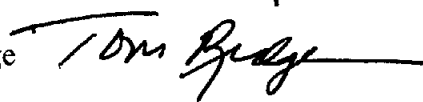




Homeland Security

September 7, 2004

MEMORANDUM FOR: Deputy Secretary
Under Secretaries
General Counsel
Chief of Staff
Executive Secretary
Commandant, U.S. Coast Guard
Director, U.S. Citizenship and Immigration Services
Director, U.S. Secret Service
Director, Office of State and Local Government
Coordination and Preparedness
Director, Office of National Capitol Region Coordination
Assistant Secretary for Public Affairs
Assistant Secretary for Legislative Affairs
Commissioner, U.S. Customs and Border Protection
Assistant Secretary, U.S. Immigration and Customs
Enforcement
Assistant Secretary, Transportation Security Administration
Director, Headquarters Operational Integration Staff
Special Assistant for the Private Sector

FROM: Tom Ridge 

SUBJECT: Implementation of the National Incident Management System (NIMS) within DHS

PURPOSE

In Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the President directed me to develop and administer the National Incident Management System (NIMS). The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, 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. On March 1, 2004, DHS issued the NIMS to provide a comprehensive national approach to incident management, applicable at all jurisdictional levels and across functional disciplines. HSPD-5 also required the establishment of a mechanism for ongoing coordination to provide strategic direction for, and oversight of, the NIMS. To this end, we established the NIMS Integration Center (NIC) to support both routine maintenance and the continuous refinement of the NIMS.

All Federal departments and agencies are required to adopt the NIMS and use it in their individual domestic 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.

Implementation of and compliance with the NIMS is critical to ensuring full and robust preparedness across our nation. I am also sending a memorandum to all Federal departments and agencies outlining the actions that we expect them to take in order to implement the NIMS (attached). In accordance with the guidance that I am issuing to all Federal departments and agencies with primary or support roles under the National Response Plan (NRP), this memorandum outlines the immediate steps that DHS, as a Federal department, must take to implement the NIMS internally.

IMMEDIATE ACTIONS FOR NIMS IMPLEMENTATION WITHIN DHS

Identify existing or anticipated FY 2005 Federal preparedness assistance programs

By September 13, 2004, each DHS directorate and staff office shall identify any existing or anticipated programs that provide preparedness assistance (*grants or contracts that contribute to building preparedness and response capabilities*) to States and local entities along with a point of contact and contact information for each program. The NIC will work with each preparedness assistance program to ensure that the FY 2005 program documents contain language that addresses State and local NIMS implementation. The NIC will provide general NIMS adoption language for use in preparedness program documents.

Submit a plan for adopting and implementing the NIMS

Each DHS directorate and office must review the NIMS and develop a plan to implement the NIMS within your directorate or office. These plans will also serve as the basis for a comprehensive DHS NIMS Implementation Plan. I have asked the DHS Headquarters Operational Integration Staff (I-STAFF) to coordinate the development of the NIMS Implementation Plan for DHS. The I-STAFF, in coordination with the NIC, will provide additional guidance to you regarding format and deadlines for your NIMS Implementation Plan.

Incorporate the NIMS into Emergency Operations Plans and Training Programs

All DHS directorates and staff offices should immediately begin to incorporate the NIMS framework (including the concepts, principles, and terminology) into your existing Emergency Operations Plan (EOP), Comprehensive Emergency Management Plan (CEMP), or other similar plans. In addition, all training programs shall be reviewed and revised, as appropriate, to include a discussion of NIMS and its various components.

RESPONSIBILITIES

NIMS Integration Center (NIC)

- Provide strategic direction for and oversight of the NIMS
- Develop policy and guidance to ensure successful implementation of the NIMS
- Ensure that the NIMS framework is adopted nationwide and at all levels of government

- Conduct all NIC responsibilities in accordance with DHS Management Directive 9500, “National Incident Management System Integration Center”
DHS Headquarters Operational Integration Staff (I-STAFF)
- Develop and submit a comprehensive DHS NIMS Implementation Plan to me and the Assistant to the President for Homeland Security by December 31, 2004. The Plan should allow for full DHS implementation of the NIMS by September 30, 2005.

Each DHS Directorate and Office

- Identify existing or anticipated FY 2005 preparedness assistance programs by September 17, 2004
- Develop and submit your Directorate or Office NIMS Implementation Plan to the I-STAFF. The Directorate and Office plans will serve as the basis for the DHS Implementation Plan. Directorate and Office plans should ensure that full NIMS implementation will be achieved by September 30, 2005.
- Support the I-STAFF in developing the overarching DHS NIMS Implementation Plan
- Incorporate NIMS into your existing Emergency Operations Plans and training programs

You should submit your list of existing or anticipated preparedness assistance programs, as well as point of contact information for each program, to the NIC. I encourage you to contact the NIC if you have questions or would like additional information about the NIMS.

Gil Jamieson, Acting Director
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Additional information about NIMS compliance and resources for achieving compliance will be forthcoming from the NIC. The NIMS document and information and tools for implementation are available on the NIC web page (www.fema.gov/nims). The tools on this web page include an on-line independent study course “National Incident Management System (NIMS), An Introduction” (IS 700) to help you become more familiar with the NIMS and its components. All DHS employees should be encouraged to take the NIMS awareness course.

I ask for your continued assistance as we implement the NIMS. I look forward to continuing our collective efforts to better secure the homeland and protect our citizens.

Attachment: Secretary's Memorandum to Departments and Agencies with Primary and Support Roles under the NRP