

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

The National Incident Management System (NIMS) is hereby established as the City's standard for incident management.

DATED, at Northglenn, Colorado, this _____ day of _____ 2005.

KATHLEEN M. NOVAK
Mayor

ATTEST:

DIANA L. LENTZ, CMC
City Clerk

APPROVED AS TO FORM:

HERBERT C. PHILLIPS
City Attorney



STATE OF COLORADO National Incident Management System (NIMS)



Implementation Guidelines

In compliance with the Homeland Security Presidential Directive (HSPD-5), all federal departments, state, local and tribal government agencies are required to adopt the National Incident Management System (NIMS) and use it in their individual domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities. State, territorial, tribal, and local entities should take the following steps during FY 2005 (October 1, 2004-September 30, 2005) to become compliant with the NIMS.

Participation is mandatory for grant eligibility. Part of HSPD-5 directive's language states that "Federal departments and agencies make the adoption of NIMS by state and local organizations a condition in order to participate in Federal preparedness programs by FY05". In other words, you have to be participating in NIMS to be eligible to apply for DHS grants after October 1, 2004. The Governor of the State of Colorado signed an executive order on December 6, 2004, which established the NIMS as the state standard for incident management.

Link to HSPD-5

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

Colorado Executive Order D-011-04

<http://www.colorado.gov/governor/eos/d01104.pdf>

- FY 2005 is a start up year for NIMS implementation and full compliance with the NIMS is not required for you to receive FY 2005 grant funds.
- Since FY 2005 is a critical year for initial NIMS adoption, you should start now by prioritizing your FY 2005 preparedness assistance (in accordance with the eligibility and allowable uses of the grant) to facilitate its implementation.
- To the maximum extent possible, states, territories, tribes, and local entities are encouraged to achieve full NIMS implementation and institutionalization across the entire response system during FY 2005.

Minimum FY 2005 NIMS Compliance Requirements:

State and territory level efforts to implement the NIMS must include the following:

- Incorporating NIMS into existing training programs and exercises.
- Ensuring that federal preparedness funding (including DHS Homeland Security Grant Program, Urban Area Security Initiative (UASI) funds) support NIMS implementation at the state and local levels (in accordance with the eligibility and allowable uses of the grants).
- Incorporating NIMS into Emergency Operations Plans (EOP)
- Promotion of intrastate mutual aid agreements. See this link to FEMA mutual aid guidelines.
www.fema.gov/nims/mutual_aid
- Coordinating and providing technical assistance to local entities regarding NIMS.
- Institutionalizing the use of the Incident Command System (ICS).

At the state, territorial, tribal, and local levels, jurisdictions should support NIMS implementation by:

Completing the NIMS Awareness Course: "National Incident Management System (NIMS), An Introduction" IS 700.

This independent study course developed by the Emergency Management Institute (EMI) explains the purpose, principles, key components and benefits of NIMS. Although it is designed to be taken online as an interactive Web-course, course materials may be downloaded and used in a group or classroom setting. Answer sheets may be

obtained from the Emergency Management Institute by calling the EMI Independent Study Office at 301-447-1256. To obtain the IS700 course materials or take the course online go to <http://training.fema.gov/emiweb/IS/is700.asp>.

Formally recognizing the NIMS and adopting the NIMS principles and policies.

States, territories, tribes, and local entities should establish legislation, executive orders, resolutions, or ordinances to formally adopt the NIMS. The National Incident Center (NIC) will provide sample language and templates to assist you in formally adopting the NIMS through legislative and/or executive/administrative means. See www.fema.gov/nims and see NIMS Resources, for an example of a Proclamation and sample Executive Order.

Establish a NIMS baseline by determining which NIMS requirements you already meet

We recognize that state, territorial, tribal, and local entities have already implemented many of the concepts and protocols identified in the NIMS. The 2004 DHS Homeland Security Grant Program encouraged grantees to begin utilizing the NIMS concepts, principles, terminology, and technologies. The NIC has developed the NIMS Capability Assessment Support Tool (NIMCAST). The NIMCAST is a web-based self-assessment system that states, territories, tribes, and local governments can use to evaluate their incident response and management capabilities. This useful tool identifies the requirements established within the NIMS and can assist you in determining the extent to which you are already compliant, as well as identify the NIMS requirements that you are not currently meeting. As gaps in compliance with the NIMS are identified, states, territories, tribes, and local entities should use existing initiatives; such as the Office for Domestic Preparedness (ODP) Homeland Security grant programs, to develop strategies for addressing those gaps. Link to NIMCAST: <http://www.fema.gov/nimcast/index.jsp>

Establishing a timeframe and developing a strategy for full NIMS implementation.

States, territories, tribes, and local entities are encouraged to achieve full NIMS implementation during FY 2005. To the extent that full implementation is not possible during FY 2005, federal preparedness assistance must be leveraged to complete NIMS implementation by FY 2006. By FY 2007, federal preparedness assistance will be conditioned by full compliance with the NIMS. Again, in order for NIMS to be implemented successfully across the nation, it is critical that states provide support and leadership to tribal and local entities to ensure full NIMS implementation. States should work with the tribal and local governments to develop a strategy for statewide compliance with the NIMS.

Institutionalizing the use of the Incident Command System (ICS)

If state, territorial, tribal, and local entities are not already using ICS, you must institutionalize the use of ICS (consistent with the concepts and principles taught by DHS) across the entire response system. All federal, state, territory, tribal, and local jurisdictions will be required to adopt ICS in order to be compliant with the NIMS. Adoption of the Incident Command System (ICS) will enhance command, control, and communications capabilities. The Division of Fire Safety (DFS) and the Division of Emergency Management (DEM) have collaborated on the development of a comprehensive strategy for the delivery of NIMS and ICS training to Colorado's response community and elected officials.

Information about NFA and EMI training is available at <http://training.fema.gov/>, while information concerning Noble Training Center courses can be found at <http://training.fema.gov/emiweb/ntc>. For information about training offered at the state level, contact the Division of Fire Safety and/or the Division of Emergency Management (<http://www.dola.state.co.us/oem/train.htm>).

Model NIMS Implementation Plan

http://www.fema.gov/nims/nims_toolsandtemplates.shtm

This template was developed for use by federal departments and agencies to help ensure that they incorporate the NIMS into their emergency response plans, procedures and policies. However, states as well as local and tribal entities may find this NIMS Implementation Plan Template useful in guiding their own NIMS implementation process.

The Four Phases of NIMS Implementation

NIMS adoption will include four distinct phases. The first phase will be initial staff training and modification of existing trainings. The second phase will include evaluation of existing plans, policies, and procedures to identify aspects in needs of augmentation for NIMS compliance. The third phase will be the modification of existing plans, procedures, and policies to reflect NIMS adoption. The fourth phase will verify achievement of the NIMS integration Center's standards.

Phase I-Initial Staff Training

1. Provide a chart showing initial NIMS/ICS training and expected completion date.
2. Create a chart showing plans to enhance/modify current training programs to reflect permanent incorporation of the NIMS principles.
 - a. IS-700 National Incident Management System
 - b. Training at the appropriate level of ICS
 - ICS 100 Introduction to the Incident Command System
 - ICS 200 Basic Incident Command System
 - I-300 - Intermediate ICS
 - I-400 & I-401 - Advanced ICS
 - c. EMI-IS 800 National Response Plan (optional)
 - d. Other relevant courses
 - e. Internal training

Phase II- Identification of Relevant Plans, Procedures, and Policies

1. Create a chart, which identifies plans, procedure, and policies requiring enhancement/modification to reflect full adoption of the NIMS. Include dates for revisions to begin.
2. Emergency Operations Plans (EOPs) must be evaluated for NIMS incorporation.

Phase III-Modification of existing Plans, Procedures and Policies

1. Emergency Response Plans, ESFs, SOPs, and all Annexes must be modified to adopt NIMS principles and Language.
2. Enhance/Modify training programs to incorporate NIMS
3. Process should include modification, testing, refinement and implementation.
4. Modification Schedule.
5. Create a chart that documents the strategy, timeline and date of adoption for the plan, procedure, and policies under revision.

Phase IV- Supporting NIMS Integration Center Standards

1. Credentialing and certification of personnel and equipment.
2. Conducting validation drills and exercises.
3. Timeline ensuring compliance with the guidelines regarding timeframe for NIMS adoption February 2005 through January 2006).

FY 2006 and FY 2007 Requirements:

In order to receive FY 2006 preparedness funding, the minimum FY 2005 compliance requirements described above must be met. Applicants will be required to certify as part of their FY 2006 grant applications that they have met the FY 2005 NIMS requirements.

Additional information about NIMS compliance and resources for achieving compliance will be forthcoming from the NIC. In addition, FY 2005 Federal preparedness assistance program documents will address State and local NIMS compliance. The NIC web page, <http://www.fema.gov/nims/nims.shtm>, will be updated regularly with information about the NIMS and guidance for implementation.