



# Coastal Bend Council of Governments

## Emergency Management

2910 Leopard St. Corpus Christi, TX 78408 ph: (361) 883-5743 fax: (361) 883-5749

August 5, 2005

To: Emergency Management Directors

From: RJ Thomas

Ref: National Incident Management System (NIMS) Compliance

The NIMS compliance timeline has been provided by the Governor's Division of Emergency Management (GDEM) and is included in this packet. This document is to assist your jurisdiction meet Fiscal Year 2005 and 2006 Federal Grant funding requirements.

**What does this mean for your jurisdiction? Simply stated, there are a number of requirements you must be compliant with between now and October of next year to qualify for federal dollars including FEMA and Homeland Security Grants.**

By October 1 of this year, NIMS must be formally recognized by city ordinance, county court order, or resolution. Additionally, each jurisdiction needs to prepare a strategy and institutionalize the use of ICS through planning, training, and exercises.

By October 1, 2006, all emergency response personnel must complete the NIMS Awareness Course, *NIMS (IS 700)*, or equivalent, and show proficiency in field exercises. Jurisdictions need to use an assessment tool to show compliance such as NIMCAST, as well as, identify response assets for local and regional mutual aid and input the data into the Texas Regional Response Network (TRRN). Jurisdictions need to continue working to achieve Communications Interoperability and have signed mutual aid agreements.

In addition to the above, your Basic Plan and four of the annexes (I, M, N and V) will also need to be updated. Updated templates are available on the States Emergency Management Website at <http://www.txdps.state.tx.us/dem/documents.htm#annexindex>.

Please look over the enclosed documents and forward to interested parties within your organization. If you have any questions, as always, feel free to call and speak with me, or any of my staff, for assistance.

Sincerely,

RJ Thomas

Emergency Management Planner

[rjthomas@cbcog98.org](mailto:rjthomas@cbcog98.org)



**EMERGENCY MANAGEMENT**

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300 N. Rachal Street

Sinton, Texas 78387

W.E. "Ski" Zagorski Sr.  
*Emergency Management / Safety  
Coordinator*

August 22, 2005

Mayor Al Robbins  
P. O. Box 309  
Ingleside, Texas 78362

Dear Mayor Robbins:

The State of Texas has added a new requirement for those Counties and Cities receiving Emergency Management Performance Grants (EMPG), to formally adopt the National Incident Management (NIMS) procedures in handling disaster.

All Federal and State Grants are being tied to this formal adoption such as Hazard Mitigation Planning Grants, Pre Disaster Mitigation Grants, Disaster Recovery / Mitigation Grants and Emergency Management Performance Grants.

San Patricio County and the Cities within the County comply with the NIMS system; we have used the system for all major and minor disasters that have befallen the County over the last decade.

I have attached an ordinance for your council's approval.

The second package is for a formal adoption of the regional mutual aid for communication. Most cities in San Patricio County use the new 800-Megahertz System. Operated from the Sheriffs department, the only city within the County not utilizing this system is Portland, which will come on line when the 2005 Homeland Security Grants are released to the County.

The approval will be forwarded to the Coastal Bend Council of Government whom is putting together a package for the state showing our region meets the Level 4 requirements for Communication.

I will appear before your City Council to answer questions on the above items if desired.

Sincerely,

A handwritten signature in cursive script that reads "William E. Zagorski Sr.".

William E. Zagorski Sr.  
Emergency Manager  
San Patricio County

•MITIGATION

•PREPAREDNESS

•RESPONSE

•RECOVERY



## GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT

Office of the Governor

RICK PERRY  
Governor

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Physical Address: 5805 N. Lamar Blvd.  
Austin, Texas 78752

STEVEN McCRAW  
Director  
Office of Homeland Security

JACK COLLEY  
State Coordinator

June 27, 2005

Dear Emergency Management Colleague:

Homeland Security Presidential Directive (HSPD) 5, *Management of Domestic Incidents*, directed the Department of Homeland Security to develop and administer the National Incident Management System (NIMS). The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, 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. On March 1, 2004, the Department of Homeland Security (DHS) issued the NIMS to provide a comprehensive national approach to incident management, applicable to all jurisdictional levels and across functional disciplines.

Governor Perry issued Executive Order RP 40 on February 23, 2005, adopting the NIMS as the statewide system to be used for emergency prevention, preparedness, response, recovery, and mitigation activities, as well as in support of all actions taken to assist local entities.

The US Department of Homeland Security has issued steps that State, territorial, tribal, and local entities should take during FY 2005 (October 1, 2004 – September 30, 2005) to become compliant with the NIMS. The State has further defined these requirements for local jurisdictions in the attached document. A copy of the full NIMS document can be found at [www.dhs.gov](http://www.dhs.gov) or [www.fema.gov/nims](http://www.fema.gov/nims).

Implementation of and compliance with the NIMS is critical to ensuring full and robust preparedness across our state. HSPD-5 established ambitious deadlines for NIMS adoption and implementation. FY2005 is a start up year for NIMS implementation and full compliance with the NIMS is not required for you to receive FY 2005 grant funds. However, in order to receive FY 2006 preparedness grant funding, the minimum FY 2005 compliance requirements described in the attached documents must be met. Applicants will be required to certify as part of their FY 2006 grant applications that they have met the FY 2005 NIMS compliance requirements.

I look forward to working with you to ensure the State of Texas and all its local communities can meet this demanding challenge to continue to provide the best possible protection to your citizens. If you have further questions or issues, please don't hesitate to contact me. You may also contact my representative, Denita Powell at 512-424-2453 or by e-mail at [denita.powell@txdps.state.tx.us](mailto:denita.powell@txdps.state.tx.us).

Sincerely,



Jack Colley  
State Coordinator

JC/dlp/kw

- Attachments: 1. Summary of Texas NIMS Compliance Requirements  
2. Expanded Definition of NIMS Requirements  
3. The Texas Regional Response Network

cc: Emergency Management Coordinator  
Regional Liaison Officer

**Attachment 1**  
**Summary of Texas NIMS Compliance Requirements**

The following guidelines are the State requirements for NIMS compliance for Fiscal Year (FY) 2005 and 2006. All FY 2005 requirements must be completed no later than October 1, 2005 and FY 2006 requirements must be met no later than October 1, 2006 to be eligible for grant funding. Attachment 2 provides more detailed information on each of the requirements.

**1. Fiscal Year 2005 (Complete by October 1, 2005)**

- a. **Formal Adoption of NIMS/ICS.** Formally recognize the NIMS/ICS and adopt those principles and policies by city ordinance, county court order, or resolution. Forward a copy of the legal document to GDEM for incorporation into your file.
- b. **Strategy for Full NIMS Compliance.** Develop a strategy during 2005 that will allow full NIMS compliance no later October 1, 2006. This includes determining which requirements have already been met and establishing a timeframe for NIMS implementation. This can simply be an internal planning document on file within the local jurisdiction.
- c. **Institutionalizing the Use of the Incident Command System (ICS).** (See Attachment 2 for more information).

**NOTE:** Those jurisdictions receiving grant funding through the Emergency Management Performance Grant (EMPG) program have additional requirements levied during FY 2005. Please refer to your grant award packages for those requirements.

**2. Fiscal Year 2006 (Complete by October 1, 2006)**

- a. **Establish a NIMS Baseline.** Utilize NIMCAST or another assessment tool to show NIMS compliance. Although this requirement does not have to be completed until October 1, 2006, you should start your assessment while developing your strategy for NIMS compliance. A baseline assessment will be required in order to be eligible for FY 2007 grant funding.
- b. **Training.** All emergency response personnel in leadership positions must complete the NIMS Awareness Course, *National Incident Management System (IS 700)*, *An Introduction* or an equivalent course.
- c. **Update your Emergency Management Plans to incorporate NIMS/ICS.** Your Emergency Management Plan (EMP) must be updated to incorporate the NIMS/ICS no later than October 1, 2006. In addition, standard operating guides and procedures must be updated. Copies of updated planning documents (including formal changes) must be sent to GDEM for review.
- d. **Exercises.** All exercises must include NIMS/ICS. After action reports must include evaluations of these systems. Sample after action reports can be obtained from the GDEM web site [www.txdps.state.tx.us/dem](http://www.txdps.state.tx.us/dem).

**e. Mutual Aid Agreements.**

- 1) Jurisdictions should be party to mutual aid agreements with neighboring or nearby jurisdictions, as well as relevant private sector and non-governmental organizations.
- 2) Jurisdictions must use the Texas Regional Response Network (TRRN) to identify response assets available for use at the local and regional level for mutual aid support.

**f. Communications Interoperability.** Jurisdictions must continue to work with the Council of Governments on communications interoperability.

**Attachment 2**  
**Expanded Definition of NIMS Requirements**

**1. Incident Management System**

Fully integrate the NIMS/ICS into their preparedness, response, and recovery system for major accidents, disasters, or terrorist incidents.

- a. Counties and incorporated cities must formally adopt the NIMS/ICS principles and policies through court order or ordinance no later than October 1, 2005. A sample court order and city ordinance is available on the GDEM web site. Including NIMS/ICS in your Emergency Management Plan will not be sufficient to comply with this requirement. A copy of the court order, city ordinance, or resolution must be forwarded to GDEM for incorporation into your file.
- b. Those counties and cities that have not adopted the NIMS/ICS as identified above will not be eligible for Homeland Security ODP funding in FY 2006.

**2. Establish a NIMS Baseline Assessment.**

- a. A baseline assessment must be accomplished to show that the jurisdiction has met the NIMS compliance requirements. This is accomplished through NIMCAST or through other means, such as an evaluation through a contract organization or the use of a locally developed assessment tool. Any contract or locally developed tools must include an assessment of all areas of emergency management including operational response. (See the NIMCAST system for areas that should be included in the assessment.)
- b. The NIMS Integration Center (NIC) has developed the NIMS Capability Assessment Support Tool (NIMCAST). The NIMCAST is a web-based self-assessment system that States, territories, tribes, and local governments can use to evaluate their incident response and management capabilities. This useful tool identifies the requirements established within the NIMS and can assist you in determining the extent to which you are already compliant, as well as identify the NIMS requirements that you are not currently meeting. As gaps in compliance with the NIMS are identified, States, territories, tribes, and local entities should use existing initiatives; such as the Office for Domestic Preparedness (ODP) Homeland Security grant programs, to develop strategies for addressing those gaps.

- 1) NIMCAST is currently available at [www.fema.gov/nimcast](http://www.fema.gov/nimcast). You can register on line for this assessment. As a jurisdiction, you should consider assigning a generic user ID and password, since several of your department directors may need to answer assessment questions.
- 2) NIMCAST is not a required assessment, however, by October 1, 2006, all jurisdictions must have a baseline assessment for compliance with NIMS in order to be eligible for grant funds. The NIMCAST is a very good tool to use to accomplish this baseline assessment.
- 3) Any identified shortcomings should be incorporated into your NIMS Strategy to ensure they are addressed and corrected as needed.
- 4) Any shortcomings you are not capable of correcting at the local level should be forwarded to Johnna Cantrell, Homeland Security Supervisor, in our office at the

address listed at the top of this letter, for use in developing long-term strategies for the State.

### 3. Preparedness

#### a. Planning

- 1) During FY 2005, GDEM recommends local jurisdictions review and update (as needed) the following annexes to ensure they include the NIMS/ICS. After review, any changes to the documents may be made by full revision or page change. A copy of the revised annexes or changes will be forwarded to GDHEM for review and incorporation into your files.
  - a) Basic Plan
  - b) Annex I, Emergency Public Information
  - c) Annex M, Resource Management
  - d) Annex N, Command & Control
  - e) Annex V, Terrorist Incident Response
- 2) During FY 2006, jurisdictions must complete integration of NIMS/ICS into the remaining annexes for your Emergency Management Plan. The entire Emergency Management Plan must be NIMS compliant by October 1, 2006 in order to be eligible for grant funding for FY 2007.
- 3) The State will provide updated Local Sample Planning documents, State Planning Standard Checklists, and Planning Notes for the FY 2005 recommendations, no later than June 30, 2005. The remaining documents will be updated no later than March 30, 2006. These documents will be added to the web site as they are completed.

#### b. Training.

- 1) The requirements for completion of IS 700 NIMS Awareness Course, has been extended. The following personnel must complete either an approved in-residence NIMS course (listed below) or take the IS 700 course by October 1, 2006.
  - a) Executive Level – Political and government leaders, agency and organization administrators and department heads; personnel that fill ICS roles such as Unified Commanders, Incident Commanders, Command Staff, General Staff in either Area Command or single incidents; senior level Multi-Agency Coordination System (regional emergency operations centers, etc.) personnel; EOC Section Chiefs, Branch Directors, Unit Leaders; and other emergency management/response personnel who require a higher level of ICS/NIMS Training.
  - b) Managerial Level – Agency and organization management between the executive level and first level supervision; personnel who fill ICS roles as Branch Directors, Division/Group Supervisors, Unit Leaders, technical specialists, strike team and task force leaders, single resource leaders and field supervisors; midlevel Multi-Agency Coordination System personnel; EOC Section Chiefs, Branch Directors, Unit Leaders; and other emergency management/response personnel who require a higher level of ICS/NIMS Training.



- 2) Although the following courses are not required in order to qualify for grant funding, they can be completed in lieu of the IS 700 course:
    - a) **Texas Forest Service Courses.**
      1. G-193, 24-Hour, National Incident Management System – Incident Command System Course.
      2. IS 700, NIMS Awareness Course.
    - b) **Texas Engineering Extension Service (TEEX)**
      1. Incident Management System/Tabletop (ICS/TTX), 20-Hour course taught as part of the Weapons of Mass Destruction Exercise Program.
      2. Incident Command System (ICS) for Public Health, 20-Hour course taught as part of the WMD and the Department of State Health Services (DSHS) Exercise Programs.
      3. Incident Management/Unified Command (IM/UC) 24-Hour online basic awareness course.
      4. Enhanced Incident Management/Unified Command (IM/UC) 28-Hour Course.
  - 3) Local jurisdictions should ensure that any contracted Incident Command System training includes NIMS as part of the curriculum. Only DHS/ODP can accredit a NIMS course.
  - 4) The IS 700 course can be taught by local instructors, however, the instructor must use the approved course from the EMI web site and all students must take the end-of-course exam on the EMI Web Site. Please contact Bruce Woods at the Texas Forest Service at (979) 458-7362 or by E-Mail at [bwoods@tfs.tamu.edu](mailto:bwoods@tfs.tamu.edu) or Harold Martin at GDEM at (512) 424-2195 or by E-Mail at [harold.martin@txdps.state.tx.us](mailto:harold.martin@txdps.state.tx.us) with any questions on this course.
  - 5) The Texas Forest Service must certify all NIMS training curriculum that is not delivered through an approved State or Federal agency prior to obtaining DHS/ODP accreditation. Please contact Bruce Woods at TFS for more information.
  - 6) Development and use of a centralized tracking system is recommended.
- d. Exercises.**
- 1) Jurisdictions should begin the process of integrating the NIMS into exercises.
  - 2) All State-sponsored exercises will include the NIMS/ICS during FY 2005.
  - 3) Effective October 1, 2005, all local exercises must include the NIMS/ICS in the evaluation in order to obtain credit for Federal or State assistance funding.

#### **4. Mutual Aid Agreements**

- a. Each jurisdiction should be party to a mutual aid agreement with all neighboring or nearby jurisdictions, as well as relevant private sector and non-governmental organizations.

- b. Jurisdictions should continue to work with the Councils of Government to develop and join regional mutual aid agreements.
- c. Jurisdictions must use the Texas Regional Response Network (TRRN) to identify response assets available for use at the local and regional level for mutual aid support. If mutual aid assets are available, the equipment must be entered into the system no later than October 1, 2006.

## 5. Resource Management

- a. Update and/or review your Annex M, Resource Management to your Emergency Management Plan. An updated local sample annex, State Planning Standard, and planning notes will be available on the GDEM web site no later than June 30, 2005 to assist with this task.
- b. Identify all response resources by the Resource Typing Definitions developed by FEMA and NEMA.
- c. Resource typing definitions provide emergency managers with the information they need to request and receive the resources they need during an emergency or disaster. Typed definitions for 120 response resources have been completed. Like the Glossary, the Resource Typing Definitions will be continuously updated, revised, and expanded. Eight groups representing key functional disciplines consisting of federal, state and local specialists were part of the effort to develop the definitions. Resources are classified by 'Category' which refers to function and 'Kind,' to include teams, personnel, equipment, and supplies. Information about the level of capability is referred to as 'Type,' which is a measure of minimum capabilities to perform the function. Type I implies a higher capability than Type II. The metrics shown for each resource are measurements of standards and are applicable to like resources.
- d. The Texas Regional Response Network (TRRN) can help you with this task. In addition to the 120 types identified, the Texas Forest Service has added types for equipment not already identified. See Attachment 3 for more information on this system.

## 6. Communications, Information Management, and Supporting Technology

Continue to work with the Council of Governments on communications interoperability.

**Attachment 3**  
**The Texas Regional Response Network (TRRN)**

1. For two years the Governor's Division of Emergency Management (GDEM) has contracted with the Texas Forest Service to develop a comprehensive, user-friendly database for use by state and local jurisdictions. The purpose of the Texas Regional Response Network (T.R.R.N.) is to aid in response and planning efforts by allowing system users to collect and retrieve resource information. Basically, it is a computerized filing system for potentially available resources and equipment. The system allows users to:
  - a. Enter data on fire, law enforcement, search and rescue, public works, and other state and local emergency resources using the national Resources Typing System. This data can be entered for local use only or identified as mutual aid resources available to other jurisdictions.
  - b. Search for resources by category, type, county, Council of Government, Disaster District, or from a user selected location.
  - c. Apply on-line for system access.
  - d. Display search results on an interactive map.
  - e. Provide points of contact information for mutual aid resources requests.
2. The TRRN system can be accessed at two websites. The operational system is located at [www.trrn.state.tx.us](http://www.trrn.state.tx.us) and is hosted at a secured AT & T server complex.
3. A training site is located at <http://trrn.tamu.edu/training> and contains some sample resource data. Functionally this application is identical to the operational site, however the data in this system is for training purposes only.
4. The TRRN was adopted as the Statewide Mutual Aid Database in November 2004. Use of this system is mandatory for all jurisdictions to participate in the FY 2006 preparedness grant program. Jurisdictions must have entered all equipment within their community that is available for mutual aid assistance to other jurisdictions during response. The State has started this process by:
  - a. Entering large equipment items that were purchased through the Homeland Security ODP grant funds during the past three years. Equipment purchased for local and regional use. This process is ongoing and may take several months.
  - b. Working with the Council of Governments to identify and enter regional response equipment not purchased through the ODP funds.
5. Those jurisdictions that already have resources identified in another software product should work with the Texas Forest Service to explore methods of downloading the information to the TRRN.
6. **Contact TFS, Don Galloway at . Don Galloway 979-458-6507 or [dgalloway@tfs.tamu.edu](mailto:dgalloway@tfs.tamu.edu) for more information or questions.**