TO: BOARD OF DIRECTORS

FROM: BRUCE BUEL

DATE: NOVEMBER 23, 2007

NIMS/SEMS/ICS TRAINING ENROLLMENT

ITEM

Enroll Board Members in State Mandated NIMS/SEMS/ICS Training Course [RECOMMEND ADOPTION].

BACKGROUND

Attached is a notice from the Templeton Community Services District announcing the availability of a National Incident Management System (NIMS)/Standardized Emergency Management System (SEMS)/Incident Command System (ICS) training course on December 7, 2007 in Templeton in satisfaction of the state mandate for all Policy Makers and Senior Staff. Also attached is a summary from District Legal Counsel reviewing the requirement.

RECOMMENDATION

Staff recommends that your each Board Member determine if they can attend and authorize staff to sign up those that can.

ATTACHMENTS

- TCSD
- Summary

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\BOARD LETTER 2007\NIMS-SEMS-ICS.DOC

Bruce Buel

From:	Lisa Bognuda
Sent:	Wednesday, November 14, 2007 11:49 AM
To:	Bruce Buel
Subject:	FW: NIMS/SEMS/ICS Executive Course - MANDATED BY THE STATE for Policy Makers and Senior Staff- Offered in Templeton on December 7th
Importance:	High

See Below

Lisa Bognuda
Assistant General Manager

Nipomo Community Services District
P.O. Box 326
Nipomo, CA 93444-0326
(805) 929-1133
(805) 929-1932 fax
lbognuda@ncsd.ca.gov

From: Laurie Ion [mailto:ion@templetoncsd.org]
Sent: Wednesday, November 14, 2007 10:11 AM
To: 'John D'Ornellas'; 'Gina Davis'; Lisa Bognuda; Avilacsd@aol.com; cvcsd@altavista.com; caysan1@hotmail.com; csmith@co.slo.ca.us; genglish@atascadero.org; jon@shipseyandseitz.com; kchoate@cambriacsd.org; Kelly Dunham; Kelly Dunham; mellison@sanmiguelcsd.org; 'Cheryl Parks'
Cc: 'Katherine Boxer'
Subject: NIMS/SEMS/ICS Executive Course - MANDATED BY THE STATE for Policy Makers and Senior Staff- Offered in Templeton on December 7th
Importance: High

November 14, 2007

Good morning,

As many of you may know, the State has mandated that policy makers (elected officials) and senior staff take the above-referenced emergency training by December 2007. We recently found an accredited agency that provides a five hour workshop that meets State criteria.

Class Date:	Friday, December 7, 2007
Location:	Templeton Community Center/Women's Club @ 601 So. Main St., Templeton
Pre-Registration:	Required by December 3, 2007
Workshop:	9:45 a.m. to 4 p.m.
Cost:	$170 per person, includes all materials and a continental breakfast

11/14/2007

This course involves lecture, group discussions, exercises, and multimedia presentations. Participants will have a solid understanding of their roles and responsibilities in emergency management preparation, response and recovery operations.

Again, this course meets the requirements of the California SEMS Executive Course, the National Homeland Security IS700 course (Introduction to NIMS), and the National Homeland Security IS800 course (National Response Plan Orientation).

Who Should Attend: Local, county and state elected officials, executive and policy maker personnel from Law Enforcement, Fire Services, Public Health, Public Works, and Transit Districts, School Districts, Finance/Administration and all Government Response Agencies.

Please call me at 434-4900 if you are interested in registering your directors, trustees, and/or staff for this workshop. You may also e-mail me at: ion@templetoncsd.org

Kindest regards,
Laurie Ion, Administrative Supervisor
Templeton CSD

11/14/2007

Bruce Buel

From:	Joanna Brooks [joanna@shipseyandseitz.com]
Sent:	Friday, November 16, 2007 11:47 AM
To:	'johnw@wallacegroup.us'; Bruce Buel; George Milanes (GMilanes@losososcsd.org); 'Doug Monn (DMonn@prcity.com)'; 'gina@oceanocsd.org'; 'john@heritageranchcsd.com'
Cc:	'ion@templetoncsd.org'
Subject:	NIMS/SEMS/ICS
Attachments:	20071116123239868.pdf

To All:

Many of you received a notice from the Templeton Community Services District that they will be providing NIMS training on Friday, December 7, 2007, at 9:45 a.m. to 4:00 p.m. A copy of the notice is attached below.

I have received a number of calls regarding this training and requirements. Greg O'Sullivan (TCSD Fire Chief) has provided me with a copy of the NIMS SLO County Implementation Strategy (attached in PDF format) that answers most, if not all, questions. Please note that Section 2.01 provides a webpage for additional information.

I hope this is helpful.

JON

-----Original Message-----

From: Laurie Ion <ion@templetoncsd.org>

To: 'John D'Ornellas' <john@heritageranchcsd.com>; 'Gina Davis' <gina@oceanocsd.org>; 'Lisa Bognuda' <lbognuda@ncsd.ca.gov>; Avilacsd@aol.com; cvcsd@altavista.com; caysan1@hotmail.com; csmith@co.slo.ca.us; genglish@atascadero.org; jon@shipseyandseitz.com; kchoate@cambriacsd.org; Kelly Dunham <KDunham@prcity.com>; Kelly Dunham <Kelly@prcity.com>; mellison@sanmiguelcsd.org; 'Cheryl Parks' <CParks@tusdnet.net>

Cc: 'Katherine Boxer' <kboxer@templetoncsd.org>

Sent: Wed, 14 Nov 2007 10:10 am

Subject: NIMS/SEMS/ICS Executive Course - MANDATED BY THE STATE for Policy Makers and Senior Staff-Offered in Templeton on December 7th

November 14, 2007

Good morning,

As many of you may know, the State has mandated that policy makers (elected officials) and senior staff take the above-referenced emergency training by December 2007. We recently found an accredited agency that provides a five hour workshop that meets State criteria.

Class Date: Friday, December 7, 2007

11/19/2007

Location: Templeton Community Center/Women's Club @ 601 So. Main St., Templeton

Pre-Registration: Required by December 3, 2007

Workshop: 9:45 a.m. to 4 p.m.

Cost: $170 per person, includes all materials and a continental breakfast

This course involves lecture, group discussions, exercises, and multimedia presentations. Participants will have a solid understanding of their roles and responsibilities in emergency management preparation, response and recovery operations.

Again, this course meets the requirements of the California SEMS Executive Course, the National Homeland Security IS700 course (Introduction to NIMS), and the National Homeland Security IS800 course (National Response Plan Orientation).

Who Should Attend: Local, county and state elected officials, executive and policy maker personnel from Law Enforcement, Fire Services, Public Health, Public Works, and Transit Districts, School Districts, Finance/Administration and all Government Response Agencies.

Please call me at 434-4900 if you are interested in registering your directors, trustees, and/or staff for this workshop. You may also e-mail me at: ion@templetoncsd.org

Kindest regards,

Laurie Ion, Administrative Supervisor

Templeton CSD

Email and AIM finally together. You've gotta check out free AOL Mail <http://o.aolcdn.com/cdn.webmail.aol.com/mailtour/aol/en-us/index.htm?ncid=AOLAOF00020000000970> !

11/19/2007

Note there are two vers
Obispo County Operat
jurisdiction; the secon
government entity.

/ for the San Luis
nt for any
tis Obispo as a

Revision 1, July 2006
Revised for grammatical and related errors only

National Incident Management System (NIMS)
Implementation Strategy for the
San Luis Obispo County Operational Area

NIMS – SLO Op Area Guidance

NIMS Implementation Guidelines, San Luis Obispo County Operational Area
July 2006

1.   Background

Beginning in Federal Fiscal Year 2007 (October 1, 2006), the ability to receive funding from various federal programs will be conditioned upon compliance with NIMS. Because of this deadline, it is important that compliance be met within Federal Fiscal Year 2006 (October 1, 2005 – September 30, 2006). However, note the information in Section 2.2, "Compliance Note".

There will be additional requirements for FFY 2007 and beyond however this document is intended to address the compliance items which need to be accomplished in FFY 2006.

This document provides an overview of the currently available state and federal implementation guidance. While this implementation guidance was developed by County OES using information from various local, state, and federal agencies, federal law as it relates to NIMS requires each jurisdiction and agency to comply with the regulations. Thus, each jurisdiction and agency is responsible for the necessary training and administrative actions.

Any jurisdiction wanting to continue to be eligible for certain federal grants must comply with NIMS whether they are a special district, school, city, county, or state.

This document is intended to provide guidance for local agencies within the San Luis Obispo County Operational Area and it is just that, guidance; it is basic information to help implement NIMS. Information has been gathered information from various sources and compiled here to the best of our ability. In many ways, this document serves as a "here is where to get more information" guide more than a direct "how to" paper.

Each entity needs to make sure they are meeting all the NIMS requirements, whether those requirements are included in this document or not, although we have tried to include everything that needs to be addressed. Also remember we still need to comply with the Standardized Emergency Management System as well, although most NIMS and SEMS requirements are now or soon will be integrated enough that compliance with one will generally mean compliance with the other.

In addition to overview information, the last two pages of this document contain training matrixes with information that may be useful to many agencies when deciding who needs what training.

2.   What Do We Have to Do?

A common challenge with local agencies is trying to determine what we need to do to comply with NIMS. Fortunately for those of us here in California, we have SEMS; if your agency or jurisdiction is in compliance with SEMS, a lot of the work toward complying with NIMS is already complete.

Since we have SEMS in place, according to a workshop put on by State OES in June 2006 we do not have as much to address as perhaps many other states, however there are a few key factors we need to begin addressing related to NIMS compliance; these include:

- The formal adoption of NIMS;
- Establishing a NIMS baseline (that is, determining how compliant we are now);
- Emergency Operations Plan compliance;
- Resource management;
- Volunteer/non-government organizations/private sector;

- Training;
- Interoperability; and
- Public information.

2.1. Workbook: California Implementation Guidelines for NIMS

As each of the above noted subject areas are discussed, below, you will see references to information in the "California Implementation Guidelines for the National Incident Management System: Workbook and User Manual." We STRONGLY recommend that jurisdictions download the workbook and go through it to make sure they understand exactly what is required with NIMS. While at first glance and perusal the workbook can seem cumbersome and hard to read, once you get used to the layout and format you will see that it is put together well and is generally easy to follow, understand, and use.

The workbook can be downloaded from the State OES Web site (more specific information on where to get is shown below).

The below sections of this document will reference specific pages in the workbook. Also, note that in the workbook, at the beginning of each section which initially describes the NIMS requirements, the actual requirements are noted in *italics*.

The workbook includes checklists and a matrix with steps and information on what is needed to be done to adopt and incorporate various portions of NIMS.

The workbook can be found by going to the State OES Web site at http://www.oes.ca.gov then click on the "SEMS/NIMS" icon; once you open up the SEMS/NIMS page, scroll down to the "SEMS/NIMS Toolkit" section; then open and save the various sections you need (Section I/II and VI for all of us, the other sections depend on your jurisdiction: state agency or local government or tribal government).

Section I: Preface and Section II: NIMS Compliance
Section III: FY 2006 NIMS Compliance Guidance for State Agencies
Section IV: FY 2006 NIMS Compliance Guidance for Local Governments
SectionV: FY 2006 NIMS Compliance Guidance for Tribal Governments
Section VI: Supporting Materials

2.2 Compliance Note

As we all realize, it will essentially be impossible for the vast majority of jurisdictions to be in 100%, completely full compliance with NIMS. With employee turnover, the need to revise processes and procedures, the shear number of people to be trained and due the many other requirements it is arguably noted that it is essentially not even possible for every jurisdiction to be in complete compliance all the time.

Recognizing this, the concept of "taken as a whole" is being used to measure NIMS compliance; the below paragraph (in italics) was copy and pasted from
http://www.fema.gov/emergency/nims/fact_sheet_compliance.shtm
... At the end of FY05, the states and territories submitted a form attesting that "taken as a whole," they had met the minimum '05 requirements. The "taken as a whole" standard reflects a recognition that not every department or agency, local or tribal jurisdiction, community or individual responder will have completed all the requirements, but, that taken as a whole, most did and that good faith efforts were

3

underway to achieve full compliance. The same "self-certification/taken as a whole" process will be utilized by the NIMS Integration Center for FY06 NIMS compliance activities.

3.   Primary Components of NIMS: In the Context of SEMS

Since we in California have adopted and used SEMS, including ICS, as noted earlier there are many aspects of NIMS we are already or almost in compliance with. However, there are at least a few components of NIMS which need attention from us, and some key elements are show below, in sections 3.1 through 3.9.

3.1   Formal Adoption of NIMS

The FY 2006 NIMS requirements include the following (see page 41 in the workbook): *Adopt NIMS at the community level for all government departments and agencies, as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs), and private sector incident management and response organizations.*

Since one of the above noted requirements is to encourage various non-government entities to adopt NIMS, a suggestion is to actually word that in your jurisdiction's resolution.

A sample resolution can be found on one of the last pages of this document, in the State's Implementation Guidelines workbook, or we in County OES can provide a couple of more various examples.

3.2   Establishing a NIMS Baseline

FY 2006 NIMS Requirement (see page 41 in the workbook): *Establish the community's NIMS baseline against the FY 2005 and FY 2006 implementation requirements.*

In late calendar year 2005, State OES asked counties to complete an online survey document titled "National Incident Management System Capability Assessment Support Tool" which is commonly referred to as NIMCAST. NIMCAST is about an 18 page document with 75 questions that measures how compliant a jurisdiction is with NIMS. The intent of taking the initial NIMSCAST is to provide a baseline in order to measure a community's implementation of NIMS.

As of June 2006, State OES only asked counties – that is County government – to complete NIMCAST, which was then "rolled up" into a statewide report. If any jurisdiction would like to see either a summary or the full NIMCAST completed in January 2006 for the County of San Luis Obispo by County OES, please contact us. Our understanding from State OES is that the NIMCAST completed by the counties is all that is required at this time.

If you are interesting in completing NIMCAST for your jurisdiction, additional information can be found at http://www.fema.gov/nimcast.

3.3   Emergency Operations Plans

FY 2006 NIMS Requirement (page 43 in the workbook): *Revise and update plans and SOPs to incorporate NIMS components, principles, and policies, to include planning, training, response, exercises, equipment, evaluation and corrective actions.*

4

State OES advises that state, local and tribal governments should use the EOP checklist released by their office (as with other NIMS information, it can be found on the NIMS/SEMS portion of the State OES Website) to determine if each of our emergency plans are NIMS compliant.

State OES also notes that the California system of SEMS along with training, exercises, activations, and general practices (as indicated by after action reports) demonstrates compliance with the intent of the items in the EOP checklist. Our understanding from State OES is that if a jurisdiction has an EOP that is in compliance with SEMS, it meets the NIMS requirements. However, upon updating the EOP does need to include and address NIMS.

3.4   After Action/Corrective Action

Currently within California, SEMS regulations require an After Action Report (AAR) for all declared emergencies. NIMS requires After Action/Corrective Action reports for many more situations, including both declared emergencies or non-declared events, training, exercises, or pre-identified planned events. Our understanding, to provide an example, is preparations for the Amgen Tour of California bike race, Mardi Gras preparedness, Mid-State Fair event, vegetation fires that go much beyond initial attack or an perhaps beyond an initial one day burn period, and so forth.

FY 2006 NIMS Requirement (page 45-47 in the workbook, including supporting materials in section VI beginning on page 114): *Incorporate corrective actions into preparedness and response plans and procedures; and, Revise and update plans and SOPs to incorporate NIMS components, principles and policies, to include planning, training, response, exercises, equipment, evaluation and correction actions.*

The SEMS statue and implementing regulations are written broadly enough to encompass the AARs and NIMS requirements for corrective actions without any additional regulatory changes. The SEMS Guidelines serve as the primary resource for after action reports and corrective actions to assist those organizations in carrying out the SEMS regulations.

The SEMS Guidelines will be revised to address after action reporting for non-declared events, exercises, and training. The revisions will address the identification and tracking of corrective actions. The AAR format and template will be revised accordingly. Essentially: we do need to do these AAR/corrective actions however we will have additional State guidance to do so.

3.5   Resource Management

FY 2006 NIMS Requirement (pages 48-50 and elsewhere in the workbook; Section VI in the workbook, in the "Resource Management Supporting Material" section, beginning on page 137; that section includes an inventory data sheet that will be referenced below): *Inventory community response assets to conform to homeland security resource typing standards.*

Most of us are familiar with the fact that within ICS in California the fire service in particular has classified resources into various "types" or common standards. For example, when an incident commander on a fire anywhere in California requests "Three more tankers" the IC knows he/she is going to get three more aircraft with the capability to drop fire retardant. If the IC orders three water tenders, then three trucks with water tanks are going to show up. If the IC requests "One strike team of type III engines" he/she knows that five wildland type fire engines with at least three firefighters on each one are going to be sent. Similarly, NIMS has identified 120 resource types (some examples include large animal rescue strike teams, bomb squads, dump trucks-on road, and dump trucks-off

5

road). For FY 2006 compliance, each jurisdiction needs to go through the list and identify what types of these resources we have, and which of those resources we each have control over (in other words, do not list potentially available mutual aid resources from other jurisdictions).

For resources that are "quasi-jurisdictional" such as the regional hazardous materials team or the bomb task force, there appear to be two options to jurisdictions which can use those resources, and the choice is up to each jurisdiction: Option 1) The agency that has dispatch "control" over the entity should list the resource even though it is available to all of us (otherwise, it would look like we—we as in all of us in the Operational Area—have a whole bunch of bomb squads and haz mat teams); Option 2) List the resource, but note in the "Jurisdictionally controlled" section "N" and list the agency that does control the resource.

To be in compliance, each jurisdiction needs to go through the list, identify the resources you have and keep that inventory on hand locally. Of course if you don't have a resource, you simply don't have it.

For resources you have that have not yet been "typed" in NIMS, they should be defined by capacity and capability in accordance with any other established resource typing methodology. Up-to-date inventories of response assets are important for effective use of and compliance with NIMS.

San Luis Obispo County OES has developed an Excel template of the Resource Inventory Data Sheet for use by any agency, if you like. The data sheet is also shown in the workbook on page 145.

3.6 Volunteer/NGO/Private Sector

FY NIMS 2006 Requirement (pages 51-55 and 146-183 in the workbook): *Adopt NIMS at the community level for all government departments and agencies, as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs) and private sector incident management and response organizations; and, Participate in and promote intrastate and interagency mutual aid agreements, to include agreements with the private sector and non-governmental organizations.*

These requirements are self descriptive. One option for local jurisdictions is to insert the "promote and encourage" or similar language in the resolution used by their governing body to adopt NIMS.

3.7 Training

Perhaps one of the most discussed components of NIMS is training. There have many questions regarding what training is actually needed and by whom, certification confusion, what California SEMS/ICS courses equal what NIMS courses, and so forth. While the answers are seemly easy yet at the same time complex, the State OES workbook does provide guidance.

In addition to the workbook, there are other resources on the State OES Web site and there is an informal matrix developed by Marin County that we have attached to this document that provides some guidance for selected positions. Also attached is a matrix from State OES which shows which courses need to be taken depending on the type of role one fills.

FY 2006 NIMS Requirement (pages 56-57; 184 and elsewhere in the workbook):
- *Leverage training facilities to coordinate and deliver NIMS training requirements in conformance with the NIMS Nations Standard Curriculum (this training guidance is available from the State OES Web site at http://www.oes.ca.gov; once there, click on SEMS/NIMS);*

6

- *Institutionalize the use of the Incident Command System;*
- *Complete ICS 100 and ICS 200 training; one option to determine who should take which courses by emergency responsibility is to go to http://.www.oes.ca.gov and click on the training matrix in the SEMS/NIMS section;*
- *Complete IS 700 NIMS Awareness course and IS 800 National Response Plan course; one option to help to determine which courses should be taken by whom is to check the matrix noted in the above bullet point item;*
- *Incorporate NIMS/SEMS into all exercises, to include drills, tabletops, functional and full scale exercises.*

Many of these courses can be taken online, through the Department of Homeland Security/FEMA Web site. Remember, many of the courses "cross over" and you only need to take one or the other—for example, the NIMS equivalent of ICS 100 and 200 is IS 100 and 200.

A link to online NIMS training can be found in the "Other Resources" portion of this document, on a following page.

In addition to new training courses, workshops, and exercises that should be conducted to facilitate NIMS adoption, current training programs should be enhanced or modified to permanently incorporate the NIMS and ensure continued NIMS education.

3.7.1   Specific Training Guidance

In addition to the information on the matrixes found near the end of this document, the follow information has been developed by State OES:

- The following is required for **all public employees who may be tasked, directed or called upon to respond for an emergency, at all levels of government and all phases of emergency management** (the following is also recommended for CBOs, NGOs, private sector, volunteer organizations, etc.): 1) SEMS Introduction; ICS 100; NIMS IS 700; OR SEMS/ICS/NIMS combined course.

- The following is required for **personnel who response to an incident to assist or support the organization but do not normally supervisor others:** SEMS Introduction, ICS 100, ICS 200, NIMS IS 700.

- For **personnel who supervise a branch, division, group or unit in the field or Emergency Operations Center:** SEMS Introduction, SEMS EOC, ICS 100, ICS 200, ICS 300*, NIMS IS 700, and NRP 800. *ICS 300 is an FFY 2007 requirement.

- For **personnel in the Command/Management or General Staff at an incident or area command or in an Emergency Operations Center:** SEMS Introduction, SEMS EOC, ICS 100, ICS 200, ICS 300*, ICS 400*, NIMS IS 700 and NRP IS 800. *ICS 300 and 400 are FFY 2007 requirements.

- **Executives, administrators, and policy makers within agencies that are required to support a SEMS emergency response:** SEMS Executive; ICS 402; NIMS IS 700; NRP IS 800; OR SEMS Executive/ICS 402/NRP, which is a combined course.

7

NIMS Implementation Guidelines, San Luis Obispo County Operational Area
July 2006

3.7.2   Training Certification

Certification for NIMS trainers is a subject that remains under development, however at least for the time being and until further notice NIMS—like SEMS—does not require "certified" instructors to teach it. Also for the time being, our understanding is—according to State OES as of July 2006—formal testing does not yet have to take place after local teaching of NIMS courses. Although, all training should be documented, including of course keeping information on when a class was taught, by whom, and the name of the students.

It is anticipated that in the relatively near future there will be a certification process needed for all courses. For those of you familiar with the certification system which currently exists within the fire service for State Fire Marshal certifications, it is anticipated the training certification process may be similar for NIMS. That is, qualified "approved" instructors teach a course and the students receive a standard, common certificate that will be issued statewide, most likely by the State Office of Emergency Services. If this does occur, it is anticipated the certifications may be coordinated at the Operational Area level. To clarify, the concept is that—once this system is in place—instead of we local agencies teaching and certifying our own students in-house using any staff we feel is competent to teach NIMS/SEMS, our local in-house instructors would have to have formal approval to do so. The students would then be issued a State OES training certificate good anywhere in the State of California.

However, as of July 2006 and for the near future, train away—but we highly recommend keeping all training documentation and we do suggest a testing process also occur.

Of course, the NIMS online classes already offer testing and certifications for each student.

3.7.3   Where is the Training?

Unfortunately there will be no central Operational Area based NIMS or SEMS based training courses, at least in time for initial compliance with NIMS. For initial, basic levels of training we suggest going the online route with the NIMS courses (Web links are shown later in this document, in the "Other Resources" section) or through your jurisdiction's fire agency for "hands on" ICS training. Training material for classroom courses is also available online.

Also, the SEMS Approved Courses of Instruction are on the State OES Web site.

Remember, per the previous section regarding training certification, for now the training can also been done "in house" by your own staff. The course information can be obtained online. We in County OES are taking the Web based courses, and they are not too difficult.

As noted in the previous section, the training process will change in the near future (we have no estimate of when the "near future" may actually be) and we will try and keep local jurisdictions as up to date with the changes as we possibly can. Hopefully we can reach a point where we can have Operational Area wide training courses, at least some train-the-trainer sessions.

3.8   Interoperability

Standardized communications during an incident are essential and NIMS prescribes interoperable communications systems for both incident and information management.

FY 2006 NIMS Requirement (pages 58-62 and elsewhere in the workbook):
- *To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into tribal and local acquisition programs; and*
- *Apply standardized and consistent terminology, including the establishment of plain English communications standards across public safety sector.*

The NIMS implementation throughout the state, relative to interoperability, will occur through the California Statewide Interoperability Executive Committee (CALSEIC) and the Public Safety Radio Strategic Planning Committee (PSRSPC) collaboration, community outreach and strategic planning reports.

For additional information and guidance, refer to workbook Section VI, Supporting Materials section *Interoperability Supporting Material* (page 194).

3.9   Public Information

FY NIMS 2006 Requirement (pages 63-64 and beginning on page 198 in the workbook): *Implement processes, procedures, and/or plans to communicate timely, accurate information to the public during an incident through a Joint Information System and Joint Information Center.*

Generally, it is thought most agencies in San Luis Obispo County should not have too difficult of a time complying with the public information requirements due the structure of our existing systems, however each jurisdiction should check the NIMS requirements (using the workbook) to be certain.

4.   Suggested Phases of NIMS Adoption

The below information is based a NIMS implementation document from Sutter County and is simply an idea. In other words, we can use this guidance but if a better way of doing business comes along, of course we can change the way we do business at that time.

One approach for NIMS adoption is to do so in four distinct phases. The first phase will be initial staff training, which may include taking the initially required courses using the online FEMA Emergency Management Institute independent study courses. Determining who may need the training can be delegated to line level supervisors—or department heads—presuming they understand the NIMS training requirements.

The second phase might include evaluation of existing plans, policies, and procedures to identify aspects in need of augmentation for NIMS compliance. In particular, Emergency Operations Plans (EOP) must be evaluated for NIMS compliance, since—generally—other aspects of emergency planning and procedures are found in EOPs (or for some jurisdictions the equivalent master emergency plan or guidance for their jurisdiction/agency).

The third phase might be modification of existing plans, procedures, and policies to reflect NIMS adoption. This includes modification of any emergency response plans in support of the NRP and any internal emergency plans such as COOP Plans.

The fourth phase might involve verifying achievement of the NIMS Integration Center's standards, including certification and credentialing of employees as well as conducting exercises to demonstrate compliance with the standards of the NIMS Integration Center. It is anticipated that the implementation phases will overlap in order to speed and strengthen the process.

5.   Relationship between NRP and the NIMS

The National Response Plan specifies how the resources of the federal government will work in concert with State, local, and tribal governments and the private sector to respond to Incidents of National Significance. The NRP is based on NIMS. Together the NRP and NIMS provide a nationwide template for working together to prevent or respond to threats and incidents regardless of cause, size, or complexity.

One of the NIMS required training courses is IS-800 (National Response Plan, An Introduction), which goes over the NRP, including the concept of operations upon which the plan is built, roles and responsibilities of the key players, and the organizational structures used to manage these resources.

6.   Other Resources

A primary link to find NIMS information and to link with many other Web sites is the State OES Web site:
http://www.oes.ca.gov

A direct link to the FEMA Independent Study Program with online NIMS courses is:
http://training.fema.gov/emiweb/IS/crslist.asp

FEMA General NIMS Information:
http://www.fema.gov/emergency/nims/index.shtm

FEMA/NIMS Training Requirements for 2006:
http://www.fema.gov/pdf/emergency/nims/06_training.pdf

Overview of NIMS Training Requirements PowerPoint Presentation (State OES PowerPoint, 2006): Contact County OES if you would like a copy e-mailed or otherwise provided to you.

NIMS Resource Inventory Data Sheet in Excel format: Contact County OES if you would like a copy e-mailed or otherwise provided to you.

NIMS Implementation Guidelines, San Luis Obispo County Operational Area
July 2006

Sample Framework for Completing Action Items

The following schedule provides a **sample** framework for completing the necessary action items. It can be changed as necessary for any jurisdiction or agency.

Action	Lead Agency	Target Date
1. Attend State OES NIMS Workshop - Santa Barbara, June 2006	All	June 2006
2. Develop an implementation strategy template	SLO County OES	July 2006
3. Adopt NIMS by resolution, with the Board of Supervisors	SLO County OES	August 2006
4. Brief NIMS Implementation Strategy to Operational Area Disaster Planning Advisory Council	SLO County OES	September 2006
5. Develop internal training requirements for our agency	All	August 2006
6. Ensure key County personnel are provided appropriate training information and opportunities	County OES	August 2006
7. Ensure all relevant County personnel are provided appropriate training information and opportunities	Each County Dept	September 2006
8. Coordinate with training officers associations	All	October 2006
9. Provide updated training and certification information to Operational Area jurisdictions	County OES	Ongoing
10 Incorporate IS700 in new employee orientation	Human Resources	January 2007
11. Revise County Emergency Operations Plan	SLO County OES	. September 30, 2007
12. Submit Op Area self-certification to State OES	SLO County OES	September 30, 2006
13. Full NIMS Compliance	All	Ongoing

NIMS Implementation Guidelines, San Luis Obispo County Operational Area
July 2006

Sample - NIMS and SEMS Training Requirements by Selected Positions

[1]POST has approved a curriculum for Basic Course for Response Personnel. This is an eight-hour combination course covering NIMS, SEMS, and ICS 100/200.

• = Required Training; o = Recommended	IS-700: Introduction (NIMS)	SEMS: Introduction Module	ICS100: Orientation	ICS 200: Basic	ICS300: Intermediate	ICS 400: Advanced	SEMS: EOC Staff Module	SEMS: Executive Module	ICS402: Executive	National Response Plan: Introduction	
Firefighter	•	•	•	•	o	o					
Peace Officer[1]	•	•	•	•	o	o					
EMS Technician	•	•	•	•	o	o					
HazMat Team member	•	•	•	•	o	o					
USAR Team member	•	•	•	•	o	o					
Public Works Field Staff	•	•	•	•	o	o					
Fire Supervisor (Capt)	•	•	•	•	•	o					
Law Supervisor (Sgt, Lt)	•	•	•	•	•	o					
Public Works Supervisor	•	•	•	•	•	o					
Fire Chief / Deputy / Bn Chief	•	•	•	•	•	•					
Law Chief / Deputy Chief	•	•	•	•	•	•					
Environmental Health Staff	•	•	•	o	o	o					
Hospital Staff	•	•	•	o	o						
Public Health Staff	•	•	•	o	o						
School Emergency Team Staff	•	•	•	o	o						
Public Safety Communications	•	•	•	•	o						
Radio Amateur Civil Emergency Service	•	•	•	o							
Medical Reserve Corps	•			o							
EOC Staff	•	•	•	•	o	o	•				
EOC Section Chiefs	•	•	•	•	•	•	•			o	
OES/Emerg Mgt staff	•	•	•	•	•	•	•	•	•	•	
Board of Supervisors /	•	•						•	•	o	
Other Disaster Service	o	o	o								

NIMS Implementation Guidelines, San Luis Obispo County Operational Area
July 2006

Training Matrix

Standardized Emergency Management System and National Incident Management System Training Guidance MATRIX Source: California Governor's Office of Emergency Services	SEMS Introduction	SEMS EOC	SEMS Executive	ICS 100 (IS 100)	ISC 200 (IS 200)	ICS 402	NIMS (IS 700)	NRP (IS 800)	SEMS–ICS–NIMS Combined Course*	ICS 300**	ICS 400**
Required: All public employees who may be tasked or called upon to respond to an emergency. At all levels of government and all phases of emergency management. Recommended: CBOs, NGOs, Private Sector, Volunteer Organizations, etc.	X			X			X		+*		
Personnel who respond to an incident to assist or support the organization but do not normally supervise others..	X			X	X		X		+*		
Personnel who supervise a branch, division, group, or unit in the field or Emergency Operations Cener..	X	X		X	X		X		+*	X	
Personnel in Command/Management Management or General Staff levels at an incident or Area Command or in an Emergency Operations Center	X	X		X	X		X	X	+*	X	X
Executives, administrators and policy makers within agencies that are required to support a SEMS emergency response.			X			X		X	X		

* ICS 300 and 400 are FFY 2007 requirements

** This combined course is equivalent to taking SEMS Intro, ICS 100, & IS 700