as needed} of the {insert jurisdiction} shall utilize the Incident Management System prescribed by the Department of Homeland Security, as implemented by the {insert name of implementing agency – the state used Ohio EMA}.
2. The {title of the implementing agency; e.g., Director of the XXX County Department of Emergency Management} shall determine the timetable and steps necessary for the expedient implementation of this Resolution {or other appropriate document title}.
3. The {title of the implementing agency name} will begin training on NIMS and revise the {insert the name of the jurisdiction} Emergency Operations Plan as soon as practicable.

{APPROPRIATE COUNTY SIGNATURE BLOCKS & APPROVALS}

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**Attachment C**  
State Agency NIMS Assessment  
NIMCAST

Ohio Department of Health  
Ohio Department of Agriculture  
Ohio Community Service Council  
Ohio Department of Administrative Services  
Ohio Environmental Protection Agency  
Ohio State Highway Patrol  
Ohio Attorney General/Bureau of Criminal Identification & Investigation  
Ohio Department of Transportation  
Office of the State Fire Marshal  
Ohio Emergency Medical Services  
Ohio Emergency Management Agency  
Ohio Department of Natural Resources  
Public Utilities Commission of Ohio  
Ohio Adjutant General's Department  
Ohio Department of Public Safety  
Ohio Homeland Security Division  
Ohio Department of Mental Health  
Ohio Department Alcohol and Drug Addiction Services  
Ohio Department of Transportation  
Ohio Department of Jobs and Family Services

State of Ohio  
Department of Public Safety  
Homeland Security

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**Attachment D**  
Cities

<b>CITY</b>	<b>COUNTY</b>	<b>CENSUS</b>
Lima	Allen	40081
Delphos	Allen/Van Wert	6944
Ashland	Ashland	21249
Ashtabula	Ashtabula	20962
Conneaut	Ashtabula	12485
Geneva	Ashtabula	6595
Athens	Athens	21342
Nelsonville	Athens	5203
St Marys	Auglaize	8342
Wapakoneta	Auglaize	9474
Martins Ferry	Belmont	7226
St Clairsville	Belmont	5057
Fairfield	Butler	42097
Hamilton	Butler	60690
Middletown	Butler	51605
Oxford	Butler	21943
Trenton	Butler	8746
Monroe	Butler/Warren	7133
Urbana	Champaign	11613
New Carlisle	Clark	5735
Springfield	Clark	65358
Milford	Clermont	6284
Loveland	Clermont/Hamilton/	11677
Wilmington	Clinton	11921
Columbiana	Columbiana	5635
East Liverpool	Columbiana	13089
East Palestine	Columbiana	5062
Salem	Columbiana	12197
Coshocton	Coshocton	11682
Bucyrus	Crawford	13224
Crestline	Crawford	5088
Galion	Crawford	11341
Bay Village	Cuyahoga	16087
Beachwood	Cuyahoga	12186
Bedford	Cuyahoga	14214
Bedford Heights	Cuyahoga	11375
Berea	Cuyahoga	18970
Brecksville	Cuyahoga	13382
Broadview Heights	Cuyahoga	15967

Brook Park	Cuyahoga	21218
Brooklyn	Cuyahoga	11586
Cleveland	Cuyahoga	478403
Cleveland Heights	Cuyahoga	49958
East Cleveland	Cuyahoga	27217
Euclid	Cuyahoga	52717
Fairview Park	Cuyahoga	17572
Garfield Heights	Cuyahoga	30734
Highland Heights	Cuyahoga	8082
Independence	Cuyahoga	7109
Lakewood	Cuyahoga	56646
Lyndhurst	Cuyahoga	15279
Maple Heights	Cuyahoga	26156
Mayfield Heights	Cuyahoga	19386
Middleburg Height	Cuyahoga	15542
North Olmsted	Cuyahoga	34113
North Royalton	Cuyahoga	28648
Olmsted Falls	Cuyahoga	7962
Parma	Cuyahoga	85655
Parma Hts	Cuyahoga	21659
Pepper Pike	Cuyahoga	6040
Richmond Hts	Cuyahoga	10944
Rocky River	Cuyahoga	20735
S Euclid	Cuyahoga	23537
Seven Hills	Cuyahoga	12080
Shaker Hts	Cuyahoga	29405
Solon	Cuyahoga	21802
Strongsville	Cuyahoga	43858
University Ht	Cuyahoga	14146
Warrensville Hts	Cuyahoga	15109
Westlake	Cuyahoga	31719
Greenville	Darke	13294
Defiance	Defiance	16465
Delaware	Delaware	25243
Powell	Delaware	6247
Huron	Erie	7958
Sandusky	Erie	27844
Vermilion	Erie/Lorain	10927
Lancaster	Fairfield	35335
Pickerington	Fairfield/Franklin	9792
Washington Ch	Fayette	13524
Bexley	Franklin	13203
Columbus	Franklin	711470
Gahanna	Franklin	32636
Columbus	Franklin	6695
Grove City	Franklin	27075
Hilliard	Franklin	24230
Upper Arlington	Franklin	33686
Whitehall	Franklin	19201
Worthington	Franklin	14125

Dublin	Franklin/Delaware	31392
Westerville	Franklin/Delaware	35318
Reynoldsburg	Franklin/Fairfield	32069
Wauseon	Fulton	7091
Chardon	Geauga	5165
Beavercreek	Greene	37984
Bellbrook	Greene	7009
Fairborn	Greene	32052
Xenia	Greene	24164
Cambridge	Guernsey	11520
Blue Ash	Hamilton	12513
Cheviot	Hamilton	9015
Cincinnati	Hamilton	331285
Deer Park	Hamilton	5982
Forest Park	Hamilton	19463
Harrison	Hamilton	7487
Cincinnati	Hamilton	5907
Cincinnati	Hamilton	8923
Montgomery	Hamilton	10163
Mount Healthy	Hamilton	7149
Cincinnati	Hamilton	10082
Norwood	Hamilton	21675
Reading	Hamilton	11292
Sharonville	Hamilton	13804
Silverton	Hamilton	5178
Springdale	Hamilton	10563
St Bernard	Hamilton	5753
Wyoming	Hamilton	8261
Findlay	Hancock	38967
Fostoria	Hancock/Seneca/Woo	13931
Ada	Hardin	5582
Kenton	Hardin	8336
Napoleon	Henry	9318
Greenfield	Highland	5107
Hillsboro	Highland	6368
Logan	Hocking	6704
Norwalk	Huron	16238
Willard	Huron	6806
Bellevue	Huron/Sandusky	8193
Jackson	Jackson	6184
Wellston	Jackson	6078
Steubenville	Jefferson	19015
Toronto	Jefferson	5676
Mount Vernon	Knox	15256
Eastlake	Lake	20255
Kirtland	Lake	6670
Mentor	Lake	50278
Mentor-On-Lake	Lake	8127
Painesville	Lake	17503
Wickliffe	Lake	13484

Willoughby	Lake	22621
Willoughby Hills	Lake	8595
Willowick	Lake	14361
Ironton	Lawrence	11211
Heath	Licking	8527
Newark	Licking	46279
Pataskala	Licking	10249
Bellefontaine	Logan	13069
Amherst	Lorain	11797
Avon	Lorain	11446
Avon Lake	Lorain	18145
Elyria	Lorain	55953
Lorain	Lorain	68652
North Ridgeville	Lorain	22338
Oberlin	Lorain	8195
Sheffield Lake	Lorain	9371
Maumee	Lucas	15237
Oregon	Lucas	19355
Sylvania	Lucas	18670
Toledo	Lucas	313619
London	Madison	8771
Campbell	Mahoning	9460
Canfield	Mahoning	7374
Struthers	Mahoning	11756
Youngstown	Mahoning/Trumbull	82026
Marion	Marion	37523
Brunswick	Medina	33388
Medina	Medina	25139
Wadsworth	Medina	18437
Rittman	Medina/Wayne	6314
Celina	Mercer	10303
Piqua	Miami	20738
Tipp City	Miami	9221
Troy	Miami	21999
Brookville	Montgomery	5289
Centerville	Montgomery	23024
Clayton	Montgomery	13347
Dayton	Montgomery	166179
Englewood	Montgomery	12235
Huber Heights	Montgomery	38212
Kettering	Montgomery	57502
Miamisburg	Montgomery	19489
Moraine	Montgomery	6897
Dayton	Montgomery	9215
Dayton	Montgomery	23545
Trotwood	Montgomery	27420
Union	Montgomery	5574
Vandalia	Montgomery	14603
W Carrollton	Montgomery	13818
Zanesville	Muskingum	25586

Port Clinton	Ottawa	6391
New Lexington	Perry	5003
Circleville	Pickaway	13485
Waverly	Pike	5284
Aurora	Portage	13556
Kent	Portage	27906
Ravenna	Portage	11771
Streetsboro	Portage	12311
Eaton	Preble	8133
Mansfield	Richland	49346
Ontario	Richland	5303
Shelby	Richland	9821
Chillicothe	Ross	21796
Clyde	Sandusky	6064
Fremont	Sandusky	17375
Portsmouth	Scioto	20909
Tiffin	Seneca	18135
Sidney	Shelby	20211
Alliance	Stark	23253
Canal Fulton	Stark	5061
Canton	Stark	80806
Louisville	Stark	8904
Massillon	Stark	31325
North Canton	Stark	16369
Akron	Summit	217074
Barberton	Summit	27899
Cuyahoga Falls	Summit	49374
Fairlawn	Summit	7307
Green	Summit	22817
Hudson	Summit	22439
Macedonia	Summit	9224
Munroe Falls	Summit	5314
Norton	Summit	11523
Stow	Summit	32139
Tallmadge	Summit	16390
Twinsburg	Summit	17006
Cortland	Trumbull	6830
Girard	Trumbull	10902
Hubbard	Trumbull	8284
Newton Falls	Trumbull	5002
Niles	Trumbull	20932
Warren	Trumbull	46832
Dover	Tuscarawas	12210
New Philadelphia	Tuscarawas	17056
Uhrichsville	Tuscarawas	5662
Marysville	Union	15942
Van Wert	Van Wert	10690
Carlisle	Warren	5121
Franklin	Warren	11396
Lebanon	Warren	16962

Mason	Warren	22016
Springboro	Warren	12380
Belpre	Washington	6660
Marietta	Washington	14515
Orrville	Wayne	8551
Wooster	Wayne	24811
Bryan	Williams	8333
Bowling Green	Wood	29636
Northwood	Wood	5471
Perrysburg	Wood	16945
Rossford	Wood	6406
Upper Sandusky	Wyandot	6533

State of Ohio  
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NIMS Implementation Guidance  
**Attachment E**  
 Townships

<b>Township</b>	<b>County</b>	<b>Population</b>
AMERICAN	ALLEN	13599
BATH	ALLEN	9819
SHAWNEE	ALLEN	8365
ASHTABULA	ASHTABULA	6371
SAYBROOK	ASHTABULA	5957
ATHENS	ATHENS	6680
RICHLAND	BELMONT	8514
WEST CHESTER	BUTLER	52669
LIBERTY	BUTLER	22005
FAIRFIELD	BUTLER	15571
MADISON	BUTLER	8611
HANOVER	BUTLER	7623
ROSS	BUTLER	5886
MORGAN	BUTLER	5328
BROWN	CARROLL	5184
SPRINGFIELD	CLARK	13424
BETHEL	CLARK	12934
MOOREFIELD	CLARK	11402
MAD RIVER	CLARK	9190
GERMAN	CLARK	7012
UNION	CLERMONT	42332
MIAMI	CLERMONT	36632
BATAVIA	CLERMONT	15039
GOSHEN	CLERMONT	13663
PIERCE	CLERMONT	10321
MONROE	CLERMONT	8236
TATE	CLERMONT	6298
STONELICK	CLERMONT	5000
SAINT CLAIR	COLUMBIANA	7961
OLMSTED	CUYAHOGA	10575
ORANGE	DELAWARE	12464
GENOA	DELAWARE	11293
LIBERTY	DELAWARE	9182
PERKINS	ERIE	12578
VIOLET	FAIRFIELD	16893
BLOOM	FAIRFIELD	5765
PLEASANT	FAIRFIELD	5039
PRAIRIE	FRANKLIN	17058
MADISON	FRANKLIN	12355

FRANKLIN	FRANKLIN	11197
BLENDON	FRANKLIN	7905
PLEASANT	FRANKLIN	6704
SWAN CREEK	FULTON	6306
GREEN	GALLIA	5514
CHESTER	GEAUGA	10968
BAINBRIDGE	GEAUGA	10916
MUNSON	GEAUGA	6450
NEWBURY	GEAUGA	5805
RUSSELL	GEAUGA	5529
AUBURN	GEAUGA	5158
BATH	GREENE	8877
SUGARCREEK	GREENE	6629
XENIA	GREENE	6117
COLERAIN	HAMILTON	60144
GREEN	HAMILTON	55660
ANDERSON	HAMILTON	43857
SPRINGFIELD	HAMILTON	37587
DELHI	HAMILTON	30104
SYCAMORE	HAMILTON	19675
SYMMES	HAMILTON	14771
MIAMI	HAMILTON	9093
WHITEWATER	HAMILTON	5564
LIBERTY	HANCOCK	6469
FALLS	HOCKING	5010
ISLAND CREEK	JEFFERSON	7513
CROSS CREEK	JEFFERSON	5643
MADISON	LAKE	15494
CONCORD	LAKE	15282
PAINESVILLE	LAKE	15037
PERRY	LAKE	6220
ROME	LAWRENCE	8366
UNION	LAWRENCE	7540
FAYETTE	LAWRENCE	6750
PERRY	LAWRENCE	5476
HARRISON	LICKING	5974
GRANVILLE	LICKING	5827
ETNA	LICKING	5410
EATON	LORAIN	9675
CARLISLE	LORAIN	7339
COLUMBIA	LORAIN	6912
AMHERST	LORAIN	6174
SYLVANIA	LUCAS	25583
SPRINGFIELD	LUCAS	22817
MONCLOVA	LUCAS	6767
SOMERFORD	MADISON	6975
BOARDMAN	MAHONING	42518
AUSTINTOWN	MAHONING	38001
POLAND	MAHONING	11845
CANFIELD	MAHONING	7250

BEAVER	MAHONING	6104
SPRINGFIELD	MAHONING	6054
MARION	MARION	9590
MEDINA	MEDINA	7783
HINCKLEY	MEDINA	6753
BRUNSWICK		
HILLS	MEDINA	5469
MONTVILLE	MEDINA	5410
MONROE	MIAMI	6118
CONCORD	MIAMI	5336
WASHINGTON	MONTGOMERY	29967
MIAMI	MONTGOMERY	25706
HARRISON	MONTGOMERY	24303
BUTLER	MONTGOMERY	8367
JEFFERSON	MONTGOMERY	6787
FALLS	MUSKINGUM	8585
NEWTON	MUSKINGUM	5186
SCIOTO	PICKAWAY	8120
RAVENNA	PORTAGE	9270
BRIMFIELD	PORTAGE	7963
ROOTSTOWN	PORTAGE	7212
SUFFIELD	PORTAGE	6383
SHALERSVILLE	PORTAGE	5976
RANDOLPH	PORTAGE	5504
FRANKLIN	PORTAGE	5276
MADISON	RICHLAND	14680
WASHINGTON	RICHLAND	6643
MIFFLIN	RICHLAND	6218
UNION	ROSS	11750
HUNTINGTON	ROSS	6018
SCIOTO	ROSS	5940
BALLVILLE	SANDUSKY	6395
PORTER	SCIOTO	9892
WASHINGTON	SCIOTO	5971
JACKSON	STARK	37484
PLAIN	STARK	35543
PERRY	STARK	29167
LAKE	STARK	23718
CANTON	STARK	13402
NIMISHILLEN	STARK	9098
LAWRENCE	STARK	8321
TUSCARAWAS	STARK	6093
LEXINGTON	STARK	5390
COPLEY	SUMMIT	13641
FRANKLIN	SUMMIT	12339
COVENTRY	SUMMIT	10900
BATH	SUMMIT	9635
SAGAMORE		
HILLS	SUMMIT	9340
HOWLAND	TRUMBULL	17546
LIBERTY	TRUMBULL	12661

BROOKFIELD	TRUMBULL	9921
CHAMPION	TRUMBULL	9762
WEATHERSFIELD	TRUMBULL	8677
WARREN	TRUMBULL	7817
BAZETTA	TRUMBULL	6306
HUBBARD	TRUMBULL	6020
DEERFIELD	WARREN	25515
TURTLE CREEK	WARREN	12114
FRANKLIN	WARREN	9947
CLEAR CREEK	WARREN	8747
HAMILTON	WARREN	8645
CHIPPEWA	WAYNE	7078
EAST UNION	WAYNE	5528
WOOSTER	WAYNE	5250
PERRYSBURG	WOOD	13613
LAKE	WOOD	6643

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NIMS Implementation Guidance  
**Attachment F**  
NIMCAST Procedures

## **BACKGROUND**

NIMCAST (National Incident Management Capability Assessment Support Tool) is an internet-based assessment tool developed to aid communities in completing a baseline assessment of their National Incident Management System (NIMS) compliance. The assessment is one step in the NIMS compliance process, and will help determine what elements of the organization are already NIMS compliant and which areas require additional action to bring them into compliance.

NIMCAST consists of seventy-five (75) questions based upon requirements directly stated in NIMS. Questions are presented in “yes/no” format. Clicking on yes or no “radio buttons” only takes a few minutes; however, sufficient time should be allocated to reach consensus on the answers you provide. In addition, time should be allocated to track compliance progress; with Homeland Security Advisory Committees assisting with that process. There is a training mode within NIMCAST to help users become familiar with the process.

The NIMCAST is accessed via an online, permission-based system. You must be assigned a password to access the system. Administrator and user accounts will be established.

- Administrators will have the right to establish sub-accounts and input assessment data.
- Users will have rights to input assessment data.
- Administrator and User access will be coordinated by County Emergency Management Agencies and the Ohio Emergency Management Agency.

Each Administrator/User may save up to six versions of the assessment in the system, including the baseline version. Old versions can be replaced with new versions; however, the initial baseline version cannot be deleted.

After completion by administrators and users, NIMCAST instruments “roll up” to the next highest account level per the following:

1. Discipline-specific (fire, law, health) NIMCAST instruments roll up to the City Administrator (major cities only).

2. City and township NIMCAST instruments “roll up” to the County Administrator.
3. County NIMCAST instruments “roll up” to the State of Ohio.
4. The State of Ohio NIMCAST instrument “rolls up” to the Federal Government.

## ACCOUNT SETUP PROCEDURE

### County Level

1. Each County EMA shall identify a NIMCAST Administrator. The County NIMCAST Administrator will:
  - Provide NIMCAST access to city and township administrators and users
  - Assess county compliance with NIMS requirements
  - Coordinate and review city and township NIMCAST assessments
  - Complete a county NIMCAST assessment
  - “Roll up” completed NIMCAST instruments to the State of Ohio (Ohio Emergency Management Agency).
2. The County EMA shall forward the name, telephone number, and e-mail address of the designated County NIMCAST Administrator to the Ohio Emergency Management Agency. Administrator information should be e-mailed to: Ted Filer at [cefiler@dps.state.oh.us](mailto:cefiler@dps.state.oh.us). **The deadline for receipt of administrator information at Ohio EMA is May 31, 2005.**
3. The County NIMCAST Administrator information will be entered into the NIMCAST system by Ohio EMA.
4. Prior to entering information into the system the Administrator will be e-mailed a temporary password.
5. Upon receipt of the temporary password from NIMCAST the Administrator may access the system and change the temporary password to a permanent password.
6. Once the system has been accessed, the County NIMCAST Administrator will enter Local Jurisdiction Administrators and Users into the system.
7. The County NIMCAST Administrator is responsible for completing and submitting the County assessment.

### Local Jurisdiction Level – Cities and Townships (Pop. > 5,000)

1. Each local jurisdiction shall identify a NIMCAST User. The Local Jurisdiction NIMCAST User will:
  - Assess community compliance with NIMS requirements
  - Complete a NIMCAST assessment for the community
  - “Roll up” the completed NIMCAST instrument to the County EMA

2. The local jurisdiction shall forward the name, telephone number, and e-mail address of the designated Local Jurisdiction NIMCAST User to the County EMA NIMCAST Administrator. **The deadline for receipt of User information at the County EMA is May 31, 2005.**
3. The County NIMCAST Administrator will enter the Local Jurisdiction NIMCAST User information into the NIMCAST system.
4. Prior to entering information into the system the User will be e-mailed a temporary password.
5. Upon receipt of the temporary password from NIMCAST the User may access the system and change the temporary password to a permanent password.
6. Once the system has been accessed, the Local Jurisdiction NIMCAST User may complete and submit the NIMCAST assessment for the local jurisdiction.

### **Major Cities (Akron, Dayton, Cleveland, Columbus, Cincinnati, and Toledo)**

1. Each major city shall identify a NIMCAST Administrator. The City NIMCAST Administrator will:
  - Provide NIMCAST user access to appropriate disciplines within the city (fire, law enforcement, health)
  - Assess city compliance with NIMS requirements
  - Coordinate and review discipline NIMCAST assessments
  - Complete a city NIMCAST assessment
  - “Roll up” completed NIMCAST instruments to the County EMA
2. The City shall forward the name, telephone number, and e-mail address of the City NIMCAST Administrator to the County EMA NIMCAST Administrator. **The deadline for receipt of administrator information at the County EMA is May 31, 2005.**
3. The City NIMCAST Administrator information will be entered into the NIMCAST system at the County EMA.
4. Prior to entering information into the system the Administrator will be e-mailed a temporary password.
5. Upon receipt of the temporary password from NIMCAST the Administrator may access the system and change the temporary password to a permanent password.
6. Once the system has been accessed, the City NIMCAST Administrator will enter appropriate discipline (fire, law enforcement, health) users into the system.
7. The City NIMCAST Administrator is responsible for completing and submitting the City NIMCAST assessment.

## ACCESSING NIMCAST

1. To access the NIMCAST, go to <http://www.fema.gov/nimcast>.
2. Registered users should log in using the login box on the right side of the page, which prompts users to enter their email address and password to access the system. First time users will be prompted to enter their temporary password and change it to a permanent password. Note that when changing a password, new passwords must be at least eight (8) characters long and contain at least one number or special character.
3. Once the system is accessed, the user will be guided through the process. **A NIMCAST User's Guide is available at the following address and should be reviewed before attempting to enter the NIMCAST System:**

<http://www.fema.gov/nimcast/img/pdf/NimcastUsersGuide.pdf>