

TEMPLATE

Highlighted sections contain instructions, examples, or placeholders to facilitate completion of the NIMS Implementation Plan and should be removed or modified as appropriate prior to finalization and submittal to the NIMS Integration Center.

DEPARTMENT OF X

National Incident Management System (NIMS) Implementation Plan

DATE

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Department of X
National Incident Management System (NIMS) Implementation Plan

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Department of X
National Incident Management System (NIMS) Implementation Plan

FOREWORD

In Homeland Security Presidential Directive (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 a National Incident Management System (NIMS). This system will provide 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.

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. Aside from the requirements of the HSPD, this Department possesses significant responsibility as a signatory to the National Response Plan (NRP). Implementing the NIMS strengthens each Department's capability and resolve to fulfill its responsibilities to the American people in times of emergency.

The following NIMS Implementation Plan will help ensure the Department has fully incorporated the NIMS into our emergency response plans, procedures, and policies. This plan also provides guidance for all divisions to ensure that all personnel are appropriately trained in the NIMS and prepared to effectively and efficiently execute the Department's duties under the NRP at all times.

Secretary
Department of X

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SECTION I: GENERAL

I-1. Purpose

This document establishes the Department of NIMS Implementation Plan in order to ensure the Department complies with HSPD-5, *Management of Domestic Incidents*. HSPD-5 requires all Federal Departments and agencies 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. This plan also illustrates the intended methods of incorporation of the NIMS into the Department's plans, procedures, policies, and training programs.

I-2. Authorities

- a. **Please list the Department's authorities for implementing the NIMS.**

I-3. References

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

I-4. Definitions

Relevant definitions and terms are provided in Section V.

I-5. Scope

- a. This document outlines how the Department plans to implement the NIMS.
- b. The provisions of this document apply to all Departmental plans, procedures, policies, and training programs, including those fulfilling Emergency Support Functions under the National Response Plan (NRP) (see Section III).
- c. The provisions of this document apply to all sub-components (e.g., agencies, field offices, regional bureaus, response assets, etc.) of or operating under the jurisdiction of the Department.

I-6. Responsibilities

- a. The Office of the Secretary (or equivalent position [e.g., Attorney General]):
 - (1) **Please list the responsibilities of the Office of the Secretary in ensuring that the Department fully adopts all components of the NIMS.**

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- b. Agency (or other major Departmental sub-component organization) Directors:
 - (1) Please list the responsibilities the Agency Directors have in ensuring that the agency fully adopts all components of the NIMS.

- c. All personnel with authority over emergency response programs:
 - (1) Please list supervisory personnel within the Department with a key role in implementing the NIMS. The organization is encouraged to use the following template to identify these personnel and their corresponding responsibilities.

Position Title	Point of Contact	Office Telephone	Responsibilities to Ensure Full Adoption of the NIMS

Figure I-1. Identification of Key Personnel

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SECTION II: CONCEPT OF IMPLEMENTATION

The following concept of execution is recommended as a viable approach to NIMS implementation that will have minimal disruption on existing systems and processes.

II-1. The Phases of NIMS Adoption

NIMS adoption will include four distinct phases. The first phase will be initial staff training, which will include completion of FEMA’s Emergency Management Institute independent study course on the NIMS, EMI IS-700. All supervisors with responsibility over operational assets will be accountable for ensuring that all employees are fully trained in the NIMS. The second phase will include evaluation of existing plans, policies, and procedures to identify aspects in need of augmentation for NIMS compliance. In particular, Emergency Operations Plans (EOPs) must be evaluated for NIMS incorporation.

The third phase will be modification of existing plans, procedures, and policies to reflect NIMS adoption. This includes modification of any emergency response plans in support of the NRP and any internal emergency plans such as COOP Plans. The fourth phase will verify achievement of the NIMS Integration Center’s standards, including certification and credentialing of employees (further guidance on both forthcoming) as well as conducting exercises to demonstrate compliance with the standards of the NIMS Integration Center. It is anticipated that the implementation phases will overlap in order to speed and strengthen the process.

Phase I – Initial Staff Training 2 months

- a. EMI IS-195 – Basic Incident Command System
- b. EMI IS-700 – National Incident Management System
- c. Other relevant courses as determined by supervisors
- d. Internal training/tabletop exercises

Phase II – Identification of Relevant Plans, Procedures, and Policies 3 months

- a. Plans, procedures, policies, and training programs that will require augmentation.

Phase III – Modification of Existing Plans, Procedures, and Policies 9 months

- a. Emergency response plans, including those that fulfill Emergency Support Functions under the NRP and internal response plans, such as COOP Plans and EOPs, must be modified to adopt NIMS principles and language.
- b. Enhance/modify training programs to institutionalize NIMS.
- c. Process includes modification, testing, refinement, and implementation.

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Phase IV – Supporting NIMS Integration Center Standards 3 months

- a. Credentialing and certification of personnel and equipment.
- b. Conducting validation exercises.

Following this schedule will ensure the Department meets the
September 2005 deadline for NIMS adoption.

	Sep 2004	Oct 2004	Nov 2004	Dec 2004	Jan 2005	Feb 2005	Mar 2005	Apr 2005	May 2005	Jun 2005	Jul 2005	Aug 2005	Sep 2005
Phase I													
Phase II													
Phase III													
Phase IV													

Figure II-1. Expected NIMS Implementation Timeline

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SECTION III: STAFF TRAINING

III-1. Identification of Initial Training Components

The Department is encouraged to use the following tables to identify the training employees will receive relevant to NIMS implementation. The highlighted courses are recommended. The first table reflects the training requirements for all Departmental employees and the second reflects the training requirements for employees with additional emergency response duties.

The following table illustrates the training **ALL** employees will receive relevant to NIMS implementation, including internal training, such as tabletop exercises.

Training Course/Internal Training	Expected Completion Date
EMI IS-700 National Incident Management System	

Figure III-1. Training Requirements for All Employees

The following table illustrates the training all employees with duties that directly or indirectly involve or support domestic incident management will receive relevant to NIMS implementation, including internal training, such as tabletop exercises.

Training Course/Internal Training	Expected Completion Date
EMI IS-195 Base Incident Management System	
EMI IS-700 National Incident Management System	

Figure III-2. Training Requirements for Employees with Emergency Response Duties

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III-2. Incorporation of NIMS into Current Training Programs

The Department may prefer including training programs for all regional entities, field components, and geographically dispersed response teams in one table. Alternatively, a second chart is provided if the Department prefers to delineate headquarters personnel from regional staff and their corresponding training programs.

In addition to new training courses, workshops, and exercises that should be conducted to facilitate NIMS adoption, current training programs will be enhanced/modified to permanently incorporate the NIMS and ensure continued NIMS education. The following table lists current training programs and the methods by which NIMS will be integrated into the regimen.

Current Training Program	Strategy for NIMS Incorporation	Completion Date

Figure III-3. Current Training Programs

While the NIMS Integration Center is only requesting a list of regional components and a timeline for the adoption of NIMS into their training, the Department is encouraged to request, collect, and verify each entities' strategy for NIMS adoption.

The following table illustrates the various regional components of the Department and the expected completion date for integrating NIMS into their training programs.

Regional Bureau or Field Office	Expected Completion Date for Incorporation of NIMS into Training Programs

Figure III-4. Regional Components

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**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

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

IV-2. Modification Schedule

The following chart documents when the above-listed plans, procedures, and policies will reflect full NIMS adoption. (Please see the example Schedule provided in Annex B.)

Agency Name	Plan, Procedure, or Policy	Strategy for NIMS Implementation	Adoption Date

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

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IV-3. Resource Management

The NIMS emphasizes the importance of maintaining accurate and up-to-date information on resource management and use as a critical component of domestic incident management. Refer to FEMA’s National Mutual Aid and Resource Management Initiative 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.

Federal 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 an effective NIMS.

The following chart indicates the strategy and timeframe for developing or updating a comprehensive inventory of response resources.

Agency Name	Strategy for Resource Inventory Development	Timeline for Completion

Figure IV-3. Strategy and Schedule for Developing an Inventory of Resources

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SECTION V: EMERGENCY OPERATIONS PLANS (EOPS)

V-1. Identification of Emergency Operations Plans

The following template identifies all existing EOPs.

Agency Name	Point of Contact	Office Telephone	E-Mail Address	Plan, Procedure, or Policy

Figure V-1. Identification of EOPs

V-2. NIMS Guidance

The Department is encouraged to use the following checklist to track its progress of enhancing its EOPs to reflect full NIMS adoption. A different checklist should be used for each EOP.

The following checklist 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 Department's EOPs.

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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-designates 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 V-2. Checklist for a NIMS-Compliant EOP

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SECTION VI: GLOSSARY OF KEY TERMS

Please insert relevant terms here.

In addition to terms specific to your Department, consider including those contained in the glossaries of the NIMS and the NRP.

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SECTION VII: ACRONYM LIST

Please insert relevant acronyms here.

In addition to acronyms specific to your Department, consider including those contained in the acronym lists of the NIMS and the NRP.

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ANNEX A

**Relationship between the National Response Plan (NRP) and
the National Incident Management System (NIMS)**

A-1. Background

The NRP details its reliance on NIMS operating principles and protocols in applying Federal support to incidents of national significance. Together, the NRP and the NIMS integrate the resources of jurisdictions, incident management and emergency response disciplines, non-governmental organizations, and the private-sector into a seamless national framework for domestic incident response.

The NIMS establishes a uniform system for incident management. The NRP serves as the core operational plan for national incident management, establishing national-level coordinating structures, processes, and protocols that must be incorporated into existing Federal interagency incident plans.

A-2. General Comparison

The following chart outlines the core elements of the NIMS and the NRP.

NIMS	NRP
Purpose	
Nationwide approach to domestic incident management; applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. It is not an operational incident management or resource allocation plan.	Core operational plan for national incident management. Establishes national-level coordinating structures, mechanisms for national-level policy and operational coordination for domestic incident management that must be incorporated into existing Federal interagency incident plans.
Components	
Command and Management, Preparedness, Resource Management, Communications/ Information Management, Supporting Technologies, Ongoing Management and Maintenance.	Base Plan – including Planning considerations, Roles and Responsibilities, Concept of Operations, Incident Management Actions, Plan Management and Maintenance, Emergency Support Functions Annexes, Support Annexes, Incident Annexes.
Applicability	
The NIMS is applicable across all levels of government and emergency disciplines, and nongovernmental and private-sector organizations. HSPD-5 requires all Federal agencies to adopt the NIMS. Adoption of NIMS by State and local organizations is a condition of Federal preparedness assistance.	The NRP is applicable to all Federal Departments and agencies that may be requested to provide assistance in actual or potential incidents of national significance that require a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, private-sector, and nongovernmental entities.

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NIMS	NRP
Command and Coordination Structure	
<ul style="list-style-type: none"> • CPs on-scene using the Incident Command System • (ICS)/Unified Command • Area Command (if needed) • State, local, tribal, and private-sector EOCs 	<ul style="list-style-type: none"> • ICPs on-scene using the Incident Command System (ICS)/Unified Command; • Area Command (if needed); • State, local, tribal, and private-sector EOCs; • JFO, which is responsible for coordinating Federal assistance and supporting incident management activities locally; • NRCC, RRCC, and HSOC, which serve as regional and national-level multiagency situational awareness and operational coordination centers; • IIMG, which serves as the national headquarters-level multiagency coordination entity for domestic incident management; and • HSC and other White House organizations, which serve as the national-level multiagency coordination entities to advise and assist the President on homeland security and other policy issues. <p>The organizational structure addresses site-specific incident management activities and the broader regional or national issues related to the incident, such as impacts on the rest of the country, immediate regional or national actions required to avert or prepare for potential subsequent events, and the management of multiple threats or incidents.</p>
Requirements	
Establishes the Incident Command structure and protocols for incident management.	Incident management and emergency response plans must include: <ul style="list-style-type: none"> • Principles and terminology of the NIMS • Reporting requirements of the NRP • Linkages to key NRP organizational elements (such as the IIMG, NRCC, RRCC, JFO, etc.) • Procedures for transitioning from localized incidents to incidents of national significance

Figure A-1. General Comparison of the NIMS and the NRP

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ANNEX B
Sample Strategies for NIMS Implementation

B-1. Purpose

Throughout the NIMS Implementation Plan template, there are several tables requesting the Department’s “Strategy for NIMS Implementation” of a particular component of the NIMS. This annex provides examples of NIMS implementation strategies.

B-2. Sample Strategies

Section III-2. Incorporation of NIMS into Current Training Programs

Current Training Program	Strategy for NIMS Incorporation	Completion Date
Emergency Response Team Training	<ul style="list-style-type: none"> • Incorporate NIMS terminology into training materials. • Deliver NIMS training to the ERT. • Exercise ERT to test enhanced, NIMS-compliant procedures. • Make necessary adjustments. 	April 1, 2005
Continuity of Operations (COOP) Team Training	<ul style="list-style-type: none"> • Update COOP materials to reflect NIMS terminology and structure. • Establish necessary personnel/procedures to reflect the ICS structure. • Train COOP Team on changes. • Exercise COOP to test viability of changes. • Make adjustments as necessary. 	March 15, 2005

Figure B-1. Current Training Programs

Section IV-2. Modification Schedule

Agency Name	Plan, Policy, or Procedure	Strategy for NIMS Incorporation	Adoption Date
X	Continuity of Operations Plan (COOP)	<ul style="list-style-type: none"> • Change terminology, as appropriate, to reflect NIMS terminology of key incident management components. • Ensure deployment procedures incorporate the ICS structure. 	December 15, 2004
	Emergency Response Team (ERT) Concept of Operations (CONOPS)	<ul style="list-style-type: none"> • Change terminology, as appropriate, to reflect NIMS terminology of key incident management components. • Ensure deployment and operations procedures incorporate the ICS structure. • Ensure that deployable assets have been “typed” according to capability by the Emergency Support Functions Leadership Group (ESFLG), to establish common terminology with other Departments’ representatives. 	March 1, 2005

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