ISLAND COUNTY

2008 National Incident Management System (NIMS) Implementation Plan

February 2008

Prepared by the Island County Department of Emergency Management

RECORD OF CHANGES

Change No.	Change Date	Date Entered	Posted By
Change #1	27 Feb 2008		

Recommended changes to this document should be addressed to Island County DEM

DISTRIBUTION LIST

Island County:
DEM
GSA, Director
IC Public Health, Director
IC Public Works, Director
IC Sheriff

Non-County:
Town of Coupeville, Town Marshal
City of Langley, Mayor
City of Oak Harbor, Fire Chief

Non-County (continued):
Chief, Camano Island Fire and Rescue
Chief, North Whidbey Fire and Rescue
Chief, Central Whidbey Fire and Rescue
Chief, South Whidbey Fire and Rescue
Director, ICOM
Emergency Coordinator, Whidbey General
   Hospital and EMS
Emergency Manager, NASWI
Director, Island Transit

Island County
2008 National Incident Management System (NIMS) Implementation Plan

TABLE OF CONTENTS

LIST OF FIGURES

ANNEXES

Island County
2008 National Incident Management System (NIMS) Implementation Plan

FOREWORD

This 2008 Implementation Plan supercedes all previous Island County NIMS Implementation Plans.

This implementation plan continues the Federally mandated actions required to implement the NIMS. Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, contains the guidance to originate and implement this system. NIMS provides a consistent nationwide approach for federal, state, local, and tribal governments to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

The current NIMS document was published in March 2004. In August 2007 an up-date draft of the NIMS document was made available. As of the date of this implementation plan the 2004 document is still in effect. Additionally the National Response Plan (NRP) is being replaced by the National Response Framework (NRF). The NRF is due to go into effect sometime in March-April of 2008. Information about the NRF can be found at: www.fema.gov/nrf . As part of the change to the NRF, IS-800 formerly an Introduction to the NRP is being revised and is expected to be reissued as IS-800, An introduction to the NRF in February 2008.

The previously required minimum implmentation requirements were laid out in the 2007 and previous NIMS Implementation Plans. The annual required implementation requirements have been met by the participating jurisdictions in Island County. This 2008 implementation plan provides guidance for the continued maintenance of those prior tasks and implementation of the Federal Fiscal Year (FFY) 2008 requirements. **NIMS implementaton guidance requires that directed annual implementation tasks be completed by 30 September 2008.**

Implementing the NIMS strengthens Island County's capability and resolve to fulfill its responsibilities to county residents in times of emergency. This 2008 NIMS Implementation Plan continues the process of ensuring that Island County has planned adequately to incorporate the NIMS into our emergency response policies, plans, procedures, and operations.

David Hollett
Deputy Director
Department of Emergency Management

SECTION I: GENERAL

I-1.   Purpose

This document establishes the Island County NIMS Implementation Plan for Federal Fiscal Year 2008 to ensure the county complies with HSPD-5, *Management of Domestic Incidents* and accomplishes 2008 implementation goals. It also promotes the institutionalization of previous required planning and training.

I-2.   Authorities

    a.   DHS, *National Incident Management System*, March 1, 2004. (under revision)
    b.   Letter, No Subject, Secretary, Department of Homeland Security to State Governors, 8 September 2004.

I-3.   References

    a.   Homeland Security Act of 2002.
    b.   HSPD-5, *Management of Domestic Incidents*.
    c.   HSPD-8, *National Preparedness*.
    d.   National Response Framework (NRF), January 2008
    e.   DHS, *National Incident Management System*, March 1, 2004. (under revision)
    f.   Fiscal Year 2007 Homeland Security Grant Program, Program Guidelines and Application.
    g.   FY 2008 (October 1, 2007 – September 20, 2008) NIMS Compliance Objectives for Local Governments
    h.   FY07 NIMS Training Guidelines, The NIMS Integration Center (NIC), 1 March 2007
    i.   Five-Year NIMS Training Plan, 6 Sept 2007
    j.   NIMS Alert, FY 2008 NIMS Compliance Objectives and Metrics, February 25, 2008

I-4.   Definitions and Acronyms

NIMS definitions can be found in the Washington State NIMS implementation Plan or at the NIMS Integration Center (NIC) web site. A list of acronyms used in this document can be found at Annex C.

I-5.   Scope

    a.   This document outlines how the county plans to continue NIMS implementation through **30 September 2008** and beyond**.**
    b.   The provisions of this document apply to all Island County policies, plans, procedures, and emergency management and emergency response training programs.

c.   The provisions of this document apply to all departments of Island County
      government. Separate political and special jurisdictions with first response or
      emergency response assets operating in Island County may adopt this plan or
      originate their own implementation plan that meets the requirements as outlined in
      Section II and the implementation requirements in Annex A.

I-6.   Responsibilities

a.   The Island County Department of Emergency Management (DEM) is responsible
      for planning, execution, monitoring the implementation of NIMS in Island County.

      (1)   The Island County DEM, is the single point of contact for NIMS
            implementation in Island County.
      (2)   DEM will draft, coordinate, and publish the Island County 2008 NIMS
            Implementation Plan.
      (3)   DEM will continue to coordinate with the departments of the county. DEM
            will provide information, assistance, and assessment to other jurisdictions or
            special districts on request.
      (4)   NLT 30 September 2008, DEM will certify that the departments of Island
            County government have met implementation requirements for 2008.

b.   Specified County Department Directors:

      (1)   Review 2008 NIMS implementation requirements as identified in Annex A.
            Take positive and timely actions to meet NIMS implementation
            requirements.
      (2)   Review NIMS training Guidelines (Annex B) and the referenced Five-Year
            NIMS Training Plan, dated 6 Sept 2007 and identify specific training
            requirements by position. Implement training as soon as possible.

c.   Participating Island County Jurisdictions:

      (1)   Adopt the Island County 2008 NIMS Implementation Plan or originate a
            separate plan and comply with NIMS implementation and reporting
            requirements.
      (2)   Review 2007 and 2008 NIMS implementation requirements in Annex A.
            Take positive and timely actions to meet NIMS implementation
            requirements.
      (3)   Review NIMS training Guidelines (Annex B) and the referenced Five-Year
            NIMS Training
            Plan, dated 6 Sept 2007 and identify specific training requirements by
            position. Implement training as soon as possible.
      (4)   **NLT 30 September 2008, submit the EMD on-line NIMS
            Implementation Report.**

d.   All personnel with authority over emergency response programs or assets:

(1) Take steps to ensure NIMS implementation is accomplished in accordance with the Island County or applicable local NIMS Implementation Plan timeline. As a minimum, meet FFY 2008 NIMS implementation requirements **NLT 30 September 2008.**

(2) Ensure that as new personnel are added to each organization, they receive NIMS Introduction training (IS-700), Introduction to ICS (IS-100) and NIMS-ICS training appropriate to their level of responsibility and ICS function or position. During planning and training program reviews, ensure that NIMS compliance is addressed and training programs updated to include NIMS ICS.

(3) Accomplish a review of personnel, teams, and equipment and prepare an inventory of those assets according to the NIMS latest approved resource typing definitions.

(4) Insure that Island County response plans, standing operating procedures, and other emergency related plans include and comply with the NIMS.

Position Title	Point of Contact	Office Telephone	Responsibilities to Ensure Full Adoption of the NIMS
Deputy Director, DEM	David Hollett	679-7370	Deputy Director, DEM and certifying official
IC Sheriff	Mark Brown	679-7310	Plans, Training, Resource Typing
Director, PW	Bill Oakes	679-7346	Plans, Training, Resource Typing
Director, Public Health	Tim McDonald	679-7350	Plans, Training, Resource Typing
WGH Emergency Coordinator	Larry Wall	(360) 678-7620	Plans, Training, Resource Typing
WGH EMS Manager	Larry Wall	(360) 678-7620	Plans, Training, Resource Typing
Director, ICOM	Tom Shaughnessy	(360) 679-6792	Plans, Training
Island Transit	Phyllis Brett	(360) 678-7771	Plans, Training, Resource Typing
Chief, OHPD		(360) 679-5551	Plans, Training, Resource Typing
Chief, OHFD	Mark Soptich	(360) 279-4700	Plans, Training, Resource Typing
Director, OH PW	Cathy Rosen	(360) 279-4500 x4751	Plans, Training, Resource Typing
Coupeville Marshal	David Penrod	(360) 678-4461	Plans, Training, Resource Typing
Coupeville Maintenance	Malcolm Bishop	(360) 678-4461 x 4	Plans, Training, Resource Typing
City of Langley		(360) 221-4246	Plans, Training, Resource Typing
Chief, FD 1	Mike Ganz	(360) 629-3008	Plan. Training, Resource Typing
Chief, FD 2	Marv Koorn	(360) 675-1131	Plans, Training, Resource Typing
Chief, FD 3	Dan Stout	(360) 321-1533	Plans, Training, Resource Typing
Chief, FD 5	Joe Biller	(360) 678-3602	Plans, Training, Resource Typing

Figure I-1. Identification of Key Personnel and Specified County Departments and Separate Jurisdictions

SECTION II: CONCEPT OF IMPLEMENTATION

II-1 Minimum FFY 2008 NIMS Implementation Requirements – County and Local

The minimum 2008 NIMS implementation requirements for local governments are identified in Annex A

II-2.   2008 Timelines for NIMS Implementation.

NIMS 2008 implementation requirements do not start and stop with each year. The implementation program is intended to make NIMS and NIMS ICS and integral part of each department and organization's training program and normal operations.   Using the NIMS Training Guidance (at Annex B) and the Five-Year NIMS Training Plan (on-line) supervisors must continually evaluate who is required to receive NIMS orientation training (IS-700) and incident command system (ICS) training at each skill level. While IS-800, National Response Framework (NRF) training is highly encouraged for all department heads, elected officials, and other senior supervisors, DEM will only track IS-800 training for the two positions in DEM. Each organization will complete requirements according to their operational schedule and resources. In any case, the identified 2008 requirements must be completed and the completion status reported not later than 30 September 2008. (Reporting is discussed in Section VI of this plan.). Personnel who have completed the previous IS-800 Introduction to the National Response Plan are encouraged, but not required to complete the new version IS-800, Introduction to the National Response Framework.

SECTION III: STAFF TRAINING

III-1.   Identification of Training Requirements
FY 2008 NIMS Implementation training is listed in Figure III-1 and Annex B, NIMS Training Guidelines.   The list of NIMS and ICS training available from the FEMA Emergency Independent Study (IS) program can be found at the following web link:

http://www.fema.gov/emergency/nims/1

IS-700 and IS-100 continues to be required for all first responders, EOC personnel, and volunteers working in an ICS environment. **Each department head or jurisdiction supervisor should review the training guidance at Annex B and identify the appropriate positions in their organizations that should receive NIMS training and the courses appropriate for that position or duty.** Additional courses from other sources may be required based on department, jurisdiction, or professional requirements. An alternate source of on-line training for some courses is the Washington Homeland Security Institute **(HSI)** at:

http://www.hsi.wa.gov/index.html

 The HSI currently offers four NIC approved alternate courses listed in Figure III-1. New personnel should all be provided the appropriate training as part of their initial job or position

certification. **Initial ICS-300 training is required to be completed by 30 September 2008.
Initial ICS-400 training is to be completed by September 2009.**

Training Course/ Compliance Reporting Date	Target Training Audience
EMI IS-700 National Incident Management System **(2005)**	**Required for all personnel**
Washington HSI, NIMS, An Introduction (approved alternate to IS-700)	
EMI IS-100 Intro to ICS (any version) **(2005)**	**(as required by duties)[1]**
Washington HSI, Intro to ICS (approved alternate to IS-100)	
EMI IS-200, Basic Incident Command System (ICS) **(2005)**	**(As required by duties)[1]**
Washington HIS, IS-200, Basic Incident Command System (ICS)	
EMI IS-300, Intermediate ICS, **September 2008**	**(As required by duties and position)**
EMI IS-400, Advanced ICS , September 2009	**(As required by duties and position)**
EMI IS-800, National Response Framework (NRF) An Introduction	**IC DEM,** suggested for Senior Mgrs, Senior Personnel, EOC staff
Washington HSI, IS-800.A, National Response Plan	**(As required by position and duties)**

Figure III-1. NIMS Implementation Courses

III-2. Five-Year NIMS Training Plan

The Five-Year NIMS Training Plan is an 84 page document available for review on the NIMS
web site. A summary of the five-year plan is at ANNEX C. What can be seen is the likely
requirement to train some individuals in specialties related to the NIMS components. First
response organization directors and supervisors should review this list and the Five-Year NIMS
Training Plan and determine if any of this training will be required of personnel in their
organization or will their emergency plans require personnel to be trained in these specialties. As
of the date of this Island County plan, the following courses: IS-701, IS-702, IS-703, and IS-706
are available on the FEMA, EMI Independent Study Program (ISP) web site:

http://training.fema.gov/IS/crslist.asp

SECTION IV: MODIFICATION OF PLANS. PROCEDURES, AND POLICIES

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

The following chart identifies plans, procedures, and policies requiring enhancement
modification to reflect full adoption of the NIMS.

Agency Name	Point of Contact	Office Telephone	E-Mail Address	Plan, Procedure, or Policy
IC DEM	Mike Simmons	679-7370	Mike_Simmons@co island.wa.us	CEMP
IC DEM	Mike Simmons	679-7370	Mike_Simmons@co island.wa.us	Terrorism Annex to CEMP

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1. Or equivalent course. See NIMS Training Guidance, Annex B

IC DEM	Mike Simmons	679-7370	Mike_Simmons@co island.wa.us	EOP
Langley		221-4246		EOP
O.H. Fire Dept.	Chief Mark Soptich	279-4700	Mark.Soptich@ oakharbor.org	CEMP/EOP

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

IV-2.   Modification Schedule

The following chart identifies when the above-listed plans, procedures, and policies met reflect NIMS compliance.

Agency Name	Plan, Procedure, or Policy	Strategy for NIMS Implementation	Adoption Date
IC DEM	EOP	**Completed**	September 2005
IC DEM	Terrorism Annex to CEMP	**Completed**	July 2005
IC DEM	CEMP	**Completed**	November 2005
Langley	EOP	**Completed**	November 2006
Oak Harbor	CEMP/EOP	**Completed**	September 2005

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

IV-3.   Resource Management

The 2008 NIMS Compliance Objectives and Metrics for Local Governments, page 28 or 34 indicates new Objective # 21, The requirement to develop a credentialing system for emergency management/response personnel. It is expected that this will be classified as a state objective until the State publishes their standard credentialing model/system.

Alert The NIMS emphasizes the importance of maintaining accurate and up-to-date information on resource management and use as a critical component of domestic incident management. Refer to FEMA's National Mutual Aid and Resource Management Initiative for the basis to type, inventory, order, and track federal, state, and local assets to support equipment and person-nel compatibility required for mutual aid agreements. Approved and draft NIMS resource typing definitions for the most commonly requested response resources are available at:

http://www.fema.gov/emergency/nims/rm/rt.shtm

County departments and separate jurisdictions will develop or update their resource inventories in accordance with the NIMS type definitions. Resources that have not yet been typed should be defined by capacity and capability in accordance with other discipline specific resource typing methodologies such as those for fire services. Up-to-date inventories of properly typed response assets are critical to an effective NIMS implementation and effective incident response and sustainment. **A completed NIMS resource-typed inventory is an implementation requirement for 2008.**

The following chart indicates the requirements for developing or updating a comprehensive inventory of response resources typed by the published NIMS Resource Type definitions.

Agency Name	Timeline for Completion
Island County DEM	**Completed - NA**
Island County Sheriff	**Completed - NA**
Island County Public Works	Inventoried – (**Sep 2008**)
Island County Health Dept.	**Completed - NA**
Island Communications 911	**Completed - NA**
Whidbey General Hospital	**Completed - NA**
Whidbey General Hospital-EMS	**Completed - NA**
Coupeville Marshal's Office	**Completed – Feb 2006**
Coupeville Maintenance Dept.	**Completed Sept 2006**
Langley Police Department	**Completed, 2006**
Langley Maintenance Dept.	**Completed Sep 2006**
Oak Harbor Police Department	Inventoried – (**Sep 2008**)
Oak Harbor Fire Department	Inventoried – (**Sep 2008**)
Oak Harbor Public Works	Inventoried – (**Sep 2008**)
Camano Island Fire and Rescue	**Completed, 2006**
North Whidbey Fire and Rescue	**Completed Feb 2006**
Central Whidbey Fire and Rescue	**Completed, 2006**
South Whidbey Fire and Rescue	**Completed Jan 2006**

Figure IV-3. Requirements for Developing an Inventory of Resources
NOTE: "COMPLETED NA": Indicates that the NIMS definitions were reviewed
No definitions applied to this organization or its equipment.

A typical strategy for resource typing is to review current inventory types, compare them to NIMS tying guidelines and "revise local resource inventories to comply with "NIMS Resource Management typing guidelines." Items not currently covered by NIMS type definitions will be listed as "other" and continue to be listed by current description or definition. Organizations will then annually review NIMS resource definitions and reclassify their inventory as necessary.

SECTION V: EMERGENCY OPERATIONS PLANS (EOP)

V-1   Identification of Emergency Operations Plans (EOPs)

The following table identifies all known EOPs.

Agency Name	Point of Contact	Office Telephone	E-Mail Address	Plan, Procedure, or Policy
IC DEM	Mike Simmons	679-7370	mike_simmons@co. island.wa.us	IC EOP
Langley		221-4246 ext21		Langley EOP
Oak Harbor	Chief Mark Soptich	279-4700	MSoptich@oakharbor.org	O.H. CEMP/EOP

Figure V-1. Identification of EOPs

V-2.   NIMS Guidance

DEM will use the following checklist to track its progress of enhancing its EOP to reflect full NIMS adoption. Other jurisdictions with EOP's should consider using this or a similar checklist to ensure NIMS and ICS integration.

The following checklist was adopted directly from the NIMS (NIMS, Chapter III Section B-2-a-1, page 35) and illustrates the status of NIMS incorporation into the department's EOPs.

EOP Title	Checklist	Adoption Date
Defines the scope of preparedness and incident management activities necessary for the jurisdiction.		**Completed 09/05**
Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support.		**Completed 09/05**
Facilitates response and short-term recovery activities.		**Completed 09/05**
Is flexible enough to use in all emergencies?		**Completed 09/05**
Describes the EOP purpose.		**Completed 09/05**
Describes the EOP situation and assumptions.		See CEMP
Describes the EOP concept of operations.		**Completed 09/05**
Describes the EOP organization and assignment of responsibilities.		**Completed 09/05**
Describes the administration and logistics of the EOP.		**Completed 09/05**
Describes EOP development and maintenance.		**Completed 09/05**
Describes the EOP authorities and references.		**Completed 09/05**
Contains functional annexes.		**Completed 09/05**
Contains hazard-specific appendices.		See CEMP
Contains a glossary.		
Pre-designates jurisdictional and/or functional area representatives to the Incident Commander (IC) or Unified Command (UC) whenever possible.		**NA**
Includes pre-incident and post-incident public awareness, education, and communications plans and protocols.		See CEMP

Figure V-2. Checklist for a NIMS-Compliant EOP – Island County EOP

SECTION VI: STATE NIMS IMPLEMENTATION PROGRESS REPORT

For the FY 2008 reporting period Washington State only requires reporting jurisdictions/organizations to submit the year-end compliance report not later than the end of September 2008. All reporting jurisdictions/organizations will use the Washington State EMD on-line reporting tool. The on-line implementation report can be accessed at:

www.emd.wa.gov

Island County DEM only reports for Island County departments. **All other jurisdictions or response organizations complete their own on-line NIMS implementation report to the Washington State EMD.**