Resolution Number 91007-3 for 2007
Implementing the National Incident Management System

WHEREAS, in Homeland Security Directive (HSPD)-5, the President directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach to federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, management of resources and reporting; and

WHEREAS, in a Proclamation dated December 20, 2004, the Governor of Pennsylvania mandates that the National Incident Management System will be utilized for all incident management in the Commonwealth and to be effective immediately; and

WHEREAS, failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during a declared emergency or disaster and for training and preparation for such disasters or emergencies; and

NOW THEREFORE, be it resolved that the Gettysburg Borough adopts the National Incident Management System (NIMS) and requires all public safety agencies and emergency responders within the municipality to do the same.

Approved this _10_ day of _September_ 2007.

GETTYSBURG BOROUGH

Attest:

Sara L. Stull

Sara L. Stull
Borough Secretary

Theodore H. Streeter

Theodore H. Streeter
Council President

GETTYSBURG BOROUGH

National Incident Management System (NIMS) Implementation Plan

September 10, 2007

RECORD OF CHANGES

Change No.	Copy No.	Date Entered	Posted By

Recommended changes to this document should be addressed to the Gettysburg Borough Emergency Management Coordinator.

Gettysburg Borough
National Incident Management System (NIMS) Implementation Plan

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Commonwealth of Pennsylvania

Governor's Office

PROCLAMATION

IMPLEMENTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM

December 20, 2004

WHEREAS, In Homeland Security Directive (HSPD) -5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary 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; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, 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 Municipal readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission on Terrorism Attacks (9-11 Commission) recommend adoption of a standardize Incident Command System.

NOW THEREFORE, Pursuant to the authority vested in me by the Constitution and provisions of the Emergency Management Services Code (35 Pa. C.S. Section 7101 et seq., *as amended*), I do hereby mandate the National Incident Management System be utilized for all incident management in the Commonwealth.

I further proclaim this to take effect immediately.

GIVEN under my hand and the Seal of the Governor, at the City of Harrisburg, this twentieth day of December in the year of our Lord two thousand four and of the Commonwealth the two hundred and twenty-ninth.

EDWARD G. RENDELL
Governor

Gettysburg Borough
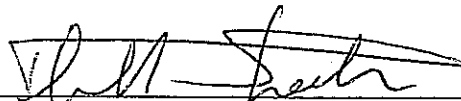# National Incident Management System (NIMS) Implementation Plan

FOREWORD

This document has been developed at the direction of the Governor of the Commonwealth of Pennsylvania and in compliance with Homeland Security Presidential Directive (HSPD) 5, *Management of Domestic Incidents*, in which the President directed the Secretary of Homeland Security to develop, submit and administer the National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and Local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. In like manner, NIMS will provide a consistent approach for the Gettysburg Borough with regard to emergency preparedness, response and recovery.

The NIMS enhances the management of domestic incidents by establishing a single, comprehensive system for incident management and will help achieve greater cooperation among departments and agencies at all levels of government. Implementing the NIMS strengthens each organization's capability and resolve to fulfill its responsibilities to all the citizens of the Gettysburg Borough in times of emergency.

The following NIMS Implementation Plan will help ensure that Gettysburg Borough has fully incorporated the NIMS into emergency response plans, procedures, and policies. This plan also provides guidance for all organizations to ensure that all personnel are appropriately trained in the NIMS and prepared to effectively and efficiently execute the Gettysburg Borough duties under the National Response Plan (NRP) and Gettysburg Borough Emergency Operations Plan.

GETTYSBURG BOROUGH

9-10-07

Date

TED STREETER, President

DAVID SANDERS
Emergency Management Coordinator

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Purpose

This document institutes the necessary steps for compliance with the National Incident Management System (NIMS) implementation plan. This document further ensures that the Gettysburg Borough Emergency Operations Plan complies with the NIMS; individual domestic incident management; and emergency prevention, preparedness, recovery and mitigation activities, as well as in support of all actions taken to assist regional counter-terrorism task forces and municipal or local municipalities.

Authorities

Homeland Security Presidential Directive 5 (HSPD-5), *Management of Domestic Incidents*

Governor's Proclamation Implementing the National Incident Management System

2003 Commonwealth of Pennsylvania Three-Year Homeland Security Assessment & Strategy and Urban Areas Security Initiatives

References

Homeland Security Act Of 2002

HSPD-8, *National Preparedness*

DHS National Incident Management System, March 1, 2004, U.S. Department of Homeland Security

National Response Plan

Scope

This document provides guidance on how the Gettysburg Borough plans to implement NIMS.

The provisions of this document apply to all departmental plans, procedures, policies, and training programs.

The provisions of this document apply to all sub-components (examples: Agencies, Authorities, Boards, Commissions, Councils, Departments, and Offices), of or operating under the jurisdiction of the Commonwealth of Pennsylvania.

It is the intent of the Gettysburg Borough to institute the NIMS as outlined in this document. The timeline for this process is dependent on several factors including staff availability, disaster events, availability of Federal training and exercise programs, State and Federal Laws and Regulations. Changes in the above could modify the timelines for the implementation of NIMS.

Noncompliance with the NIMS will jeopardize future Homeland Security preparedness funding.

Concept of Implementation

The Phases of NIMS Adoption for the Gettysburg Borough.

The NIMS adoption will include four distinct phases. These implementation phases will overlap in order to speed and strengthen the process.

The first phase will focus on initial staff training, which will include completion of the Federal Emergency Management Agency (FEMA) Emergency Management Institute independent study course on the NIMS (IS-700). The Borough Council will be accountable for ensuring that all employees are fully trained in the NIMS as outlined in the training phase of this plan.

The second phase will include evaluation of existing plans, policies, and procedures to identify aspects in need of modification for NIMS compliance. This includes modification of any emergency response plans, in support of Commonwealth response and recovery activity, and any internal emergency plans such as Continuity of Operations Plans (COOP).

The third phase will be revisions of existing plans, procedures, and policies to reflect NIMS implementation. The Municipal Emergency Operations Plan is currently under revision and will be fully NIMS compliant by September 2007.

The NIMS emphasizes the importance of maintaining accurate and up-to-date information on resource management and utilization as a critical component of domestic incident management. We will base our Mutual Aid and Resource Management on FEMA's National Mutual Aid and Resource Management Initiative. This provides the basis to type, inventory, order, and track assets to support equipment and personnel compatibility required for mutual aid agreements. It also provides a model for all other Commonwealth agencies and departments to follow. Resource Management will be incorporated during or after phase 3 is completed. *Time and staff permitting, Adams County Department of Emergency Services will assist in completion of this task.*

The fourth phase will verify achievement of the NIMS Integration Center's standards, to include certification and credentialing of employees as well as conducting exercises to demonstrate compliance with the standards of the NIMS Integration Center.

Phase I – Initial Staff Training

PEMA in coordination with the Office of State Fire Commissioner (OSFC) is the lead agency for the development and delivery of a comprehensive training and education system to Pennsylvania's emergency services. PEMA and the OSFC also serve a wide variety of industrial, public, and governmental clients with the delivery of emergency response training programs. PEMA has already initiated planning activities for NIMS implementation as a part of the development of a Terrorism Response Training Plan. This NIMS Training Implementation Plan will serve as an adjunct to the Terrorism Response Training plan and as PEMA's planning document for the implementation of NIMS training across Pennsylvania's fire, law enforcement/EMS/rescue response communities. PEMA's training office and the OSFC will implement NIMS training through their responsibility for the delivery of training to Pennsylvania's emergency management, fire, law enforcement, rescue, and EMS services. PEMA's training office will be responsible for the on-request delivery of training to public service personnel who may not have an internal capability for training program delivery. PEMA's role in the statewide implementation through both the PEMA training office and OSFC has the unique advantage of consistent training delivery across all of Pennsylvania's response communities.

Pennsylvania's emergency management, fire, law enforcement, EMS, and rescue personnel include thousands of personnel from a diverse community of volunteer departments, career departments, and a variety of combination departments. Any of these responders may perform functions within an Incident Command System and, therefore, require some level of understanding of ICS and its relationship to NIMS. Pennsylvania's Implementation Strategy for NIMS defines four levels of response personnel requiring NIMS training. Specific training is required at each level to prepare individuals to perform within the ICS.

NIMS adoption will include four distinct phases. The first phase is Awareness. All supervisors with responsibility over municipal assets will be accountable for ensuring that all employees are fully trained in the NIMS. Additionally, during this phase, the coordination of the provision of training for all first responders through approved training organizations will occur. New employees will have one year to complete required training according to their position.
The four levels are:

Awareness Level: Individuals who may be involved in an incident, and/or perform a direct or supporting role, will be trained in the following components of ICS:
- Organizational Structure
- Positions and Responsibilities
- Facilities

Operations Level: Individuals who may be involved in or with ICS general functions will be trained in the following components of ICS:

- Awareness level plus
- Principles and Features of ICS
- Organizational Overview
- Incident Facilities
- Common Responsibilities Associated with ICS Assignments

Supervisory Level: Individuals who may be assigned to ICS supervisory positions for incidents will be trained in the following components of ICS:

- Operational level plus
- Essential Principles of ICS
- Air Operations (if applicable)
- Special Events Planning
- Resources Management

Command Level: Individuals who may be expected to perform in a management capacity, incident commander and/or area commanders in a complex incident environment:

- Supervisory level plus
- Large-scale Incidents
- Unified/Area Command
- Complex Incident Management
- Inter-municipal Coordination

The concepts of an ICS are not foreign to Pennsylvania's emergency management, fire, law enforcement, EMS, and rescue response personnel. ICS concepts have been taught and implemented within these services for years. ICS training begins in the entry-level training programs with an introduction to the ICS during Emergency Services training. Incrementally advanced levels of ICS training are integrated into various training programs.

As a first step in the implementation of NIMS across Pennsylvania's emergency management, law enforcement, fire, law enforcement, EMS, and rescue response communities, the Gettysburg Borough has promoted the completion of "IS-700: An Introduction to the National Incident Management System", for all the Gettysburg Borough staff employees. This introductory course will provide each participant with a basic understanding of the NIMS ICS. By completing this course, staff members will be able to respond to questions concerning NIMS. A further promotion of IS-700 throughout the response community will serve as a learning bridge for those responders who already have a basic understanding of the ICS and need to understand the requirements for transition to the NIMS ICS. The Gettysburg Borough will facilitate the availability of the NIMS IS-700 training program by providing a direct link to the on-line training from the Internet Web page at www.pema.state.pa.us

FEMA, through the National Emergency Training Center (NETC), has developed several independent study training options for personnel to acquire an understanding of the ICS and NIMS. Personnel who have previously taken PEMA training programs may utilize these independent study options as a learning bridge to acquire updated ICS and NIMS training:

- IS-100 – Introduction to the Incident Command System (under revision)
- IS-200 – Basic Incident Command System (under revision)
- IS-700 – An Introduction to the National Incident Management System
- IS-800 – National Response Plan Training

All Gettysburg Borough personnel must forward a copy of their training certification documents of successful completed course to the Gettysburg Borough Secretary to be kept on file as proof of certification. Recurring recertification involves participation in Gettysburg Borough exercise program.

Minimum Training Requirements for the Gettysburg Borough Staff at each of the Four Levels

This represents a minimum standard for the Gettysburg Borough employees. Personnel may receive training at a higher level and/or position specific training. Members of specialized response teams may also receive training at a higher level and/or position specific training. New employees will have one year to complete the required training based upon their position.

COLOR CODE: AWARENESS = GREEN OPERATIONAL = BLUE SUPERVISORY = YELLOW COMMAND = ORANGE	EMI IS-100 Introduction to the ICS	EMI IS-700 NIMS	Internal Training / Emergency Exercises	ICS-200 Level Course/equivalent	ICS-300 Intermediate Level Course/Equivalent	ICS-400 Advanced ICS
Entry level first responders & disaster workers Federal/State/Local/Private Sector & Non-governmental personnel to include: •Emergency Medical Service personnel •Equipment Operators •Firefighters •Hospital Staff •Law Enforcement personnel •Public Health personnel •Public Works/Utility personnel •Skilled Support Personnel •Other emergency management response, support, volunteer personnel at all levels	▓	▓	▓			
First line supervisors Federal/State/Local/Private Sector & Non-governmental personnel to include: Single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training	▓	▓	▓	▓		
Middle management Federal/State/Local/Private Sector & Non-governmental personnel to include: Strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.						
Command and general staff Federal/State/Local/Private Sector & Non-governmental personnel to include: Select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and multi-agency coordination system/emergency operation center managers.	▓	▓	▓	▓	▓	▓

This table represents minimum training standard entry level positions up to Command and General Staff positions.

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

During this phase, documents will be identified; however, modification of plans, procedures, policies, and training will be accomplished during Phase III.

Phase III A – Modification of Existing Plans, Procedures, and Policies

During normal revision cycle Emergency response plans, including those that fulfill ESFs under the NRP and internal response plans such as Continuity of Operations (COOP) plans, SOPs, EOPs and other documents identified during phase II must be modified to NIMS principles and language. Additionally, training programs will be enhanced and/or modified to institutionalize NIMS. The process includes modification, testing, refinement, and implementation.

Phase III B – Resource Management

The NIMS emphasizes the importance of maintaining accurate and up-to-date information on resource management and utilization as a critical component of domestic incident management. PEMA will initiate a "standardized statewide resource" management program in compliance with the NIMS, in support of the ICS, the Resource Typing Definitions and the Mutual Aid Glossary of Terms and Definitions. PEMA's initiative will promote the common terminology of descriptions, standards, and types of local, Commonwealth and Federal response assets to be deployed in time of emergency or disaster. PEMA, Homeland Security, and information technology practices combined talents will provide an effective method of collecting, cataloging and deploying emergency resources and information.

Commonwealth agencies, RCTTFs, Counties and Municipalities will have a secure, centralized system where key resources are categorized, updated and accessed to support an emergency response. This will provide individuals working in an emergency response event the ability to tag resources having multiple attributes, utilizing the Resource Typing Definitions and Mutual Aid Glossary of Terms and definitions as the standard.

The Commonwealth will inventory and categorize state resources according to the standardized Resource Typing Definitions. The State Emergency Operations Center will act as the coordinating body for this activity. The Commonwealth resource list will be developed and maintained by the PEMA Bureau of Operations. Information from the standardized Resource Typing project will be provided to the RCTTFs and counties, who will develop and maintain their individual resource lists. The State EOC, in conjunction with the RCTTFs and counties, will share resource information.

The Commonwealth resource management program will be operational by June 1, 2006; by August 1, 2006, all response organizations will be initiating and developing resource management within their individual organizations based upon Commonwealth and Federal guidance.

The Federal Emergency Management Agency through the National Mutual Aid and Resource Management Initiative provides information for the basis to type, inventory, order and track Federal, State and Local assets to support equipment and personnel compatibility required for mutual aid agreements. Resource typing definitions for 120 of the most commonly requested response resources are available at: www.fema.gov/nims/mutual_aid.shtm.

Phase IV A Exercises – Internal training/tabletop exercises.

Validation exercises will be conducted to include internal and regional tabletops and/or functional exercises utilizing NIMS/ICS, Homeland Security Exercise and Evaluation Program (HSEEP), and State Homeland Security Assessment Strategy (SHSAS). These exercises will be conducted in accordance with the SHSAS and the Emergency Management Accreditation Program (EMAP) guidelines.

The Gettysburg Borough will test all aspects of its exercises program and plans in conjunction with the County of Adams Exercise Program.

Phase IV B – Supporting NIMS Integration Center Standards

During Phase IV, the process of credentialing and certification of personnel and equipment will be the central focus of activity. Commonwealth agencies will monitor and maintain certification of their respective personnel training records.

The NIMS Integration Center (NIC) has been tasked with identifying standards and performance measures to enable this certification.

PEMA will closely monitor the National efforts and assess requirements for expanding existing certification programs for Pennsylvania emergency response personnel.

NFPA 1600, the Standard on Disaster/Emergency Management and Business Continuity Programs, provides an enabling step towards the certification process. The National Commission on Terrorist Attacks Upon the United States (commonly known as the 9-11 Commission) has endorsed NFPA 1600 as the standard for assessing emergency preparedness. While not providing specific Job Performance Requirements (JPRs) for Emergency Management, NFPA 1600 provides the foundation for development of JPRs by the Authority Having Jurisdiction. PEMA and the OSFC will initiate a review of NFPA 1600 with a goal of identifying specific criteria for a certification program for Pennsylvania personnel.

Applying traditional training methods provides a degree of certainty that the participants have understood the course material. PEMA and the OSFC will continue to assess student knowledge and skills through testing and evaluation techniques that validate performance against specific course objectives and goals.

A combination of methods of instruction, drills and exercises will provide a means to evaluate participant's application of concepts learned in the classroom in a simulated environment. The Department of Homeland Security has identified the conduct and evaluation of exercises as one of the key concepts of the NIMS as a measure to improve emergency preparedness of the nation's first responders.

PA Department of Health has been directed by the Governor's office to oversee the two phases of the Commonwealth Credentialing Project. Phase One, which identified the Conceptual Design has been completed. Phase Two, will detail functional specifications, develop/code the selected segments, and test and train users prior to rollout, in compliance with the available NIMS standards as provided by the NIC.

Expected NIMS Implementation Timeline

Following this schedule will ensure that the Gettysburg Borough will meet the September 2007 deadline for NIMS adoption. Training will be tracked by the Secretary of the Gettysburg Borough. A copy of the training certificate will be kept on file as proof of training.

Fiscal Year 2006

	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06	Apr 06	May 06	Jun 06	Jul 06	Aug 06	Sep 06
Phase 1	NIMS/ICS Training (all levels) When Available											
Phase 2	Plan Identification											
Phase 3A												
Phase 3B Resource Management												
Phase 4A												
Phase 4B												

Fiscal Year 2007

	Oct 06	Nov 06	Dec 06	Jan 07	Feb 07	Mar 07	Apr 07	May 07	Jun 07	Jul 07	Aug 07	Sep 07
Phase 1	NIMS/ICS Training (When available)											
B	NIMS/ICS Command Training (When available)											
Phase 2												
Phase 3A	Plan Revisions											
Phase 3B Resource Management	Resource Typing											
Phase 4A	Tabletop Training Exercise (When Available)											
Phase 4B	Certification											

Figure 1. Expected NIMS Implementation Timeline

NOTE: This timeline may change due to shortage in staffing.

NIMS Guidance

The following checklist will be utilized to track progress for all Plans, Procedures, Policies, and Training Programs to reflect full NIMS adoption. The checklist below was adopted directly from the NIMS (NIMS, Chapter III, Section B-2-a-1, page 35) and illustrates the status of NIMS incorporation into the Emergency Operation Plans (EOPs).

EOP Title:_____	Checklist	Adoption Date
Defines the scope of preparedness and incident management activities necessary for the jurisdiction.	☐	
Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support.	☐	
Facilitates response and short-term recovery activities.	☐	
Is flexible enough to use in all emergencies.	☐	
Describes the EOP purpose.	☐	
Describes the EOP situation and assumptions.	☐	
Describes the EOP concept of operations.	☐	
Describes the EOP organization and assignment of responsibilities.	☐	
Describes the administration and logistics of the EOP.	☐	
Describes EOP development and maintenance.	☐	
Describes the EOP authorities and references.	☐	
Contains functional annexes.	☐	
Contains hazard-specific appendices.	☐	
Contains a glossary.	☐	
Pre-designate jurisdictional and/or functional area representatives to the Incident Commander (IC) or Unified Command (UC) whenever possible.	☐	
Includes pre-incident and post-incident public awareness, education, and communications plans and protocols.	☐	

Figure 2. Checklist for a NIMS-Compliant EOP

Appendix A

Plans, Policies, and Procedures to be modified for NIMS Compliance

- Municipal Emergency Operations Plan