



Memorandum

TO: BUILDING STRONG
NEIGHBORHOODS COMMITTEE

FROM: Kimberly Shunk

SUBJECT: NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)

DATE: August 14, 2006

Approved

Date

COUNCIL DISTRICT: Citywide
SNI AREA: All

RECOMMENDATION

Staff recommends that the Building Strong Neighborhoods Committee accept this report about the National Incident Management System (NIMS).

OUTCOME

This report summarizes NIMS compliance activities required by the federal government in order for the City of San José to remain eligible to receive federal preparedness grants, including funds provided under the Urban Area Security Initiative (UASI). The report also provides status towards meeting compliance goals.

BACKGROUND

Homeland Security Presidential Directive (HSPD) – 5, “Management of Domestic Incidents,” directed the federal Department of Homeland Security to develop a national system for preparing for, responding to, and recovering from natural or human-caused disasters. Based on California’s Standardized Emergency Management System (SEMS), NIMS provides a consistent, nationwide approach for Federal, State, local, territorial, and tribal governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic emergencies, regardless of cause, size, or complexity.

Local governments must be in compliance with NIMS on or before September 30, 2006 in order to remain eligible for federal preparedness grants, which include, among others, Urban Area Security Initiative (UASI), Emergency Management Performance Grants (EMPG), Citizen Emergency Response Team (CERT), and hazard mitigation grants.

ANALYSIS

NIMS Components

NIMS components include:

- **Command and management:** Incident Command System (which includes unified command); multi-agency coordination (which includes an Emergency Operations Center); public information (which includes a Joint Information Center); and 5 sections for handling an emergency (Command; Operations; Planning; Logistics; and Finance/Administration)
- **Preparedness:** mitigation; planning (which includes an Emergency Operations Plan); training; exercises; personnel qualifications and certification (called “credentialing”); equipment acquisition and certification; mutual aid agreements; publications management
- **Resource management** to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycles of an incident
- **Communications and information management:** incident management communications (i.e., interoperable systems); information management
- **Supporting technologies** for voice and data
- **Ongoing management and maintenance** (NIMS Integration Center at <http://www.fema.gov/emergency/nims/nims.shtm>)

Compliance activities

The City of San José has completed a number of activities and begun work on all other activities required to achieve timely compliance by September 30, 2006.

- **Completed activities**
 - Council resolution No. 72949 dated November 1, 2005 adopting NIMS as the City’s formal emergency management system
 - NIMS-compliant Emergency Operations Plan
 - Coordinate federal preparedness funding; this has been accomplished through the San José UASI working group for the 2004 and 2005 grants, and through the San Francisco Bay Area Approval Authority for the 2006 Super UASI grant; in August, the Approval Authority for the County’s State Homeland Security Grant Program (SHSGP) and San José’s UASI working group met jointly to further refine communication and coordination across grant programs
 - Use of the Incident Command System (ICS) to manage emergencies; California’s Standardized Emergency Management System, which became law in 1993, mandates the use of ICS by all local jurisdictions

- Use of multi-agency coordination to develop and maintain connectivity between local incident command and the State Emergency Operations Center; again, this is part of SEMS, adopted by California in 1993
- Use NIMS during disaster training and exercises; San José has used NIMS during its Iron Horse functional exercise in September 2005; Golden Guardian full-scale exercise in November 2005; Silicon Valley Regional Interoperability Program (SVRIP) tabletop exercise in May 2006, and Metropolitan Medical Task Force (MMTF) functional exercise in June 2006
- Participate in an all-hazards exercise program that involves first responders from multiple disciplines and jurisdictions; all of San José's exercises listed above fulfill this requirement
- Incorporate corrective actions from exercises into plans; both the SVRIP and MMTF exercises accomplished this
- Promote community adoption of NIMS by utilities, private sector, non-governmental organizations, schools, citizens
 - To date, 2006 graduates of the San José *Prepared!* program, San José Radio Amateurs in Civil Emergency Service (RACES), and San José Search and Rescue have been introduced to NIMS; most members of San José RACES have completed IS-700
 - Schools partnered with San José OES on a 2004 Americorps grant which provided NIMS training to teachers and administrators
- Use of a Joint Information Center to disseminate public information; County Public Information Officers met on August 10 to learn about this requirement
- Participate in intrastate and interagency mutual aid agreements; the State of California joined the Emergency Management Assistance Compact in August 2006 and the City of San José is a member of Mutual Aid Region II in the State of California
- Ensure interoperability standards are incorporated into local acquisition programs; the SVRIP, formed in 1999, has guided this initiative for the South Bay over the course of the past 7 years
- Use plain language during response and recovery (i.e., no "10" codes used by law enforcement)
- **Activities in progress**
 - Train employees in NIMS. For federal fiscal year 2006, there are a total of 4 recommended classes; individuals take anywhere from 2 to 4 classes, depending on their potential roles and responsibilities during an emergency. The Governor's Office of Emergency Services recommends that every public employee (including elected and appointed officials) complete, at a minimum, ICS-100, Introduction to the Incident Command System, and IS-700, Introduction to NIMS. To date:
 - 1,189 out of a total of 1,703 police officers have completed IS-700
 - 680 out of 716 firefighters have completed IS-700
 - In other departments, 19 people have completed ICS-100; 7 have completed ICS-200; 15 have completed IS-700, and 5 have completed IS-

- 800; these employees belong to: Public Works, OES, Library, General Services, Retirement Services, and Environmental Services Department
 - Classes can be taken online; to find a list of classes, go to <http://training.fema.gov/EMIWeb/IS/crslist.asp>
 - Some departments are planning to conduct traditional classroom training; OES, Department of Transportation, Public Works, Parks, Recreation and Neighborhood Services, and Fire sent employees to Train-the-Trainer classes in July and August to facilitate this effort
- Establish a baseline assessment of NIMS requirements already met (called a NIMCAST)
- Inventory city-owned response and recovery equipment and teams
- **2007 requirements**
 - Train first responders and EOC staff. In federal fiscal year 2007, a number of individuals will be required to complete ICS-300 and ICS-400, neither of which are available online. The San José Fire Department has scheduled ICS-300 in August 2006 and ICS-400 in September 2006.
 - Credential incident managers and emergency responders to include: volunteers, police, fire, emergency medical services, public works, emergency managers, medical and public health, search and rescue. The NIMS Integration Center anticipates publishing information about the credentialing program within the next year.
 - Ensure equipment, communications, and data interoperability
 - Continue a majority of compliance activities listed for fiscal year 2006 (e.g., exercises, training, planning)

PUBLIC OUTREACH/INTEREST

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater.
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City.
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach.

Because this is a status report, none of the above criteria apply. However over the past year, OES has worked closely with participants in the San José *Prepared!* program, San José RACES, San José Search and Rescue, schools, Volunteer Center of Silicon Valley, and Santa Clara County Chapter of the American Red Cross to provide information and training on NIMS.

COORDINATION

OES has worked closely with every City department, the Mayor’s Office, Councilmembers’ offices, City Attorney’s Office, City Auditor’s Office, and the Redevelopment Agency to discuss training requirements for NIMS.

OES has worked closely with SVRIP and with the San José UASI working group to ensure communications interoperability.

Over the past year, OES has invited jurisdictions throughout Santa Clara County, the East Bay, and the Peninsula to participate in exercises.

FISCAL/POLICY ALIGNMENT

A majority of NIMS compliance activities have been funded through San José’s 2005 UASI grant.

BUDGET REFERENCE

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract	Adopted Budget Page*	Last Budget Action (Date, Ord. No.)
001	3393	2005 Urban Area Security Initiative	\$2,235,000	N/A	1X-12	

*The 2006-2007 Adopted Operating Budget was approved by the City Council on June 27, 2006.

CEQA

CEQA: Exempt (not a project).

KIMBERLY SHUNK
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For questions, please contact Kimberly Shunk at (408) 277-4595.