

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2.9a

Subject: National Incident Management System
(NIMS)

Effective Date: June 1, 2015

Approved by: Kyle Hayes | 05/01/2021
City Manager | Date

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I. PURPOSE

This Policy applies to all city employees.

The purpose of this policy is to:

- A. Institutionalize NIMS which was adopted by Council Resolution 04-189.
- B. Outline responsibilities and provide consistent guidelines and information related to the implementation and maintenance of the City's National Incident Management System (NIMS) Program.
- C. Maintain eligibility for Federal funding assistance, which includes grants, and reimbursement programs.
- D. Ensure the reporting of NIMS implementation compliance through performance - based "metrics" using the National Incident Management System Capability Assessment Support Tool (NIMSCAST).

II. RESPONSIBILITIES

- A. Emergency Management Coordinator (EMC)
 - 1. Responsible for ensuring compliance with NIMS and for submitting appropriate NIMSCAST and other Emergency Management reports documenting compliance.
 - 2. Responsible for promoting or encouraging other external partners and stakeholders without formal or legal agreements to adopt NIMS formally.
 - 3. Responsible for facilitating and/or providing applicable NIMS/ICS training, as well as maintaining documentation of the training.

4. Responsible for disseminating information to the appropriate personnel when the required or suggested course listing expands based on new local or federal requirements.

B. Department Directors

1. Responsible for institutionalizing the use of the incident command system (ICS) components, terminology and principles within policies, procedures and guidelines addressing incident response operations and planned events.
2. Responsible for coordinating with the EMC to ensure personnel have the appropriate training courses based on assignments and responsibilities.
3. Responsible for determining which employees are deemed “essential” as defined in City Policy 2.9 Evacuation/Disaster.
4. Responsible for facilitating employees’ registration for a FEMA Student Identification (SID) number prior to them attending a NIMS/ICS training course or taking an on-line class.

III. RULES/PROCEDURES

- A. Full time employees designated as “essential” or those assigned to an Emergency Operations Center (EOC) role will have six months upon hire, or change of position or role, to complete the appropriate NIMS/ICS training requirements.
- B. The training required for each individual will vary according to the position, role and responsibilities. In order to institutionalize NIMS and ICS principles for participation in both incident responses and planned events, the following is provided as a general guideline:
 1. Full time employees designated as “essential” or those assigned to an Emergency Operations Center (EOC) role will have 100, 700, and 703.
 2. Those with traditional roles as first responders, or those who may be expected to assume command upon arrival to an incident or event are required to have all required courses for essential employees plus 701 and 702.
 3. Essential employees assigned supervisory duties either by organization structure or assignment are required to have all required courses for essential employees, plus 200 and 800.

4. Essential employees with mid-level management duties by organization structure or assignment to a leadership position or to a team or task force are required to have all required courses for essential employees and supervisors, plus the 300.
 5. Essential employees with mid to upper level management duties, by organization structure or assignment to a leadership position to an ICP or EOC role under the city's basic emergency response plan, are also required to have 300 and 400.
 6. Essential Employees with primary emergency management duties will also have 706.
- C. Except for ICS 300 and 400, courses listed above are available online, at <http://training.fema.gov/is/crslist.aspx> and through classroom presentations facilitated by Emergency Management. ICS 300 and 400 are available through local attendance.
- D. The EMC will work through available curriculum and course offerings to provide position specific training based on assignment under the City's basic Emergency Operations Plan or organization assignments. Training will include additional FEMA independent study course recommendations, and classroom presentations.
- E. All required NIMS/ICS courses will be presented at least twice each year, generally in February and September. Additional group presentations may be requested through Emergency Management.
- F. The Emergency Management Division will maintain a listing of locally approved and certified NIMS/ICS instructors.

IV. NIMS STANDARDIZED ORGANIZATIONAL STRUCTURES

A. Preparedness

1. The Emergency Management Division will encourage a whole community approach through collaboration with city departments and the private sector, which includes organizations, businesses and industries in developing and implementing plans and programs.

2. The Emergency Operations Plan and all associated annexes, under the Mayor's direction, provide a comprehensive framework for emergency management of all hazards. It will incorporate concepts, principles and language commensurate with NIMS and ICS guidance.
3. The Emergency Management Division will work with city departments to incorporate NIMS into all applicable department/ agency incidents, events and exercises.
4. The Emergency Management Division and department directors will incorporate corrective actions into department/ agency preparedness and response plans procedures.

B. Communications

1. As appropriate, apply standardized and consistent terminology, including the use of plain language, in all department/agency communications protocols and/or plans for incident management and planned events.
2. Participate in the regional radio interoperability project and plan.
3. Develop systems, tools, and processes to ensure that incident managers at all levels share a common operating picture of an incident.
4. The Emergency Management Division will maintain a notification system for citizens and employees by name which is available for departmental use as well.

C. Resource Management

1. The EMC will maintain a department/agency inventory of incident management assets and identify those assets that conform to NIMS Resource Type Definitions.
2. The EMC will coordinate with applicable departments to maintain currency of submission to the Texas Regional Resource Network (TRRN).
3. The EMC will maintain mutual aid agreements between jurisdictions and private sector entities, as applicable to enhance support and response capabilities.
4. The EMC will work with the State of Texas to develop an interoperable credentialing process to authenticate individual and equipment capabilities during response to emergencies and disasters.

D. Command and Management

1. Manage all inter and intra-agency emergency incidents and planned events in accordance with ICS organizational structures, doctrine, and procedures defined in NIMS.
2. Coordinate internal response procedures and actions in accordance with the approved Emergency Management Plan and Annexes.
3. Coordinate and support multi-agency emergency incident and event management through Multiagency Coordination Systems (MACS).
4. Establish a Joint Information System and Joint Information Center for emergencies and major events involving more than one department or agency as applicable.

E. Supporting Technologies

1. Obtain and utilize technology and technological systems which support functions that are essential to implementing and refining NIMS.

F. Ongoing Management and Maintenance

1. The NIMS Integration Center will provide strategic direction and oversight in support of routine review and continental refinement of both the system and its standardized organizational structures over the long term.

V. SID Registration

A. **To register for a FEMA SID:**

1. go to <https://cdp.dhs.gov/femasid/>
2. Click the white "*Register for a FEMA SID*" button
3. Enter in all the requested information
4. Check the box "*I agree to the Privacy Statement*"
5. Click the blue "*Register*" button
6. Record you newly assigned FEMA SID and bring to all NIMS training.

B. **To recover a FEMA SID:**

1. go to <https://cdp.dhs.gov/femasid/>

2. Click the white "Forgot you FEMA SID" button
3. Enter in the email address you provided when registering.