



200 - NIMS Policy & Procedure for Pacific Fire Protection District

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SECTION I: GENERAL PURPOSE

The purpose of this policy/procedure is to:

1. Establish and document the minimum National Incident Management System (NIMS) training and documentation requirements for Pacific Fire Protection District (PFPD).
2. Establish a single point of contact that will be responsible for implementing components of the National Incident Management System (NIMS) in a timely manner. This point of contact is responsible for data entry and documentation.
3. Incorporate NIMS into all emergency operations and emergency management plans.

SECTION II: NIMS IMPLEMENTATION POLICY

DEPARTMENTS & AGENCIES ADHERING TO THIS POLICY

PFPD has developed a process to ensure that the NIMS is accurately and effectively implemented. This process identifies the training and exercise requirements, along with the policy for implementing the NIMS.

TRAINING AND EXERCISE

PFPD has identified the needs of NIMS training and the training levels required for our personnel. Based on the identification of these personnel, the following training and certification procedure is in effect: See attached chart listed as Appendix 1.

Training should take place within the following time period based on the date of service, promotion, or change of job duties.

IS 100 – 90 Days	IS 700a – 90 Days	IS 704 – 90 Days
IS 200 – 90 Days	IS 701 – 90 Days	IS 705 – 90 Days
IS 300 – One Year	IS 702 – 90 Days	IS 706 – 90 Days
IS 400 – One Year	IS 703 – 90 Days	IS 707 – 90 Days
		IS 800b – 90 Days

When available the PFPD will participate in State, Regional, and local exercises, including Tabletops, Functional and Full-Scale exercises. Exercise participation is contingent upon available resources and funding.

POLICY AND PLANNING

The components of NIMS have been implemented into PFPD policies and plans.

1. **COMMON OPERATING PICTURE.** A common operating picture is maintained through the use of the Incident Command System, common terminology and plain language.
2. **COMMON TERMINOLOGY.** Common terminology is utilized for all incident facilities and positions.
3. **PLAIN LANGUAGE.** Plain language shall be utilized in lieu of 10-codes, unless plain language institutes a threat to the safety and well-being of the responder, subjects or bystanders.
4. **PUBLIC INFORMATION SYSTEMS.** Public information is coordinated according to NIMS standards. Public Information Officers are utilized to interface with the media. All Public Information Officers are vetted by the PFPD Fire Chief and all press releases authorized by the Incident Commander prior to release.
5. **DOCUMENTATION.** Documentation is maintained on all department response activities. Additionally, certificates and training records shall be maintained for all personnel. NIMS implementation activities are documented on the NIMSCAST system. The National Incident Management System Compliance Assistance Support Tool (NIMSCAST) is a web based self-assessment tool for State, territorial, tribal, and local governments to evaluate and report their jurisdiction's achievements of all National Incident Management System (NIMS) Compliance objectives.

SECTION III: PROCEDURES

The following procedures shall be implemented, effective immediately upon approval of this implementation procedure.

A. PFPD NIMS Point of Contact (POC)

1. PFPD's Assistant Chief (AC) shall serve as the NIMS Point of Contact (POC) for NIMS implementation and documentation.
2. AC is responsible for NIMS and NIMSCAST implementation and record keeping within the department.
3. The NIMS Point of Contact's information shall be kept current and all changes shall be documented in NIMSCAST immediately upon modification of POC or POC information.
4. The [PFPD] NIMS POC will research and inform all necessary personnel of changes in training requirements.

B. Training Compliance and Documentation of NIMS

1. Training shall be completed by all personnel in accordance with the requirements defined in Appendix 1 of this procedure.
2. Documentation of NIMS certificates and training required by this policy and procedure shall be maintained by the NIMS POC.
3. Appropriate metrics/entry data shall be completed in NIMSCAST by the PFPD NIMS POC based on the implementation of NIMS. Fiscal Year metrics shall be documented in NIMSCAST each year by September 30th. Any applicable changes must be documented immediately in the NIMSCAST system.

SECTION IV: APPROVAL

This document provides an overview of the efforts necessary to address and implement the National Incident Management System (NIMS) as mandated by the Homeland Security Presidential Directive (HSPD) 5, *Management of Domestic Incidents*. This policy and procedure serves as the PFPD NIMS Implementation Plan, and will ensure that all personnel will receive adequate and appropriate training and that the fundamentals of NIMS are incorporated into the response operations of the Pacific Fire Protection District.

Printed Name

Signature
Fire Chief
Pacific Fire Protection District

Date

Appendix 1: Position Certifications

NIMS/IS Training Guidelines

<p>Entry Level First Responders and Disaster Workers</p> <ul style="list-style-type: none"> • Board of Directors 	<p>REQUIRED:</p> <ul style="list-style-type: none"> • IS-700a, IS-100
<p>First Line Supervisors, Single Resource Leaders</p> <ul style="list-style-type: none"> • Firefighter/Engineer 	<p>REQUIRED:</p> <ul style="list-style-type: none"> • IS-700a, IS-100, and IS-200
<p>Mid-Management, Strike Team Leaders, Division/Group Supervisors/Branch Directors</p> <ul style="list-style-type: none"> • Captain/Lieutenant 	<p>REQUIRED:</p> <ul style="list-style-type: none"> • IS-700a, IS-800b, IS-100, IS-200, IS-300
<p>Command and General Staff</p> <ul style="list-style-type: none"> • Battalion Chief/Deputy Chief/Assistant Chief/Chief 	<p>REQUIRED:</p> <ul style="list-style-type: none"> • IS-700a, IS-701, IS-800b, IS-100, IS-200, IS-300, IS-400
<p>Public Information Officer (PIO)</p> <ul style="list-style-type: none"> • Anyone Assigned Public Information Officer Role • Anyone Authorized to Interface with Media 	<p>REQUIRED:</p> <ul style="list-style-type: none"> • IS-700a, IS-701, IS-702: NIMS: An Introduction

<p>Emergency Management Staff/MACC Staff</p> <ul style="list-style-type: none"> • Emergency Management Coordinator • Emergency Operations Center Staff • Any Responder working in EOC 	<p>REQUIRED:</p> <ul style="list-style-type: none"> • IS-700a: NIMS: An Introduction • IS-701: NIMS Multiagency Coordination System (MACS) • IS- 703: NIMS Resource Management • IS- 704: NIMS Communications and Information Management • IS- 800b: National Response Framework • IS- 100: An introduction to ICS • IS-200: ICS for Single Resources and Initial Action Incidents • IS- 300 Intermediate ICS • IS- 400 Advanced ICS
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Appendix 2: IS Training Certification Survey

Date/Survey Year: _____

Department Name: _____

Department POC: _____

Department POC Signature: _____

This information accurately represents the individuals that have been informed of the appropriate level of NIMS training, the number of individuals required to complete training, and the number of individuals that have completed training with documentation.

IS Course Number	Number of personnel requiring training	Number of personnel that have completed training
IS 100		
IS 200		
IS 300		
IS 400		
IS 700		

IS 701		
IS 702		
IS 703		
IS 704		
IS 705		
IS 706		
IS 707		
IS 800		

Additional online training information may be obtained at <http://training.fema.gov/IS/crslist.asp>.