



National Incident Management System (NIMS)

Incident Command System Elements Implementation in Minnesota

February 16, 2006

The President of the United States has issued Homeland Security Presidential Directives (HSPD) 5 and 8 that directly impact states and local jurisdictions. In Minnesota, the Division of Homeland Security and Emergency Management (HSEM) is the State Administrative Agency (SAA) responsible for implementing these two directives through administration of the Homeland Security Grant Programs. One of the key elements of both HSPD 5 and 8 is the implementation of the National Incident Management System (NIMS).

Minnesota has used a formalized Incident Command/Management system for many years. In 1991 the State Legislature established MN Statute 115E, known as the "Spills Bill". This bill required the commissioner of public safety to establish and implement an Incident Command System (ICS) within the state, which we now know as the Minnesota Incident Management System (MIMS). MIMS was institutionalized in state training in 1996 and has been embedded in training throughout the state ever since.

In 2005, Executive Order 05-02 which is titled "DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE STATE OF MINNESOTA", established NIMS as the only recognized system for incident management and response. This executive order states "It is necessary and desirable that all federal, state, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management," said Governor Pawlenty. "The NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes."

HSEM recognizes that Minnesota has had a longstanding and well developed Incident Command training program, and we are now well ahead of many states when it comes to implementing the NIMS ICS requirements. Because we have had Incident Command/Management System training embedded in our training curriculum for almost

ten years and our MIMS training program is consistent with NIMS, we have met the baseline ICS requirements. The updated MnIMS curriculum is ICS 100, 200, 300, and 400 level compliant. If your responders have already taken the old MIMS course, you are in good shape for initial compliance with the basic ICS requirements in NIMS. The only additional requirement these people have is the need to take the "Bridge" course which incorporates the few items not included in the old MIMS course. Once completed, the responders will be fully compliant in the ICS portion of NIMS.

Based upon Minnesota's longstanding incident management training program, HSEM, as the State Administrative Agency, now requires the following steps be taken for all response disciplines to be in compliance with Homeland Presidential Directive 5 and 8 for NIMS in 2006. The attached matrix denotes the requirements for both state level government entities as well as local/tribal jurisdictions.

Disciplines with mandatory compliance requirements:

Emergency Management Agency Personnel (EMA)
Law Enforcement Personnel (LE)
Fire Service Personnel (FS)
HAZMAT Responders (HZ)
Public Works Personnel (PW)
Health care Personnel (HC)
Emergency Medical Services Personnel (EMS)
Public Safety Communications Personnel (PSC)
Public Health Personnel (PH)
Government Administration Personnel (GA)

For additional information, please contact David Berrisford, Program Administrator at (651) 296-0532.

HIGHLIGHTS FOR STATE AND LOCAL/TRIBAL JURISDICTIONS

IS-700 must be taken and successfully completed by all personnel in the ten standard disciplines by 30 Sep 2006. In all disciplines, new employees as well as current employees, must complete IS-700 by Sep 30, 2006. Any current employee assigned in the ten disciplines that have “*a direct role in emergency preparedness, incident management, or response*”.

IS-800 must be taken and successfully completed by all state, local and tribal emergency manager or personnel whose primary responsibility is emergency management.

Adoption of NIMS must be done by all jurisdiction levels by Dec 30, 2005 (Local Requirement)

NIMCAST use has been directed as a mandatory requirement for state and local agencies and jurisdictions. Jurisdictions are required to self certify NIMS compliance by Sep 30, 2006. In order to do this, NIMCAST must be utilized to measure compliance. It is mandatory for all state agencies, all 87 counties and cities of the first class in Minnesota.

**NIMS IMPLEMENTATION SCHEDULE, REQUIREMENTS, AND
CERTIFICATION FOR FFY2006
TO BE COMPLETED BY SEPTEMBER 30, 2006**

STATE REQUIREMENTS

ACTIONS TO BE TAKEN	REQUIRED ACTIONS/COMPLETION DATE
Adopt NIMS at state level for all government departments and agencies and promote adoption of NIMS by associations, utilities, NGO's and private sector responders	Completed by executive order 02-05, dated February 9, 2005. NGO's, associations, and private sector partners are encouraged the adopt NIMS as a system.
Monitor from state level adoption progress by tribal and local governments.	Ongoing. Progress being tracked at HSEM through e-mail by Bill McNally.
Establish Planning Process to ensure communications and implementation of NIMS requirements across the state	Current fact sheet for 2006 distributed.
Designate a single state POC to serve as the principal coordinator for NIMS implementation statewide	HSEM representative is designated, which is David Berrisford. The designee tracks NIMS implementation and disseminates Federal NIMS guidance to state and local agencies.
Ensure federal preparedness funding to state and territorial agencies and tribal and local jurisdictions is linked to satisfactory progress in meeting '06 NIMS requirements.	Jurisdictions self certify by memo to HSEM. See attached example.
NIMS compliance should also be monitored through the audit process	During jurisdiction/site visits compliance will be checked.
Manage all incidents/events through the use of the ICS organizational structure	Institutionalize this through HSEEP, NIMS/MnIMS, require alignment through SOG/EOP revisions.
Develop and use Multi-Agency coordination systems by developing and maintaining connectivity to Internet Communication Protocols (ICP's), 911 centers, EOC's(local), and state, regional/federal EOC's and NRP organizational elements	MEOP being edited to incorporate these requirements.
Institutionalize Public Information System (PIS) by using Joint Info Systems(JIS) and Joint Info Centers(JIC)	Revise SOG's/EOP's to recognize these aspects of information dissemination and encourage additional PIO training for all members of EOC's and response organizations.

ACTIONS TO BE TAKEN	REQUIRED ACTIONS/COMPLETION DATE
Establish State NIMS Baseline Status	Use of NIMCAST by all state agencies required. Also a thorough review of the State Homeland Security Strategy is occurring.
Coordinate and leverage all federal preparedness funding to implement NIMS	A master list of federal granting agencies and grant programs will be distributed.
Revise and update plans and SOG's to incorporate the requirements of NIMS and NRP components.	Update MEOP and SOG's.
Promote Intrastate and Interstate Mutual Aid Agreements to include agreements with NGO's and private companies	Support and embrace NIC efforts for national credentialing and once established credential or assist with such for first responders. National credentialing will entail many aspects for ten emergency response disciplines. Credentialing is currently being discussed at the NIMS Integration Center (NIC) with input and discussions with the appropriate professional associations connected to the emergency response disciplines.
Utilize training venues to deliver NIMS training requirements in accordance with the national standard curriculum.	Enforce use of national or state approved NIMS curriculum and use formal education venues to deliver material.
Complete IS-700 NIMS	Insure all disciplines new employees as well as current employees complete IS-700 by Sep 30, 2006. Any current employee assigned in the ten disciplines in which they have " <i>a direct role in emergency preparedness, incident management, or response</i> ".
Complete IS-800 NRP	All federal, state, territorial, tribal and local emergency managers or personnel whose primary responsibility is emergency management <u>or has a command responsibility</u> must complete this training by Sep 30, 2006.
Complete ICS 100 and ICS 200	Complete and/or be certified in an equivalent program of instruction to ICS 100 and 200 level. This is a requirement of current or new employees in first response disciplines by Sep 30, 2006.
Incorporate NIMS into all exercises and regional training	Utilize HSEEP guidance as it is updated.
Participate in all hazard exercise programs based on NIMS involving multi jurisdictional and multi discipline response	Participate and enforce the NIMS compliance standards in all types of exercises.

ACTIONS TO BE TAKEN	REQUIRED ACTIONS/COMPLETION DATE
Incorporate a corrective action plan into preparedness and response plans	Utilize HSEEP doctrine.
Inventory state response assets and conform to national resource typing criteria	Currently, HSEM has state contracts with HAZMAT teams and Bomb Squads. Further we have assisted with the development of one Heavy Collapsed Structure Rescue Team and four Medium Collapsed Structure Rescue Teams. We are also in the process of establishing a schedule and then conducting a 100% inventory of the team's equipment through the site monitoring process.
Develop state plans for the receipt and distribution of resources provided through the NRP catastrophic incident annex and supplement	HSEM is in the process of developing this system with a completion date of no later than Sep 30, 2006.
Utilize national standards and guidance to achieve interoperability with equipment and communications devices and/or systems	Use current Authorized Equipment List for procurement standards and insure interoperability is APCO 25 compliant.
Apply standardized and consistent terminology to include plain English communications across the public sector	EMI developing courses in NIMS communication and info management. Feature common terminology for responses.

**NIMS IMPLEMENTATION SCHEDULE, REQUIREMENTS, AND
CERTIFICATION FOR FFY 2006
TO BE COMPLETED BY SEPTEMBER 30, 2006**

TRIBAL AND LOCAL REQUIREMENTS

ACTIONS TO BE TAKEN	PROGRESS/COMPLETION DATE
Adopt NIMS at community level for all government departments and agencies and promote adoption of NIMS by associations, utilities, NGO's and private sector responders	Submit a copy of county/city/tribal nation resolution or equivalent to HSEM, POC Bill McNally, e-mail bill.mcnally@state.mn.us No later than Dec 31, 2005.
Manage all incidents/events through the use of the ICS organizational structure	Institutionalize this through HSEEP, NIMS requires alignment through SOG/EOP revisions be completed by Sep 30, 2006
Coordinate and support use of Multi-Agency coordination systems by developing and maintaining connectivity to Internet Communication Protocols (ICP's), 911 centers, EOC's(local), and state, regional/federal EOC's and NRP organizational elements	Codify procedures through SOP/EOP revisions, testing communication systems, drill EOC activations.
Implement processes, procedures and/or plans to communicate timely and accurate info through the use of the Public Information System (PIS) by using Joint Info Systems(JIS) and Joint Info Centers(JIC)	Revise SOG's/EOP's to recognize these aspects of information dissemination and encourage additional PIO training for all members of EOC's and response organizations by Sep 30, 2006.
Establish tribal/local NIMS Baseline Status	Use NIMCAST to report jurisdictions baseline status and then assess where your jurisdiction meets the NIMS requirements and which must be addressed to do so by Sep 30, 2006.
Develop and implement a system to coordinate all federal preparedness funding to implement the '06 NIMS requirements.	Jurisdictions self certify compliance. See attached example and submit to HSEM, POC Bill McNally, e-mail bill.mcnally@state.mn.us by Sep 30, 2006.
Revise and update plans and SOG's to incorporate the requirements of NIMS components, principles and policies.	Update EOP's and SOG's by Sep 30, 2006.
Participate in and promote Intrastate and Interstate Mutual Aid Agreements to include agreements with NGO's and private companies	Support and embrace NIC efforts for national credentialing and once established credential or assist with such for first responders. Expand mutual aid agreements as well.

ACTIONS TO BE TAKEN	PROGRESS/COMPLETION DATE
Complete IS-700 NIMS	Insure all disciplines new employees as well as current employee's complete IS-700 by Sep 30, 2006. Any current employee assigned in the ten disciplines in which they have " <i>a direct role in emergency preparedness, incident management, or response</i> ".
Complete IS-800 NRP	All federal, state, territorial, tribal and local emergency managers or personnel whose primary responsibility is emergency management <u>or has a command responsibility</u> must complete this training by Sep 30, 2006.
Complete ICS 100 and ICS 200	Complete and/or be certified in an equivalent program of instruction to ICS 100 and 200 level. This is a requirement of current or new employees in first response disciplines by Sep 30, 2006.
Incorporate NIMS into all exercises and regional training	Utilize HSEEP guidance.
Participate in all hazard exercise programs based on NIMS involving multi jurisdictional and multi discipline response	Participate and enforce the NIMS compliance standards in all types of exercises.
Incorporate a corrective action plan into preparedness and response plans	Utilize HSEEP doctrine.
Inventory community response assets and conform to national resource typing criteria	Inventory efforts should be focused at national resource typing criteria. This typing is still in the development phase. Since the process is not complete at the national level, current specifics of this requirement are not in effect. Upon formalization of this process, HSEM will provide resource typing guidance.
Utilize national standards and guidance to achieve interoperability with equipment and communications devices and/or systems	Use current Authorized Equipment List for procurement standards and insure interoperability is APCO 25 compliant.
Apply standardized and consistent terminology to include plain English communications across the public sector	EMI developing courses on NIMS communication and info management. Feature common terminology for responses.



Minnesota Homeland Security and Emergency Management
 Attn: Bill McNally
 444 Cedar Street, Suite, 223
 Saint Paul, Minnesota 55101
 Fax: (651) 296-0459

The National Incident Management System FY 06 Certification

Please sign and return this form to Homeland Security and Emergency Management (HSEM), Attn: Bill McNally at fax number (651) 296-0459 on or before Sep 30, 2006.

I certify that _____, in coordination with local entities, has successfully complied
 (jurisdiction name)
 with the following minimum FY 2006 National Incident management System (NIMS) compliance requirements as denoted by HSEM.

- Incorporated NIMS into existing training programs and exercises;
- Ensured that that Federal Preparedness Funding, including DHS Homeland Security Grant Program and the Urban Area Security Initiative (UASI), support NIMS implementation at the local level(in accordance with the eligibility and allowable uses of the grants);
- Incorporate NIMS into Emergency Operations Plans (EOP's);
- Promoted mutual aid agreements;
- Coordinated and provided technical assistance to local jurisdictions regarding NIMS;
- Institutionalized the use of the Incident Command System (ICS);

This included ongoing activities whereby jurisdictions should support successful adoption and implementation of NIMS through;

- **Formally recognizing the NIMS and adopting the NIMS principles and policies.** Local jurisdictions have established via legislation, executive order, resolutions, or ordinances the formal adoption of NIMS.
- **Completing the NIMS Awareness Course: “National Incident Management System, An Introduction” – IS-700.** This independent study course explains the purpose, principles, key components and benefits of NIMS for all emergency personnel with a direct role in emergency preparedness, incident management or response. This is required for all emergency responders as defined by the 10 response disciplines.
- **Completing the National Response Plan (NRP) Course – IS-800.** This independent study course explains the structure and functions contained within the NRP. This is required of all emergency managers or personnel whose primary responsibility is emergency management.
- **Complete ICS 100 and ICS 200.** All personnel in the 10 response disciplines must complete and/or be certified in an equivalent program of instruction (MnIMS w/Bridge Course) in ICS. This is a requirement of current personnel as well as newly hired personnel.
- **Establishing a NIMS baseline by determining which NIMS requirements have been accomplished.** The NIMS Capability Assessment Support Tool (NIMCAST) is available and must be used for a self-assessment their incident response and management capabilities.
- **Institutionalizing the use of the Incident Command System (ICS).** You must institutionalize the use of ICS across the entire response system. Institutionalization is demonstrated in both the jurisdictions policy and organizational/operational activities.
- **Establishing a timeframe and developing a strategy for full NIMS implementation.** Jurisdictions should be developing strategies for compliance.

(Name & Title of Jurisdiction Official): _____

(Name of Jurisdiction): _____

Signature _____ Date: _____