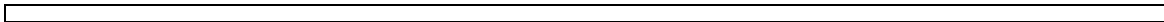


STATE OF ILLINOIS

**National Incident Management
System (NIMS)
Implementation Plan**

August 12, 2005
Revised August 20, 2006



**Illinois Emergency Management Agency
National Incident Management System (NIMS) Implementation Plan**

TABLE OF CONTENTS

| | |
|---|-----------|
| Record of Changes | 2 |
| Foreword | 4 |
| Part 1: General | 5 |
| NIMS Point of Contact | 10 |
| Part 2: Specific FFY '06 NIMS Compliance Activities | 12 |
| State of Illinois Approved NIMS ICS Training Courses | 16 |
| FFY '06 NIMS Compliance Activity Certification Checklist | 22 |
| Checklist of a NIMS-Compliant EOP | 24 |
| Federal Preparedness Grant Programs | 25 |
| Part 3: The Phases of NIMS Implementation | 28 |
| Part 4: Acronym List | 30 |
| Part 5: Glossary of Key Terms | 32 |

Illinois Emergency Management Agency National Incident Management System (NIMS) Implementation Plan

FOREWORD

In Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, President George W. Bush 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 overall management of domestic incidents by establishing a single, comprehensive system for incident and resource management and will help achieve greater cooperation among departments and agencies at all levels of government. The private sector is encouraged to adopt NIMS to ensure total statewide integration. Implementing the NIMS strengthens each department’s capability and resolves to fulfill its responsibilities to the American people in times of emergency.

The following NIMS Implementation Plan will help ensure the Illinois Emergency Management Agency has fully incorporated NIMS into our emergency response plans, procedures, and policies through legislation and executive order. This plan also provides guidance for all state agencies and local partners to ensure that all personnel are appropriately trained in the NIMS and prepared to effectively and efficiently execute their duties in concert with the Illinois Emergency Operations Plan.

The NIMS will be used to direct the states response to any incident. Subsequently, the concept of our operational response will direct how we plan, train, and exercise to prepare for emergencies. This implementation concept will maximize numerous Illinois Homeland Security strategies which include building national response capabilities and capacities, ranging from natural disasters with minor damage to catastrophic disasters with significant damage that impact Continuity of Government (COG) and Continuity of Operations (COOP).

Col. Jill Morgenthaler
Homeland Security Advisor

Date

William Burke
Director
Illinois Emergency Management Agency

Date

Part 1: General

1. Purpose

This document establishes the Illinois Emergency Management Agency NIMS Implementation Plan in order to ensure compliance 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. There are six tenants that will guide implementation of NIMS from the state to the local level.

- a. Incorporate NIMS concepts, such as Incident Command System (ICS), into existing training programs and exercises.
- b. Ensure that Federal preparedness funding supports state and local NIMS implementation.
- c. Incorporate NIMS into Emergency Operations Plans.
- d. Promote intrastate mutual aid agreements.
- e. Coordinate and provide NIMS technical assistance to local entities.
- f. Institutionalize the use of the Incident Command System (ICS) at all levels.

2. Authorities

- a. The Illinois Emergency Management Act 20 ILCS 3305/1
- b. 29 Illinois Administrative Code Part 301
- c. State of Illinois Executive Order Number 12 (2004) Authorizing the Implementation of the National Incident Management System

3. References

- a. Homeland Security Act of 2002.
- b. Homeland Security Presidential Directive (HSPD) 5, *Management of Domestic Incident*.
- c. Homeland Security Presidential Directive (HSPD) 8, *National Preparedness*.
- d. Department Homeland Security (DHS), *National Incident Management System*, March 1, 2004.
- e. DHS, *National Response Plan*, November 2004.
- f. Letter from Secretary Ridge to the Governors dated September 8, 2004.
- g. Letter from Secretary Chertoff to the Governors dated October 4, 2005.

4. Scope

- a. This document outlines the Illinois Emergency Management Agency's plan to implement the NIMS.
- b. The provisions of this document apply to all Divisional plans, procedures, policies, training, and exercise programs, including those fulfilling Emergency Support Functions under the National Response Plan (NRP).
- c. The provisions of this document apply to all sub-components (e.g., agencies, field offices, regional bureaus, response assets, etc.) operating under the jurisdiction of the Governor of Illinois as defined in the IEMA Act.

5. Responsibilities

- a. The Illinois Emergency Management Agency is responsible for coordinating state, local and private resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context, including terrorism, natural disasters, man-made disasters and other contingencies; providing leadership and playing a key role in communicating to the public; and assisting individuals, businesses, and organizations in coping with and recovering from the consequences of any type of declared emergency; and as the State Administrative Agency (SAA), IEMA is also responsible for the following:
 - (1) Encouraging participation in intrastate mutual aid agreements/compacts and implement authorities for the State to enter into interstate mutual aid agreements with other states, tribes, and territories to facilitate resource sharing.
 - (2) Providing a factual measurement to conclude that the state and local jurisdictions have complied with the FFY'06 NIMS compliance requirements
 - (3) Providing opportunities for regional and local tabletop, functional, and full-scale evaluated exercises to evaluate NIMS implementation.
 - (4) Reviewing county emergency operations plans to ensure compliance with NIMS in regard to the Incident Command System.
 - (5) Providing administration for the baseline assessment for NIMS through the National Incident Management Capability Assessment Tool (NIMCAST) to all jurisdictions at the county and municipal level.
 - (6) Provide a resource management software program to categorize and type the most commonly exchanged state resources during a disaster.
- b. Directors of State Agencies having a role in the Illinois Emergency Operations Plan (IEOP) are responsible for the following:
 - (1) Adopt NIMS at the state level.
 - (2) Monitor formal adoption of NIMS by local jurisdictions.

- (3) Establish a planning process to ensure the communication/implementation of NIMS requirements across the state includes local jurisdictions.
- (4) Designate a single NIMS point of contact.
- (5) Ensure that federal preparedness funding to local jurisdictions are linked to progress in meeting FFY06 NIMS compliance activities.
- (6) Routine grant audit and review of local jurisdictions should include identified NIMS compliance activities as well.
- (7) Coordinate/support incident and event management thru use of multi-agency coordination system.
- (8) Manage all emergency incidents using the Incident Command System (ICS), to include Incident Action Plans and Common Communication Plans.
- (9) Institutionalize, within the ICS, the Public Information Systems comprising the Joint Information System and the Joint Information Center.
- (10) Establish the state's NIMS baseline against the FFY05-06 compliance activities.
- (11) Coordinate/leverage all federal preparedness funding to implement NIIMS
- (12) Revise/update plans and SOPs to incorporate NIMS and the National Response Plan (NRP) components, principles and policies, to include planning, training, response, exercises, equipment, evaluation and corrective actions.
- (13) Promote intrastate and interagency mutual aid agreements.
- (14) Leverage training facilities to deliver NIMS training requirements in conformance with the NIMS National Standard Curriculum.
- (15) Complete IS-700 NIMS: An Introduction.
- (16) Complete IS-800: NPR: An Introduction.
- (17) Complete ICS level 100 and 200 training.
- (18) Incorporate NIMS/ICS into all state and regional training and exercises.
- (19) Participate in all-hazard exercise program involving multiple disciplines and multiple jurisdictions.
- (20) Incorporate corrective actions into preparedness and response plans and procedures.
- (21) Inventory state response assets to conform to homeland security resource typing standards.
- (22) Develop state plans for the receipt/distribution of resources as outlined in the NPR Catastrophic Incident Annex and the Catastrophic Incident Supplement.

- (23) Incorporate relevant national standards/guidance to achieve equipment, communication and data interoperability are incorporated into state/local acquisition programs.
 - (24) Apply standardize/consistent terminology, including plain English communications standards across public safety sector.
- c. Local jurisdictions (all personnel with authority over emergency response programs) are responsible for the following:
- (1) Adopt NIMS at the community level for all government departments and agencies; as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs), and private sector incident management and response organizations.
 - (2) Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine, and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans.
 - (3) Multi-agency Coordination System: Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems, i.e. develop and maintain connectivity capability between local Incident Command Posts (ICPs, local 911 Centers, local Emergency Operations Centers (EOCs) and state EOC.
 - (4) Public Information System: Implement processes, procedures, and/or plans to communicate timely, accurate information to the public during an incident through a Joint Information System and Joint Information center.
 - (5) Establish the community's NIMS baseline against the FY 2005 and FY 2006 implementation requirements.
 - (6) Develop and implement a system to coordinate all federal preparedness funding to implement the NIMS across the community.
 - (7) Revise and update plans and SOPs to incorporate NIMS components, principles and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.
 - (8) Participate in and promote intrastate and interagency mutual aid agreements, to include agreements with the private sector and non-governmental organizations.
 - (9) Complete IS-700 NIMS: An Introduction
 - (10) Complete IS-800 NRP: An Introduction
 - (11) Complete ICS 100 and ICS 200 Training
 - (12) Incorporate NIMS/ICS into all tribal, local and regional training and exercises.
 - (13) Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.

- (14) Incorporate corrective actions into preparedness and response plans and procedures.
- (15) Inventory community response assets to conform to homeland security resource typing standards.
- (16) To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into tribal and local acquisition programs.
- (17) Apply standardized and consistent terminology, including the establishment of plain English communications standard across public safety sector.

NIMS Point of Contact (POC)

The following chart identifies the NIMS POC for each county in Illinois. Please refer all general questions to your NIMS POC*.

| Regional Office | Point of Contact | E-mail | Counties |
|--|--|--|--|
| Region 2 100 N. Peoria Ave. Dixon, Il. 61021-2027 815/288-1455 | Kathy Spellman Sue Coers | spellman@iema.state.il.us scoers@iema.state.il.us | Jo Davies, Stephenson, Winnebago, Carroll, Ogle, Whiteside, Lee, Rock Island, Henry, Bureau, Putnam, Marshall, Stark, Knox, Warren, Henderson and Mercer |
| Region 3 340 N. Cash St. Seneca, Il. 61360 815/357-8963 | Paul Rasch Lisa Anderson Mary Jo Stank | rasch@iema.state.il.us landerson@iema.state.il.us , stank@iema.state.il.us | Boone, McHenry, DeKalb, Kane, Kendall, Will, Grundy, LaSalle and Kankakee |
| Region 4 9511 W. Harrison Des Plaines, Il. 60016-1563 847/294-4717 | Ron Carlson | carlson@iema.state.il.us | Lake, DuPage and Cook |
| Region 6 110 E. Adams Springfield, Il. 62701-1109 217/782-0922 | Russ Steil Bob Flemming | steil@iema.state.il.us , bflemming@iema.state.il.us | Peoria, Fulton, McDonough, Hancock, Schuyler, Brown, Adams, Cass, Mason, Menard, Sangamon, Christian, Morgan, Scott and Pike |
| Region 7 201 W. Springfield, Suite 206 Champaign, Il. 61820-4834 217/352-0163 | Dan Smith Michael Richarson | dansmith@iema.state.il.us richardson@iema.state.il.us | Woodford, Livingston, Iroquois, Ford, McLean, Tazewell, Logan, DeWitt, Piatt, Champaign, Vermilion, Edgar, Douglas and Macon |

| | | | |
|---|--|---|---|
| <p>Region 8 2105 Vandalia, Suite 6A Collinsville, Il. 62234-4859 618/344-1024</p> | <p>Stan Krushas Mona Callis</p> | <p>krushas@iema.state.il.us callis@iema.state.il.us</p> | <p>Greene, Calhoun, Jersey, Macoupin, Montgomery, Bond, Madison, St. Clair, Clinton, Washington and Monroe</p> |
| <p>Region 9 112 W. Sixth St. P. O. Box 680 Flora, Il. 62839-1401 618/662-4474</p> | <p>Steve Simms Tresa Bowen Adam Croy</p> | <p>ssimms@iema.state.il.us tbowen@iema.state.il.us acroy@iema.state.il.us</p> | <p>Moultrie, Shelby, Coles, Cumberland, Clark, Crawford, Jasper, Effingham, Fayette, Marion, Clay, Richland, Lawrence, Wabash, Edwards, Wayne and Jefferson</p> |
| <p>Region 11 State Regional Bldg 2309 W. Main St. Marion, Il. 62959-1179 618/997-5847</p> | <p>Michele Tinault Chris Pulley</p> | <p>mtinault@iema.state.il.us cpulley@iema.state.il.us</p> | <p>Randolph, Perry, Franklin, Hamilton, White, Gallatin, Saline, Williamson, Jackson, Union, Johnson, Pope, Hardin, Massac, Pulaski and Alexander</p> |
| <p>IEMA Central Office 110 E. Adams Springfield, Il 62701-1109 217/557-4832</p> | <p>Gene Felchner</p> | <p>gfelchner@iema.state.il.us</p> | <p>State Agencies having a role in the Illinois Emergency Operations Plan (IEOP)</p> |

*Any municipality, township or other local entity should first work thru their county emergency management office for assistance in complying with NIMS prior to contacting their IEMA regional office.

Part 2: Specific FFY'06 NIMS Compliance Activities

Since NIMS was issued by DHS on March 1, 2004, compliance activities for states and local jurisdictions have been revised on several occasions. The current compliance activities will be discussed on the following pages.

Before we discuss the FFY '06 compliance activities, let's review what took place in FFY '05. If a jurisdiction chose to comply with NIMS, they were directed to the State of Illinois NIMS Implementation Plan (Plan). They were directed to start the process of complying with the FFY '05 NIMS compliance activities. Each jurisdiction that chose to comply was asked to submit a copy of their local NIMS adoption ordinance and the FFY' 05 NIMS Compliance Activity Certification Checklist. This allowed the State of Illinois to develop an accurate list of those jurisdictions that had either fully complied or were making a good faith effort to achieve full NIMS compliance.

The State of Illinois was required to submit to DHS, prior to September 30, 2005, documentation to certify that "taken as a whole", Illinois had successfully complied with the minimum FFY '05 NIMS compliance requirements set forth in the September 8, 2004 letter for DHS Secretary Ridge. This document also certified ongoing activities at the local level that would support the successful adoption and implementation of NIMS. IEMA Director William Burke submitted the required documentation to DHS on August 25, 2005. This was required for Illinois to receive FFY '06 federal preparedness funds.

As far as the FFY '06 compliance activities as concerned, there have been recent changes by the NIMS Integration Center concerning the process for local jurisdictions and the States to comply with the minimum FFY '06 NIMS compliance activities in order to apply for FFY '07 preparedness funding. The NIMS Integration center will be utilizing the same "self-certification/taken as a whole" process for the FFY'06 NIMS compliance activities that was used in FFY'05. *The "taken as a whole" standard reflects a recognition that not every department or agency, local or tribal jurisdiction, community or individual responder will have completed all the requirements, but, that taken as a whole, most did and that good faith efforts were underway to achieve full compliance.* IEMA Director William Burke will submit the documentation to DHS prior to the end of September of 2006.

If a jurisdiction chooses to comply with NIMS and thus be eligible to apply for FFY '07 federal preparedness funds, they are again required to ensure that the following two documents are on file with IEMA: a copy of their local NIMS ordinance and a copy of the FFY '06 NIMS Compliance Activity Certification Checklist. (If the jurisdiction has previously submitted a copy of their ordinance, they are not required to submit it a second time.) The submission of these two items identifies that the jurisdiction is conducting ongoing activities to support full NIMS compliance. Only those jurisdictions that submit these two items will be considered to be NIMS compliant in Illinois. The following pages include information to assist any jurisdiction that chooses to comply with NIMS.

The national NIMS website, www.fema.gov/emergency/nims/index.shtm, is also available to not only provide historical documentation on NIMS but also provide the opportunity to submit questions directly to the NIMS Integration Center. Feel free to visit this website.

NIMS FFY'06 Compliance Activity #1

1. Complete, or in the process of completing, the "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. It is up to the jurisdiction to decide which of their personnel should complete IS-700. To assist jurisdictions in making this decision, the NIMS Integration Center has provided the following guidance at: www.fema.gov/pdf/nims/06_training.pdf

This web-based course is available on the EMI web page at: <http://www.training.fema.gov/EMIWeb/IS/is700.asp>. The course can also be offered in a classroom setting. Included under the above mentioned website, the Facilitator's Guide for IS-700 is available to be printed out at your convenience along with directions to facilitate the course.

REMEMBER, EACH JURISDICTION IS RESPONSIBLE FOR TRACKING THE TRAINING PROGRESS OF THEIR PERSONNEL.

IEMA Compliance Criteria for Local Jurisdictions: All personnel who have been identified that need to successfully complete IS-700 have successfully completed, or are in the process of completing, it. The list of personnel, identifying the date that each person completed the course, is available upon demand.

NIMS FFY '06 Compliance Activity #2

2. Formally recognizing the NIMS and adopting NIMS Principles and Policies.

Each jurisdiction is required, thru local legislation, executive orders, resolutions or ordinances, to formally recognize NIMS and adopt NIMS principles and policies. There is no standard wording that must be used. To assist in the development of this document, examples are available by calling your NIMS POC. There needs to be a copy on file with the ITTF or available for review to be NIMS compliant.

Promote NIMS adoption to private industry, associations, utilities, non-governmental organizations among others.

Once the action is taken, a copy of the document is to be faxed to the Illinois Terrorism Task Force (ITTF) at 217/558-1335 on or before September 30, 2006.

IEMA Compliance Criteria for Local Jurisdictions: Jurisdiction has completed the process and a copy of the document is on file with the ITTF or available upon request.

NIMS FFY '06 Compliance Activity #3

3. Establish a Baseline by determining which FFY 05 and 06 NIMS Implementation Requirements have already been met by using the NIMCAST.

Clearly state, territorial, tribal, and local entities have already implemented many of the concepts and protocols identified in the NIMS. To assist local jurisdictions in determining which NIMS requirements have already been met, the NIMS Integration Center developed the National Incident Management System Capability Assessment Support Tool (NIMCAST). The NIMCAST is a web-based self-assessment tool designed to aid state, local, and tribal organizations and jurisdictions in determining their capabilities and compliance against the requirements established in the recently released National Incident Management System (NIMS). The NIMCAST is available on the NIMS website

<http://www.fema.gov/emergency/nims/index.shtm>. To access state permission to the NIMCAST:

Identify the appropriate local personnel to complete the NIMCAST

Submit their e-mail addresses to Jared Owen at jowen@iema.state.il.us

After receipt of your temporary password, access the NIMCAST at

<http://www.fema.gov/emergency/nims/index.shtm>

Click on NIMCAST User's Guide (pdf) and follow directions

IEMA Compliance Criteria for Local Jurisdictions: Jurisdiction has established a baseline by answering "yes" or "no" to each of the 75 NIMCAST questions. Identify any progress in closing any identified capability gaps (All questions with a "No" answer).

NIMS FFY '06 Compliance Activity #4

4. Complete, or in the process of completing, the ICS Level 100 and ICS Level 200 training.

IS-100, Introduction to the Incident Command System, is an independent study course developed by EMI. IS-100 complies with ICS Level 100. This course introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. IS-100 describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

IS-200, ICS for Single Resources and Initial Action Incidents, is an independent study course developed by EMI. IS-200 complies with ICS Level 200. This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on, and resources for, personnel who are likely to assume a supervisory position within the ICS.

It is up to the jurisdiction to decide which of their personnel should complete ICS Level 100 and 200. To assist jurisdictions in making this decision, the NIMS Integration Center has provided the following guidance at:

www.fema.gov/pdf/nims/06_training.pdf.

REMEMBER, EACH JURISDICTION IS RESPONSIBLE FOR TRACKING THE TRAINING PROGRESS OF THEIR PERSONNEL.

Currently, there are four (4) options to complete the training:

1. Complete on-line version at <http://training.fema.gov/EMIWeb/IS/is100.asp> and <http://training.fema.gov/EMIWeb/Is/is200.asp>
2. Conduct both IS-100 and IS-200 as classroom offering. The instruction materials are also available on the above named website.
3. Review the courses listed on the Illinois NIMS website www.iml.org/dbs/nims (page 16) to identify courses already completed by your staff that comply with 100 and/or 200.
4. If your curriculum is not on the state list, the process to determine whether it complies with 100 and/or 200 is as follows:

The NIMS National Standard Curriculum Training Development Guidance is located on the NIMS website, <http://www.fema.gov/pdf/emergency/nims/nsctd.pdf>. Pages 12-14 contains the objectives and topical areas for both 100 and 200. Compare your curriculum to the objectives and topical areas listed for both 100 and 200. If your curriculum meets 100% of either or both courses, submit your documentation*, for review, requesting that your course be added to the state list of NIMS compliant courses to:

IEMA
NIMS Certification
2200 South Dirksen Pkwy.
Springfield, IL 62703-4528

* Be sure to include all documentation that will be needed to assist in determining whether or not your curriculum complies with 100% of the objectives and topical areas for 100 and/or 200.

IEMA Compliance Criteria for Local Jurisdictions: All personnel who have been identified that need to successfully complete ICS Level 100 and 200 have successfully complete them. The list of personnel, identifying the date that each person completed each course, is available upon demand.

State of Illinois Approved NIMS ICS Training Courses*

NIMS ICS Level 100

FEMA Independent Study Program

- IS 100 Introduction to Incident Command System
- IS 100.FW Introduction to Incident Command System for Federal Workers
- IS 100.LE Introduction to Incident Command System for Law Enforcement
- IS 100.PW Introduction to Incident Command System for Public Works

FEMA Virtual Campus

- Q462 Intro to NIMS ICS for Operational First Responders

Illinois State Police

- Critical Incident Response

Center for Domestic Preparedness (Anniston, Alabama)**

- ICS 100 Introduction to Incident Command System

NIMS ICS Level 200

FEMA Independent Study Program

- IS 195 Basis Incident Command System-Complies with both NIMS ICS Level 100 and 200 (This Independent Study Course is no longer available)
- IS 200 ICS for Single Resources and Initial Action Incidents
- IS 200.FW Basic Incident Command for Federal Workers

FEMA Virtual Campus

- Q463 - Basic All-Hazards NIMS ICS for Operational First Responders

Illinois State Police

- Command Post Operations

Center for Domestic Preparedness (Anniston, Alabama)**

- ICS 200 ICS for Single Resources and Initial Action Incidents

Illinois Fire Service Institute

- Unified Command-Complies with both NIMS ICS Level 100 and 200

Illinois Emergency Management Agency

- ICS with NIMS-Complies with both NIMS ICS Level 100 and 200
- ICS for Law Enforcement-Complies with both NIMS ICS Level 100 and 200

NIMS ICS Level 300

Illinois Emergency Management Agency

- ICS 300 Intermediate Incident Command System for Expanding Incidents

Center for Domestic Preparedness (Anniston, Alabama)**

- ICS 300 Intermediate Incident Command System for Expanding Incidents

Illinois Fire Service Institute

Command/General Staff for the ICS-Complies with both NIMS ICS Level 300 and 400

NIMS ICS Level 400

Illinois Emergency Management Agency

ICS 400 Advanced ICS, Command & General Staff-Complex Incidents

Center for Domestic Preparedness (Anniston, Alabama)**

ICS 400 Advanced ICS, Command & General Staff-Complex Incidents

FEMA's Independent Study courses and FEMA's Virtual Campus courses are available online at <http://training.fema.gov/emiweb/is/crslist.asp>

*Courses currently offered in Illinois are being evaluated to determine which level of NIMS ICS they comply with. As these levels are determined, they will be added to this list and distributed thru your NIMS POC.

** Training calendar is available online at http://cdp.dhs.gov/training_calendar/index.html

NIMS FFY '06 Compliance Activity #5

5. Manage all Emergency Incidents/Preplanned Events using ICS.

Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structure, doctrine, and procedures, as defined in NIMS. ICS implementation must include application of Incident Action Planning and Command Communication Plans. ICS characteristics to incorporate include: common terminology, modular organization, manageable span of control, management by objectives, pre-designated incident facilities, comprehensive resource management, transfer/unity of command, unified command, personnel and resource accountability, and information/intelligence management.

IEMA Compliance Criteria for Local Jurisdictions: Local EOP must state that all emergency incidents and preplanned events will be managed using ICS organizational structure, doctrine, and procedures, as defined in NIMS.

NIMS FFY '06 Compliance Activity #6

6. Communicate Information using a Timely and Accurate Process.

Implement processes, procedures and/or plans to communicate timely, accurate information to the public during an incident through a Joint Information System and Joint Information Center.

IEMA Compliance Criteria for Local Jurisdictions: Plans/SOPs must include process to coordinate the validating and releasing of information to the public during an incident. Demonstrate how a Joint Information System (JIS) and a Joint Information Center (JIC) is used to accomplish this task.

NIMS FFY '06 Compliance Activity #7

7. Coordinate Emergencies using Multi-Agency Coordination (MAC) Systems.

Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems, i.e. develop and maintain capability between local Incident Command Posts (ICPs, local 911 Centers, local EOCs and state EOC

IEMA Compliance Criteria for Local Jurisdictions: Local EOP/SOP must identify how on-scene incident command operations will maintain connectivity capability with other MACs that are operating in support of their operations.

NIMS FFY '06 Compliance Activity #8

8. Implement a System to Coordinate all Funding to Implement NIMS.

Develop and implement a system to coordinate all federal preparedness funding to implement NIMS across the community. All such funds should be used to cover any associated NIMS implementation costs.

IEMA Compliance Criteria for Local Jurisdictions: Each jurisdiction is to identify all federal funding streams impacted by NIMS implementation. When needed, those funds are to be used to ensure NIMS implementation jurisdiction wide.

NIMS FFY '06 Compliance Activity #9

9. Revise/Update Plans and SOPs to incorporate NIMS.

Revise and update plans and SOPs to incorporate NIMS components, principles and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.

IEMA Compliance Criteria for Local Jurisdictions: Local EOP must be revised to meet the criteria identified in the NIMS EOP Components Checklist, located on page 3 the document, "Integrating NIMS into Local/Tribal EOPs and SOPs". This document is located on the FEMA website, www.fema.gov/emergency/nims. The completed checklist, as well as a list of all SOPs that were revised to incorporate NIMS, is to be available upon demand.

NIMS FFY '06 Compliance Activity #10

10. Participate/Promote Mutual Aid Agreements.

Participate in and promote intrastate and interstate mutual aid agreements, to include agreements with the private sector and non-governmental organizations. Be sure to include information sharing agreements as well.

IEMA Compliance Criteria for Local Jurisdictions: Local jurisdictions are to identify all intrastate and interstate agreements they have in place.

NIMS FFY '06 Compliance Activity #11

11. Complete, or in the process of completing, the NRP: An Introduction IS-800.

This independent study course, developed by the Emergency Management Institute (EMI), explains the purpose, principles, key components and benefits of The National Response Plan. It is up to the jurisdiction to decide which of their personnel should complete IS-800. To assist jurisdictions in making this decision, the NIMS Integration Center has provided the following guidance at: www.fema.gov/pdf/nims/06_training.pdf

This web-based course is available on the EMI web page at: <http://training.fema.gov/EMIWeb/IS/is800.asp>. The course can also be offered in a classroom setting. The Facilitator's Guide for IS-800 is available by contacting your NIMS POC.

REMEMBER, EACH JURISDICTION IS RESPONSIBLE FOR TRACKING THE TRAINING PROGRESS OF THEIR PERSONNEL.

IEMA Compliance Criteria for Local Jurisdictions: All personnel who have been identified that need to successfully complete IS-800 have successfully completed, or are in the process of completing, it. The list of personnel, identifying the date that each person completed the course, is available upon demand.

NIMS FFY '06 Compliance Activity #12

12. Incorporate ICS into the Jurisdiction's Training Curriculum and Exercises.

After revising all plans/SOPs, ensure all training and exercise development strategies are revised as well to reflect NIMS implementation.

IEMA Compliance Criteria for Local Jurisdictions: Ensure all training and exercise development strategies have been revised to reflect NIMS implementation.

NIMS FFY '06 Compliance Activity #13

13. Establish an All Hazard Exercise Program based on NIMS.

Ensure the all-hazard exercise program based on NIMS involves responders from multiple disciplines and multiple jurisdictions.

IEMA Compliance Criteria for Local Jurisdictions: Promote participation from multiple disciplines and multiple jurisdictions in all exercises that the jurisdiction is participating in.

NIMS FFY '06 Compliance Activity #14

14. Incorporate Corrective Actions into the Jurisdiction's Preparedness and Response Plans/SOPs.

Identify the process of incorporating corrective action, identified through training, exercises and actual response operations, into preparedness and response plans and SOPs.

IEMA Compliance Criteria for Local Jurisdictions: Must identify the process of using corrective actions to revise their EOP and SOPs.

NIMS FFY '06 Compliance Activity #15

15. Inventory Response Assets to Conform to Homeland Security Typing Standards.

Ensure all resource lists are current and conform to homeland security resource typing standards. The current homeland security resource typing standards are available on the FEMA website http://www.fema.gov/emergency/nims/mutual_aid.shtm

IEMA Compliance Criteria for Local Jurisdictions: Ensure all resource lists are current and match the homeland security resource typing standards. (The State is in the process of utilizing "Groove" software for its NIMS compliance resource-tracking tool. When each jurisdiction gets "Groove", you will be able to use it to track/inventory your resources using the NIMS Resource Typing Standards. Plus, have the ability to grant access to other jurisdictions during a disaster for mutual aid purposes. Until "Groove" is made available, and to help you start tracking/inventorying your resources, a short-term software package, NIMSOURCE, is available to you today. NIMSOURCE will not only help you to start typing your resources, but all the resource information you input, will easily migrate to "Groove", once it is available. You don't have to enter the information twice. NIMSOURCE also allows access to other jurisdictions resources for possible mutual aid support. Information on NIMSOURCE is available by contacting Bill Keller (esdami@ureach.com) 217/384-3826, or Jim Page (www.ileas.org) @ 217/328-3800.)

NIMS FFY '06 Compliance Activity #16

16. Ensure Interoperability is Incorporated into the Jurisdiction's Acquisition Program.

To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into local acquisition programs.

IEMA Compliance Criteria for Local Jurisdictions: No action needed at this time. All Federal Emergency Preparedness Funds distributed through the Illinois Terrorism Task Force to local jurisdictions for the purchase of equipment, communications and data program, use state standards that ensure interoperability.

NIMS FFY '06 Compliance Activity #17

17. Apply Standardized/Consistent Terminology across the Public Safety Sector.

Apply standardized and consistent terminology, including the establishment of plain English communications standards across the public safety sector. This would include discontinuing the use of "10" codes except during non-emergency, internal department communications.

IEMA Compliance Criteria for Local Jurisdictions: Plans/SOPs training and exercise development strategies must be revised to reflect this change.

FFY '06 NIMS COMPLIANCE ACTIVITY CERTIFICATION CHECKLIST

I certify that the following minimum FFY '06 National Incident Management System (NIMS) compliance activities have been successfully completed. (Completed form to be faxed to the Illinois Terrorism Task Force fax number 217/558-1335 on or before September 30, 2006.)

1. Complete, or in the process of completing, the NIMS, "An Introduction" IS-700.

YES _____ NO _____

2. Formally recognizing the NIMS and adopting NIMS Principles and Policies.

YES _____ NO _____

3. Establish a baseline by determining which FFY 05 and 06 NIMS Implementation Requirements have already been met by using the NIMCAST.

YES _____ NO _____

4. Complete, or in the process of completing, the ICS Level 100 and ICS Level 200 training.

YES _____ NO _____

5. Manage all Emergency Incidents/Preplanned Events using ICS.

YES _____ NO _____

6. Communicate Information using a Timely and Accurate Process.

YES _____ NO _____

7. Coordinate Emergencies using Multi-Agency Coordination (MAC) Systems.

YES _____ NO _____

8. Implement a System to Coordinate all Funding to Implement NIMS.

YES _____ NO _____

9. Revise/Update Plans and SOPs to incorporate NIMS.

YES _____ NO _____

10. Participate/Promote Mutual Aid Agreements.

YES _____ NO _____

11. Complete, or in the process of completing, the NRP: An Introduction IS-800.

YES _____ NO _____

12. Incorporate ICS into the Jurisdiction's Training Curriculum and Exercises.

YES _____ NO _____

13. Establish an All Hazard Exercise Program based on NIMS.

YES _____ NO _____

14. Incorporate Corrective Actions into the Jurisdiction's Preparedness and Response Plans/SOPs.

YES _____ NO _____

15. Inventory Response Assets to Conform to Homeland Security Typing Standards.

YES _____ NO _____

16. Ensure Interoperability is Incorporated into the Jurisdiction's Acquisition Program.

YES _____ NO _____

17. Apply Standardized/Consistent Terminology across the Public Safety Sector.

YES _____ NO _____

Name of Jurisdiction or Entity _____

Name of Local Official _____

Date _____

Checklist for a NIMS-Compliant EOP

| 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 pre-incident and post-incident public awareness, education, and communications plans and protocols. | <input type="checkbox"/> | |

Date _____

Reviewer _____

(For a more detailed explanation of each item on the checklist, go to FEMA’s website, www.fema.gov/emergency/nims and click on “Integrating NIMS into local/tribal EOPs and SOPs”.)

Federal Preparedness Grant Programs

This following information was provided by federal departments and agencies to the NIMS Integration Center regarding their preparedness funding programs with state and local entities, including cooperative agreements, memorandums of understandings, grants and contracts as of August 5, 2005. We are making this preliminary list available to help state and local entities identify funding streams that may be affected in connection with NIMS implementation requirements. This should not be considered a definitive list of federal preparedness grants and agreements. This list will be updated as any additional preparedness funding programs are identified.

Environmental Protection Agency (EPA)

1. Security Enhancement and Emergency Preparedness Planning at Water Utilities
2. EPA Grant and Contract vehicles to move funding from DHS to localities for the regular retrieval of Bio Watch sampling filters and delivery for analysis

Nuclear Regulatory Commission (NRC)

1. NRC provides pharmaceutical intervention to states with populations within the 10-mile emergency planning zone of commercial nuclear power plants

Department of Justice (DOJ)

1. State Domestic Preparedness Equipment Support Program
2. Antiterrorism and Emergency Assistance Program
3. Domestic Anti-Terrorism Technology Development Program
4. COPS Interoperable Communications Technology Program

Department of Agriculture (USDA)

1. State Fire Assistance
2. Volunteer Fire Assistance
3. First Responder Initiative

Department of Energy (DOE)

1. Working Agreement: DOE, the Shoshone-Bannock Tribes and the Idaho National Engineering and Environmental Lab
2. Environmental Oversight and Monitoring Agreement: Office of Nuclear Energy and the State of Idaho
3. Agreement-in-Principle: Waste Isolation Pilot Plant (DOE), the Western Governors Association and the State of Idaho
4. Office of Civilian Radioactive Waste Management Training Program
5. Agreement-in-Principle air the State of Texas Energy Conservation Office
6. Agreement-in-Principle with six counties and the State of Nevada
7. SC Emergency Management Division Agreement-in-Principle Grants
8. SC Dept. of Health and Environmental Control Agreement-in-Principle Grants
9. Georgia Emergency Management Division Agreement-in-Principle Grants
10. Cooperative Agreement: Western Governors Association, Southern States Energy Board, Mid-West and North East Council of State Governors
11. Office of River Protection Grant

12. Memorandum of Understanding (MOU): DOE and City of Miamisburg
13. Ohio Field office MOU with West Valley, NY, Volunteer Hose Company

Tennessee Valley Authority (TVA)

1. Supplemental Agreements: Tennessee Emergency Management Agency and Alabama Emergency Management Agency, for off-site support of nuclear power plant radiological emergency plans.

Department of Homeland Security (DHS)

1. State Homeland Security Grant Program
2. Assistance to Firefighters Grant Program
3. Interoperable Communications Equipment Grant
4. SARA Title III Training Program
5. Urban Search and Rescue
6. State and Local Emergency Operation Centers (EOCs)
7. Community Emergency Response Teams
8. Emergency Management Performance Grants
9. Chemical Stockpile Emergency Preparedness Program
10. State and Local Emergency Operations Planning Grants
11. Citizen Corps
12. Metropolitan Medical Response System
13. National Fire Academy Training Grants
14. First Responders Grants

Department of Health and Human Services (HHS)

1. Public Health and Social Services Emergency Fund
2. State Rural Hospital Flexibility Program
3. EMS for Children
4. Superfund Hazardous Substances Basic Research and Education
5. Metropolitan Medical Response System
6. Immunization Research, Demonstration, Public Information and Education
7. Surveillance of Hazardous Substance Emergency Events
8. Human Health Studies, Applied Research and Development
9. Immunization Grants
10. Bioterrorism Preparedness Programs

Department of Education

1. School Emergency Response and Crisis Management Plan Discretionary Grant Program

Department of the Interior (DOI)

1. Rural Fire Assistance Program
2. Earthquake Hazards Reduction Program
3. Volcano Hazards Reduction Program

Department of Transportation (DOT)

1. Hazardous Materials Emergency Preparedness Training and Planning Grants

2. Airport Improvement Program
3. Satellite-based Mobile Communications Tracking System for Hazardous Materials
4. Un-tethered Trailer Tracking and Security Project
5. Operation Respond
6. Port Security Grant Program
7. Maritime Transportation Security Act (MTSA) Training
8. Ready Reserve Force
9. Priority Use and Allocation of Shipping Service, Containers and Chassis; Port Facilities, Services for National Security and National Defense Related Operations.

Part 3. The Phases of NIMS Adoption

Phase I

- Ensure all local jurisdictions and state agencies understand what the National Incident Management System is all identified NIMS compliance activities and the process used in Illinois to verify NIMS compliance.
 - Submit your request for your NIMCAST password and start the process of completing NIMCAST
 - Local jurisdictions, through passage of a resolution or ordinance, formally recognize NIMS and adopt NIMS principles and policies.
 - Initiate work on addressing any additional NIMS compliance activities identified by DHS to be completed in FFY '06*
- No Later Than September 2005

Phase II

- Complete IS-700 training for all appropriate personnel
 - Initiate process to identify all appropriate personnel that need to successfully complete IS 800
 - Complete identification of all plans, policies, procedures, and training programs that will require NIMS augmentation
 - Complete NIMS augmentation of the local EOP and NIMS-Compliant EOP checklist (p. 17)
 - Finalize the identification of the appropriate level of ICS training for all personnel and complete ICS level 100 training for all personnel
 - Identify the process used to track the progress of all NIMS related training that has been completed
 - Ensure all current resource lists are accurate and include those resources into the State resource database if it is available**
 - Complete initial review of the NIMCAST and start the process to address any deficiencies
 - Ensure planning for future ICS-oriented exercises that involves responders from multi-disciplines and jurisdictions
 - Continue work on addressing any additional NIMS compliance activities identified by DHS to be completed in FFY '06*
 - Complete any Phase 1 activities not already completed
- No Later Than December 2005

Phase III

- Complete NIMS augmentation of all identified plans, policies, procedures and training programs
 - Complete ICS level 200 training for all appropriate personnel
 - Complete process to successfully address all deficiencies identified in the NIMCAST
 - Update training records to reflect all completed NIMS-related training
 - Ensure planning for future ICS-oriented exercises that involves responders from multi-disciplines and jurisdictions
 - Continue work on addressing any additional NIMS compliance activities identified by DHS to be completed in FFY '06*
 - Complete any Phase 2 activities not already completed
- No Later Than March 2006

Phase IV

- Complete IS-800 training for all appropriate personnel (FFY '06 Activity)
 - Complete process of including all current resource lists into state resource database **
 - Complete either a functional or full-scale exercise demonstrating the implementation of ICS
 - Continue work on addressing any additional NIMS compliance activities identified by DHS to be completed in FFY '06*
 - Complete any Phase 3 activities not already completed
 - Submit FFY '06 NIMS COMPLIANCE ACTIVITY CERTIFICATION CHECKLIST (Checklist will be submitted no later than September 30, 2006)
 - If not previously submitted, submit a copy of local documentation formally recognizing NIMS and adopting NIMS principles and policies (NIMS FFY '06 Compliance Activity #2).
- No Later than August 2006

*If any additional compliance activities are put in place by DHS, they will be distributed to you thru your NIMS POC.

**The State is in the process of utilizing “Groove” software for its NIMS compliance resource-tracking tool. When each jurisdiction gets “Groove”, you will be able to use it to track/inventory your resources using the NIMS Resource Typing Standards. Plus, have the ability to grant access to other jurisdictions during a disaster for mutual aid purposes. (Information on the NIMSOURCE software is discussed on page 20.)

NIC is working on finalizing a national system to certify and credential first responders. This is still a work in progress and there is no projected timeline for completion. As additional information is made available, it will be distributed thru your NIMS POC.

Part 4: List of NIMS Acronyms

| | |
|----------|--|
| ALS | Advanced Life Support |
| COG | Continuity of Government |
| CONOPS | Concept of Operations |
| COOP | Continuity of Operations |
| CP | Command Post |
| DHS | Department of Homeland Security |
| DOC | Department Operations Center |
| EMAC | Emergency Management Assistance Compact |
| EMI | Emergency Management Institute |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| ERT | Emergency Response Team |
| FD | Fire Department |
| FEMA | Federal Emergency Management Agency |
| FOG | Field Operations Guide |
| GIS | Geographic Information System |
| HAZMAT | Hazardous Material |
| HSC | Homeland Security Council |
| HSOC | Homeland Security Operations Center |
| HSPD-5 | Homeland Security Presidential Directive-5 |
| HSPD-8 | Homeland Security Presidential Directive-8 |
| IAP | Incident Action Plan |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| IC or UC | Incident Command or Unified Command |
| IEMA | Illinois Emergency Management Agency |
| ILEAS | Illinois Law Enforcement Alarm System |
| IMAT | Incident Management Assistance Team |
| IS | Independent Study |
| JIS | Joint Information System |
| JIC | Joint Information Center |
| JOC | Joint Operations Center |
| LNO | Liaison Officer |
| MABAS | Mutual Aid Box Alarm System |
| NEMA | National Emergency Managers Association |
| NDMS | National Disaster Medical System |
| NFA | National Fireman's Association |

| | |
|---------|---|
| NGO | Nongovernmental Organization |
| NIC | NIMS Integration Center |
| NIMS | National Incident Management System |
| NIMCAST | National Incident Management Capability Assessment Tool |
| NRCC | National Response Coordination Center |
| NRP | National Response Plan |
| ODP | Pollution Report |
| PIO | Public Information Officer |
| PVO | Private Voluntary Organizations |
| R&D | Research and Development |
| RESTAT | Resources Status |
| ROSS | Resource Ordering and Status System |
| RRCC | Regional Response Coordination Center |
| SDO | Standards Development Organizations |
| SITREP | Situation Report |
| SO | Safety Officer |
| SOP | Standard Operating Procedure |
| UAC | Unified Area Command |
| UC | Unified Commander |
| US&R | Urban Search and Rescue |
| WMD | Weapons of Mass Destruction |

Part 5: Glossary of Key NIMS Terms

For the purposes of the NIMS, the following terms and definitions apply:

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating federal, state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, resources unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes federal, state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as *Emergency Responder*.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See *Division*.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management concept specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMAT): A multidisciplinary group assembled for the purpose of completing and/or enhancing the incident command system at the local or State response level.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Institutionalize: To "institutionalize the use of ICS" means that government officials, incident managers and emergency response organizations at all jurisdictional levels adopt the Incident Command System and launch activities [in FY 2005] that will result in the use of the Incident Command System for all incident response operations. Actions to institutionalize the use of ICS take place at two levels – policy and organizational/operational.

At the policy level, institutionalizing the ICS means government officials, i.e., governors, mayors, county and city managers, tribal leaders and others: adopt ICS through executive order, proclamation or legislation as the jurisdiction's official incident response system; and direct that incident managers and response organizations in their jurisdictions train, exercise and use the ICS in their response operations.

At the organizational/operational level, evidence that incident managers and emergency response organizations are institutionalizing the ICS would include the following: ICS is being integrated into functional and system-wide emergency operations policies, plans and procedures; ICS training is planned or under way for responders, supervisors and command level officers; Responders at all levels are participating in and/or coordinating ICS-oriented exercises that involve responders from multi-disciplines and jurisdictions.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state, or federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations-federal, state, local, and tribal-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a state, local, or tribal jurisdiction with assistance from responding federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special federal, state, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources could be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to state, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See *Area Command*.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.