

MAKING YOUR EMERGENCY RESPONSE PLAN NIMS COMPLIANT



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Objective

- ◎ To provide an *overall* understanding of the National Incident Management System (NIMS) and how to incorporate those principles into your Emergency Response Plan (ERP) to maintain NIMS compliance and facilitate an effective response to single or multi-agency incidents

How does NIMS impact my utility?

- ◎ NIMS required all federal departments and agencies to adopt NIMS, use in their incident management, as well as in support of actions with state, tribal, and local organizations
- ◎ Adoption of NIMS is a condition for Federal *preparedness* assistance (grants, contracts, and other activities)
- ◎ Adhering to NIMS allows local agencies to better utilize incoming resources

Homeland Security Presidential Directive (HSPD) - 5

- ◎ “To enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System” (NIMS)
- ◎ Core set of doctrines, concepts, and principles, terminology, and organizational processes that enables effective, efficient, and collaborative incident management

NIMS provides...

a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

What is NIMS?

- ⦿ Comprehensive, systematic approach
- ⦿ Set of preparedness concepts and principles for an ALL HAZARDS approach
- ⦿ Essential principles for common operating and interoperability
- ⦿ Standardized resource management procedures
- ⦿ Scalable!
- ⦿ Dynamic!

What is NIMS NOT?

- ⦿ A response plan
- ⦿ Only used during large-scale incidents
- ⦿ A communication plan
- ⦿ Only applicable to certain emergency management/incident response personnel
- ⦿ Only the Incident Command System or an organizational chart
- ⦿ Static

Key NIMS Principles

◎ Flexibility

- Can be used at all incidents, regardless of size and scope
- Should be used at even minor incidents; these will keep responders familiar with ICS and prepared for larger incidents

◎ Standardization

- Provides consistent flexible and adjustable national framework where all levels can work together to manage incidents regardless of cause, size, location, or complexity

◎ Use of plain language

- No agency specific acronyms, jargon, slang, 10 codes
- Allows responders from different agencies to work together

Major NIMS Components

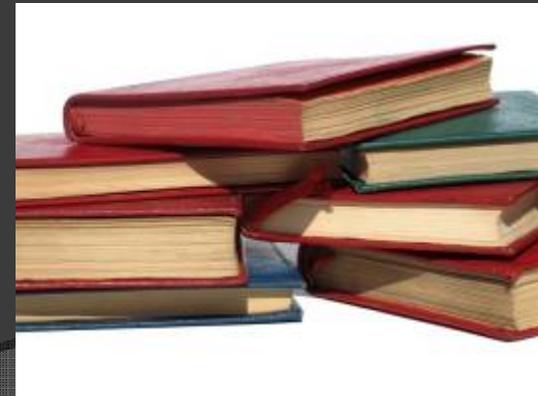
- ⦿ Preparedness
- ⦿ Communications and Info Management
- ⦿ Resource Management
- ⦿ Command and Management
- ⦿ Ongoing Management and Maintenance

Major NIMS Components

- ◎ **Preparedness**
- ◎ Communications and Info Management
- ◎ Resource Management
- ◎ Command and Management
- ◎ Ongoing Management and Maintenance

Preparedness

- ⦿ Requires a unified approach
- ⦿ Vulnerability Assessment (VA)
- ⦿ Emergency Response Plans (ERPs)
- ⦿ Procedures and Protocols
- ⦿ Mutual Aid Agreements
- ⦿ Training and Exercises
- ⦿ Qualifications and Certifications
- ⦿ Mitigation



Major NIMS Components

- ◎ Preparedness
- ◎ **Communications and Info Management**
- ◎ Resource Management
- ◎ Command and Management
- ◎ Ongoing Management and Maintenance

Communications and Information Management

- ⦿ Reinforces flexible communications
- ⦿ Common operating picture
- ⦿ Interoperability
- ⦿ Reliability, scalability, and portability
- ⦿ Resilience and redundancy

Major NIMS Components

- ⦿ Preparedness
- ⦿ Communications and Info Management
- ⦿ **Resource Management**
- ⦿ Command and Management
- ⦿ Ongoing Management and Maintenance

Resource Management

- ◎ Inventory any personnel, equipment, or supplies to support critical incident objectives
- ◎ Categorizing Resources
- ◎ Resource Identifications and Ordering
- ◎ Effective Management of Resources



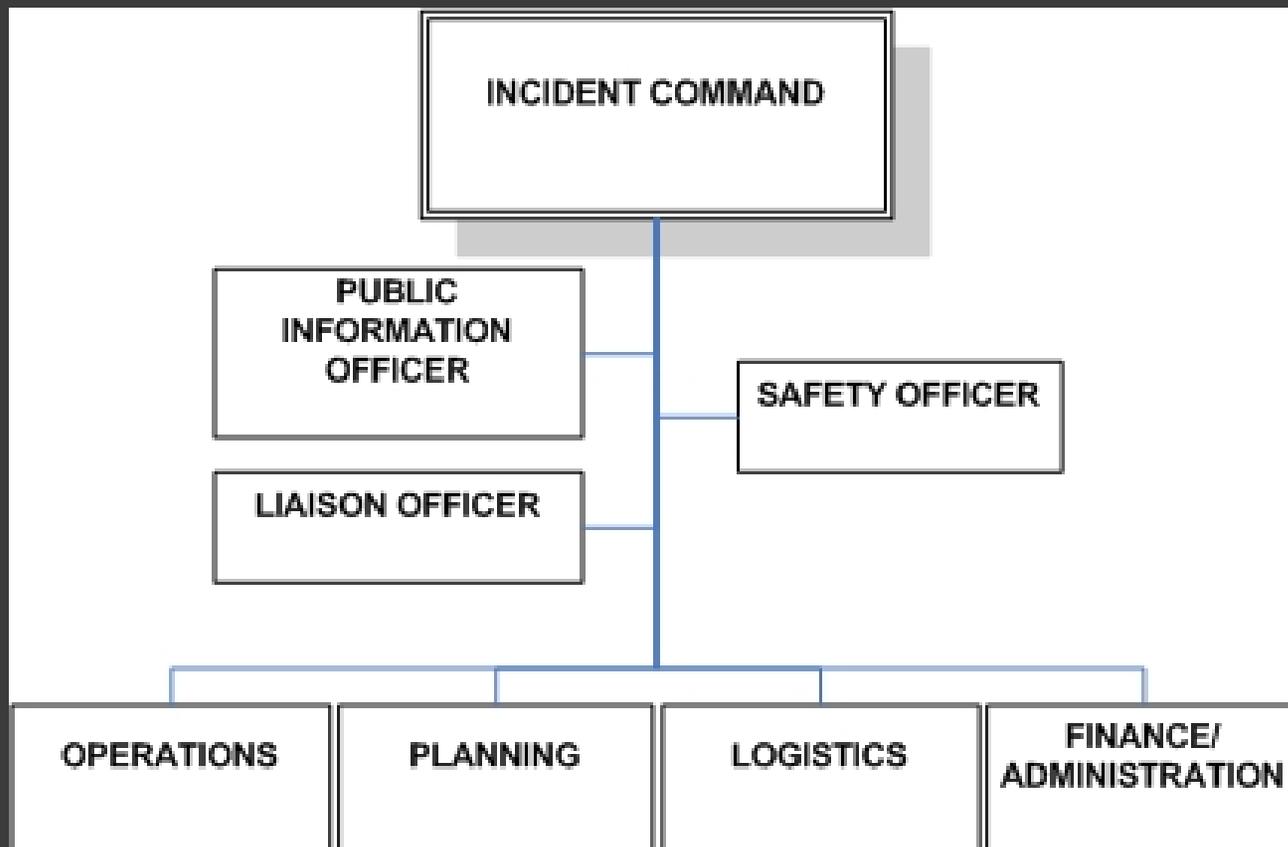
Major NIMS Components

- ⦿ Preparedness
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- ⦿ **Command and Management**
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Management Characteristics

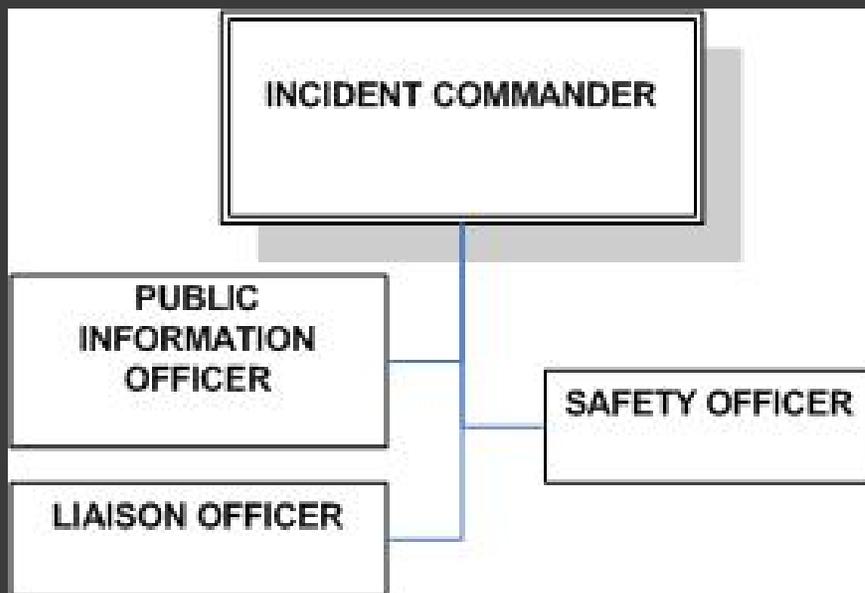
- ◉ Common Terminology
- ◉ Modular Organization
- ◉ Management by Objectives
- ◉ Incident Action Planning
- ◉ Span of Control
- ◉ Facilities and Locations
- ◉ Resource Management
- ◉ Integrated Communications
- ◉ Transfer of command
- ◉ Chain and Unity of Command
- ◉ Unified Command
- ◉ Accountability
- ◉ Dispatch/Deployment
- ◉ Info and Intelligence Management

Incident Command System (ICS)

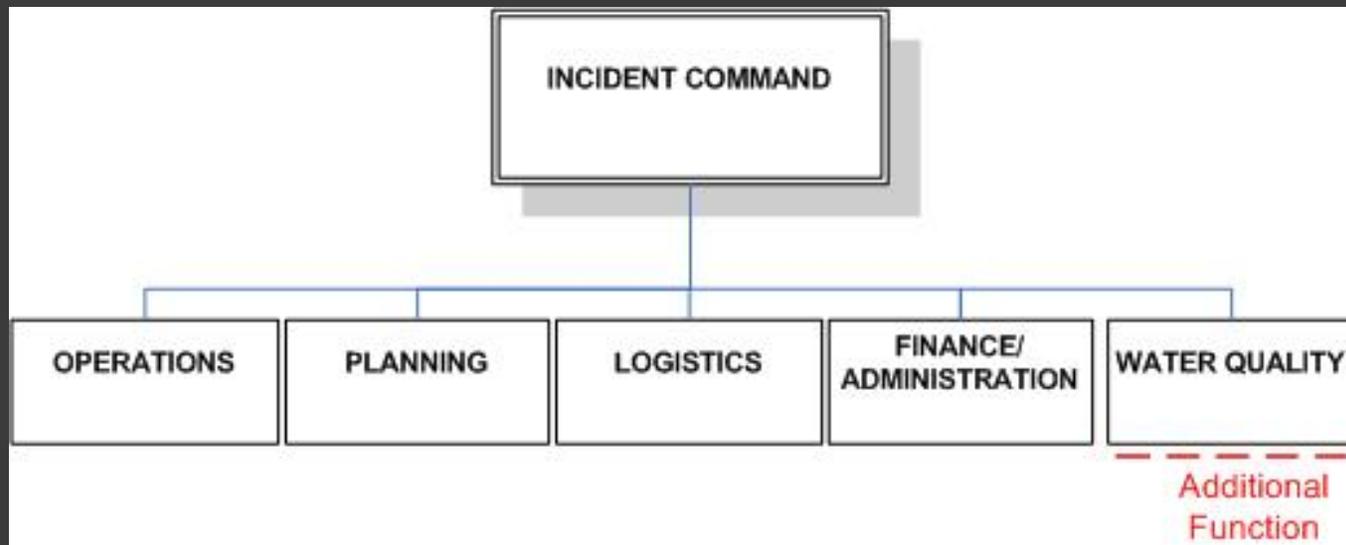


Command Staff

- Command Staff establishes the strategy and tactics for the incident and has the ultimate responsibility for the success of the incident activities



General Staff



- ⦿ Activated as needed
- ⦿ Support Incident Command
- ⦿ Can assign additional staff and delegate duties

Incident Action Plan

- Provides a concise and coherent means of capturing and communicating the overall incident priorities, objectives, strategies, and tactics in the contexts of both operational and support activities

Incident Action Plan – P-O-S-T

- ⦿ P – Priorities. Regardless of the size or complexity of an incident, the fundamental priorities remain constant: life safety, incident stability, and conservation of property and the environment
- ⦿ O – Objectives. Broad descriptions or statements of the desired outcomes or actions to achieve consistent with the priorities
- ⦿ S – Strategies. Action processes by which the objectives are met
- ⦿ T – Tactics (or Tasks). Specific activities that are implemented to achieve the identified strategies

Major NIMS Components

- ⦿ Preparedness
- ⦿ Communications and Info Management
- ⦿ Resource Management
- ⦿ Command and Management
- ⦿ **Ongoing Management and Maintenance**

Ongoing Maintenance & Mgmt

- ◎ National Integration Center (NIC)
 - Established to assist with ongoing maintenance and management of NIMS
 - Facilitates guidance standards
 - Establishes compliance requirements
- ◎ Supporting Technologies
 - R&D

Perform a Gap Analysis

- ⦿ Use the matrix as a starting point
- ⦿ Identify which requirements apply to you
- ⦿ Evaluate where your ERP is against each of the requirements
- ⦿ Identify where your ERP is in compliance and where it is NOT in compliance

Prepare Your ICS

- ◎ Identify the policy making body of the organization and how it relates to activation of the ERP and ECC
- ◎ Detail the roles and responsibilities for each of the Command and General Staff positions, specific to your organization
- ◎ Incident Facilities
 - Identify the Primary and Secondary ECCs
 - Discuss Staging Area, Media Briefing Area, Scene, Incident Command Post

Implement Your ICS

- ◎ Ensure notification procedures are consistent with the ICS
- ◎ Ensure roles and responsibilities are defined in terms of the ICS structure
- ◎ Ensure overall terminology is consistent
- ◎ Prepare ICS organizational charts
- ◎ Prepare checklists to obtain information to support the Incident Action Plan

Incident Action Plan Forms

- ⦿ Review the standard FEMA, ICS forms
- ⦿ Identify which are applicable to you
- ⦿ Revise and update the forms to meet your needs
- ⦿ Include as an appendix in your ERP
- ⦿ Make extra copies for the ECC

Incident Action Plan Forms

- ◎ IAP can be composed of several forms
 - 202 – Incident Objectives
 - 203 – Organizational Assessment
 - 204 – Assignment List
 - 205 – Incident Radio Communications Plan
 - 206 – Medical Plan
 - 208 – Site Safety and Control Plan
 - 214 – Activity Log
 - 215a – IAP Safety Analysis
 - Others: traffic, decon, or site security plan

Critical Inventory

- ◎ Identify your critical inventory
- ◎ Develop and enter into contracts with vendors that can supply those resources it not usually stocked (i.e., additional pipeline) or owned (i.e., an excavator)
- ◎ Maintain an updated contact list
- ◎ Include the inventory and contact list in your ERP
- ◎ Utilize and include mutual aid agreements including MI-WARN

Other NIMS Requirements

◎ TRAINING!!!!!!!

- Identify training requirements and a matrix
- ICS 100, 200 and NIMS 700 are free
- Train-the-trainer

◎ EXERCISES!!!!!!!

- Conduct tabletop exercises
- Conduct a functional and/or full-scale exercise, if able
- *Include the PIO!!!!*

Other Non-NIMS Related Tips

- ◎ Include repetitive information in introductory section or appendices
 - If readily available, rather than including, reference other documents that already contain information (SOPs, Evacuation plans, etc.)
- ◎ Use flow charts, checklists, figures, and graphics
- ◎ Prepare a phone list that includes, at a minimum, external agencies, and internal if appropriate

Summary

- ⦿ High-level intro to NIMS
- ⦿ Utilize your resources
- ⦿ Update your ERP
- ⦿ Maintain ERP updates
- ⦿ Train employees
- ⦿ Perform exercises
- ⦿ Incorporate Lessons Learned!
- ⦿ Continuous improvement!



PREPARE RESPOND RECOVER

Resources

- ◎ NIMS Document and Compliance Matrices
- ◎ Other water utilities
- ◎ AWWA Standards
 - Emergency Planning for Water Utilities
 - Security Analysis and Response for Water Utilities
 - W and WW Mutual Aid Assistance and Resource Typing Manual
 - Security and Practices for Operation and Management
- ◎ MI-WARN
- ◎ EPA Office of Water – Message Mapping

Questions???