
National Incident Management System

Regional Implementation
and Training Plan

Capitol Region Emergency Planning
Committee



Capitol Region Emergency Planning Committee

REGIONAL NIMS IMPLEMENTATION AND TRAINING PLAN

Overview

The National Incident Management System (NIMS) represents a core set of doctrine, concepts, principles, terminology, and organizational processes that enable effective, efficient, and collaborative incident management across all emergency management and incident response organizations and disciplines. The President through Homeland Security Presidential Directive 5 (HSPD 5) has directed Federal agencies to adopt NIMS and encouraged adoption of NIMS by all stakeholders. Included are Federal, State, territorial, sub-state regional entities or local governments, private sector organizations, critical infrastructure owners and operators, and nongovernmental organizations involved in emergency management and/or incident response. Adoption and implementation of the NIMS by State, tribal, and local governments and organizations is one of the conditions for receiving Federal preparedness assistance through grants, contracts, and other activities.

The National Response Framework (NRF) formerly known as the National Response Plan (NRP) establishes the critical structure necessary to ensure a successful and sustainable response starting at the local level that may expand to a regional, state, and federal response.

NIMS Implementation at the Regional Level

The Capitol Region Council of Governments (CRCOG) is guided by the chief elected officials of the metropolitan Hartford municipalities. The mayors, first selectmen, town managers/administrators and town council chairmen who make up our governing Policy Board recognize that the future of our individual member communities is tied to the future of our region. Our members have collaborated for more than 30 years on a wide range of projects to benefit our towns individually and the region as a whole. The CRCOG Public Safety Council develops and implements practical regional projects to promote regional public safety. The Capitol Region Emergency Planning Committee (CREPC) officially adopted by-laws on November 19, 2001 when it became a committee of the CRCOG Public Safety Council.

CREPC serves as the Regional Planning Committee for the Connecticut Department of Emergency Management and Homeland Security (DEMHS) Region 3. The primary responsibility for NIMS compliance is with local Region 3 jurisdictions, but many Region 3 jurisdictions have pooled grant money and funded CREPC to assist in these efforts under Regional Homeland Security and Emergency Management initiatives. This document does not address the NIMS requirements of the individual partners and communities that collectively make up CREPC or their staff; it assumes that each CREPC member community is working diligently towards NIMS compliance. Rather, this document addresses three CREPC activities related to NIMS

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implementation and compliance; incident management training, exercises and regional NIMS implementation activities.

Incident Management Training

Incident management training is an important aspect of NIMS and is needed regionally to support an effective regional response. CREPC provides an operational incident management function via the regional All Hazard Incident Management Team (AHIMT) and the Regional Emergency Support Functions (RESF) of CREPC. This plan addresses the role or function of individuals serving at the regional level and not their day-to-day role in their community.

Incident Management Cadre Considerations

Individuals assigned to regional incident management or incident management support roles should have an appropriate background to ensure an effective regional response capability. Individuals in a lead role are expected to be currently serving, or have served in public safety or public safety support roles, or RESF functional areas. This ensures they have the requisite knowledge, skills, abilities and experience to fill these demanding roles during an incident. Individuals assigned regional incident management roles are screened specifically for those roles by CREPC, and coordinated with DEMHS.

This training implementation plan uses a four-level training qualification system with mandatory increased requirements and levels of responsibilities at each higher level. The plan also includes additional training recommendations based on function, regardless of level. This plan will remain dynamic so that all those serving at the regional level will remain current with new training related to NIMS.

Level I Training:

ROLE: An individual serving in a Level I capacity will be serving in a support role to the response. They will have no supervisory responsibility.

TRAINING REQUIREMENTS: Level I core competencies ensure those in support roles have both NIMS knowledge and Incident Command System (ICS) awareness. Level I individuals must complete “IS-700 NIMS: An Introduction”, and “ICS-100 Introduction to Incident Command System”. Both courses are available on-line at: www.fema.gov

Level II Training:

ROLE: An individual serving in a Level II capacity is in a supervisory role.

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TRAINING REQUIREMENTS: Level II core competencies ensure individuals in supervisory roles understand ICS requirements at the supervisory level. Level II individuals must meet all Level I requirements plus the additional core competency of “ICS- 200 ICS Single Resources and Initial Action Incidents”. This course is available on-line at: www.fema.gov

Level III Training:

ROLE: An individual serving in a Level III capacity serves as an RESF Chair or works in the Regional Coordination Center.

TRAINING REQUIREMENTS: Level III core competencies ensure that individuals understand the demands and requirements of management in the multi-agency coordination environment. All Level III individuals must meet all Level II requirements plus “ICS-300 Intermediate ICS.” As new ICS position-specific courses become available an evaluation of those courses as they relate to each RESF will be conducted and specific class requirements developed.

Level IV Training:

ROLE: An individual serving in a Level IV capacity serves as a CREPC Duty Officer and/or Regional Coordination Center (RCC) manager.

TRAINING REQUIREMENTS: Level IV core competencies ensure that individuals are capable of the highest levels of regional incident management responsibilities.

Level IV individuals must meet Level III requirements plus “ICS-400 Advanced ICS”, “IS-701 Multi-Agency Coordination System”, and “IS-706 NIMS Intrastate Mutual Aid - An Introduction”. It is recommended that duty officers and/or RCC Managers attend the All Hazards Incident Management Team training as offered by the US Fire Administration (USFA).

Additional Training Recommendations:

Regional incident management individuals are strongly encouraged to complete all available on-line independent training related to their specific function.

Examples:

RESF-2: IS- 704 NIMS Communications and Information Management

RESF-7: IS -703 NIMS Resource Management

IS-707 NIMS Resource Typing

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Nothing in this document precludes individuals from enhancing their training beyond their current level of responsibility. CREPC supports the concept of “Level plus” training whereby individuals are encouraged to train to the next level requirement. This will promote advancement within the organization and ensure continuity of operations.

Regional Exercise Program

In December of 2006, the CREPC formed an RESF-5 sub-committee to help manage regional exercise participation. The sub-committee’s purpose is to schedule and coordinate exercises involving (either notionally or actual mobilization) CREPC, any Regional ESF, the RED Plan or any regional asset. CREPC’s goal is to avoid over-taxing limited regional resources on multiple, and possibly overlapping, exercises. The committee is tasked to lay out the “roadmap” for regional exercise planning by defining the scope and number of CREPC exercises and by establishing a standard operating practice for CREPC exercise participation.

Following the domestic terrorist attacks in 1995 and 2001 and the establishment of the U.S. Department of Homeland Security (DHS) in 2002, homeland security professionals at all levels of government and in all types of communities have prepared to prevent, protect against, respond to, and recover from a variety of threats to public safety. Exercises play a crucial role in preparedness, and in providing opportunities for emergency responders and homeland security officials to practice and assess their collective capabilities.

The CREPC exercise program incorporates the principals contained in the Federal government’s Homeland Security Exercise and Evaluation Program (HSEEP). The HSEEP is a capabilities- and performance-based exercise program that provides a standardized policy, doctrine, and terminology for designing, developing, conducting, and evaluating homeland security exercises. HSEEP also provides tools and resources to facilitate the management of self-sustaining homeland security exercise programs. In the spirit of the National Incident Management System (NIMS), HSEEP promulgates standardized policies and terminology usable by homeland security officials and emergency responders at all levels of government. Therefore, HSEEP provides the Nation with a common, consistent platform for its homeland security exercise needs.

To assist CREPC member communities in meeting and maintaining HSEEP standards, the Capitol Region Council of Governments will maintain a database of regional exercises and after action reports on its website.

Regional NIMS Implementation Activities

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CREPC offers assistance to regional jurisdictions in achieving NIMS compliance. CRCOG and CREPC send NIMS related information directly to Chief Elected Officials and Emergency Management Directors. Representatives of CREPC are engaged in regional collaboration committees such as the Capitol Region Chiefs of Police Association (CRCOPA), the CRCOG Public Safety Council and CREPC itself. Many CREPC RESFs are operationally organized and conduct their own meetings and activities to meet their specific areas of responsibility. In addition, the Capitol Region Council of Governments manages several programs for the region such as the CAPTAIN Mobile Data System, and leverages its regional status and consolidated buying power to purchase equipment for local jurisdictions.

NIMS implementation activities are typically modified and amended by the Department of Homeland Security (DHS) on a federal fiscal year basis. The activities addressed in “Table 1 – CREPC NIMS Compliance Activities” follow the sequence of required actions as listed in the NIMS Implementation Matrix for Tribal and Local Jurisdictions (October 1, 2006-September 30, 2007). Column 1 of the table lists the federally required actions, Column 2 lists current CREPC activities and Column 3 lists planned CREPC activities.

Note that the CREPC activities are designed to support NIMS compliance in jurisdictions within the region. CREPC itself does not have specific requirements since it is not a jurisdiction or regional governmental agency.

Table 1 – CREPC NIMS Compliance Activities Supporting Regional Jurisdiction NIMS Compliance		
Federal Required Actions	Current CREPC Activities	Planned Activities
Adopt NIMS	Complete	Complete
Designate POC	Complete	Complete
Implement use of ICS	Complete	Complete
Develop and use integrated multi-agency coordination systems	<ul style="list-style-type: none"> • Regional Coordination Centers • Regional Command Post 	
Implement Public Information Systems	<ul style="list-style-type: none"> • CREPC RESF-15, Media and Public Education 	
Ensure PIS can manage information during an incident	<ul style="list-style-type: none"> • Reverse 9-1-1 • Disability Registration 	
Establish NIMS baseline	N/A	N/A
Develop/implement a system to coordinate preparedness funding	<ul style="list-style-type: none"> • Establishment of CRCOG Plenary Sessions • Committee organization and meeting process 	

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	<ul style="list-style-type: none"> • Creation of CREPC • CRCOG HLS grant coordination and management processes • Department of Justice Assistance Grants • State of Ct Bond Funding Initiatives • Department of Public Health Funding • Conn DOT URM Project • Conn DOT Traffic Citation Project • Training reimbursement program for over-time, backfill and volunteer stipend 	
Revise/update plans	Complete	Review annually
Participate in/promote intrastate and interagency mutual aid agreements	CREPC's role is to provide mutual aid assistance.	
Complete IS-700	Training Coordinator Proj	Full Compliance
Complete IS-800	Training Coordinator Proj	Full Compliance
Complete ICS-100/200	Training Coordinator Proj	Full Compliance
Complete ICS-300/400	Training Coordinator Proj	Full Compliance
Incorporate NIMS/ICS into exercises	<ul style="list-style-type: none"> • Training Coordinator Proj • RESF-5 Exercise Sub-Committee 	
Participate in an all-hazard exercise	RESF-5 Exercise Sub-Committee	Ongoing
Incorporate corrective actions	Complete via RESF-5 Exercise Sub-Committee and CRCOG Web Site	Ongoing
Inventory assets	Limited surveys underway in some RESF's	Begin full CREPC resource typing project in FY08
Ensure relevant standards are incorporated	CRCOG and CREPC enforce NIMS standards in all HLS program projects	Ongoing
Validate resource typing standards		Begin full CREPC resource typing project in FY08
Utilize the state/territory response asset inventory	N/A	N/A
Apply standardized and consistent terminology	Adopted with NIMS	Ongoing
Develop Common Operating	CAPTAIN Police and Fire	EOC Enhancement

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Acronyms:

AHIMT	- All Hazard Incident Management Team
CRCOG	- Capitol Region Council of Governments
CRCOPA	- Capitol Region Chiefs of Police Association
CREPC	- Capitol Region Emergency Planning Committee
DEMHS	- Department of Emergency Management and Homeland Security
DHS	- Department of Homeland Security
EOC	- Emergency Operations Center
HLS	- Homeland Security
HSEEP	- Homeland Security Exercise and Evaluation Program
ICS	- Incident Command System
NRF	- National Response Framework
NIMS	- National Incident Management System
NRP	- National Response Plan
PIS	- Public Information System
POC	- Point of Contact
RCC	- Regional Coordination Center
RESF	- Regional Emergency Support Function
USFA	- United States Fire Administration