

NIMS Policy & Procedure for Tom Green County



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SECTION I: GENERAL PURPOSE

The purpose of this policy/procedure is to:

1. Establish and document the minimum training and documentation requirements for Tom Green County.
2. Establish a single point of contact that will be responsible for implementing all components of the National Incident Management System (NIMS) in a timely manner. This point of contact is responsible for data entry and documentation in the NIMS Compliance Assistance Support Tool (NIMSCAST).
3. Incorporate NIMS into all emergency operations and emergency management plans.

SECTION II: NIMS IMPLEMENTATION POLICY

DEPARTMENTS & AGENCIES ADHERING TO THIS POLICY

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

Tom Green County has identified the Departments and or Positions that are required to comply with this process and all associated procedures. Refer to Appendix 1

TRAINING AND EXERCISE

Tom Green County 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 employment/service, promotion, or change of job duties.

1. IS 100 - 90 days
2. IS 200 - 90 days
3. IS 300 - one year
4. IS 400 - one year
5. IS 700a - 90 days
6. IS 701 - 90 days
7. IS 702 - 90 days
8. IS 703 - 90 days
9. IS 704 - 90 days

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- 10. IS 705 - 90 days
- 11. IS 706 - 90 days
- 12. IS 707 - 90 days
- 13. IS 800b - 90 days

Tom Green County will participate in State, Regional, and local exercises, including Tabletops, Functional and Full-Scale exercises, when available. Exercise participation is contingent upon available resources and funding.

POLICY AND PLANNING

The components of NIMS have been implemented into Tom Green County 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 County Judge or County Sheriff 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.
6. **CERTIFICATES.** Copies of the certificate shall be submitted to the Tom Green County Clerk to be recorded. Once recorded the copy will be forwarded to the Tom Green County Treasurer for record retention. [In addition, County Sheriff will maintain record retention for Sheriff and Jail Personnel.]
7. **REVIEW.** This policy will be reviewed for contact on an annual basis and in its entirety every five (5) years. Any changes will be approved by Commissioners Court.

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SECTION III: PROCEDURES

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

A. NIMS & Tom Green County Point of Contact (POC)

1. The County Judge shall appoint, in writing, an agency NIMS Point of Contact (POC) for NIMS implementation. *Appendix 3.*
2. Each Elected Official or Department Head of Tom Green County identified in this policy under section II will act as the NIMS point of contact for their respective department. Record keeping will be in accordance to Section II > Policy and Planning> Item 6. Certificates.
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 Tom Green County NIMS POC will research and inform all necessary department POC's 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. The Tom Green County NIMS POC shall maintain documentation on all NIMS training and participation in all exercises by the Tom Green County Departments listed in Appendix I.
3. Documentation of NIMS certificates and training required by this policy and procedure shall be maintained by the Tom Green County NIMS POC ; who shall submit a completed *Appendix 2: ICS Training Certification Survey* to the Tom Green County Commissioners' Court by **August 31st** of each year.
4. Appropriate metrics shall be completed in NIMSCAST by the agency NIMS POC, based on the implementation of NIMS. Fiscal Year metrics shall be documented in NIMSCAST each year. Any applicable changes must be documented immediately in the NIMSCAST system.

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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 Tom Green County's 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 Tom Green County.

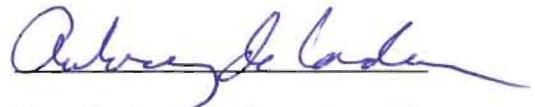
Approved on this the 30th Day of APRIL, 2013.



Mike Brown, County Judge



Ralph Hoelscher, Comm. Pct. #1



Aubrey DeCordova, Comm. Pct. #2



Steve Floyd, Comm. Pct. #3



Bill Ford, Comm. Pct. #4

Appendix 1: Position Certifications

NIMS/IS Training Guidelines

Tom Green County

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| <p>Local Jurisdictions: Level 1 Entry Level First Responders and Disaster Workers</p> <ul style="list-style-type: none"> • Law Enforcement- Certified Peace Officers • Road and Bridge Departments • County Clerk Chief Deputy • District Clerk Chief Deputy • Commissioners Court Admin. Asst. • County Judge Admin. Asst. | <p>REQUIRED:</p> <ul style="list-style-type: none"> • IS-700a: NIMS: An Introduction • IS- 800b: National Response Framework • IS- 100: An introduction to ICS |
| <p>Local Jurisdictions: Level 2 First Line Supervisors, Single Resource Leaders</p> <ul style="list-style-type: none"> • Law Enforcement: Corporal • Facility Maintenance Supervisor • IT Staff • HR/Risk Staff • Purchasing Staff • Auditor Staff • County Commissioners • County Extension Agents • County Treasurer Staff • County Treasurer-Compliance Staff • County Treasurer-Indigent Health Staff | <p>REQUIRED:</p> <ul style="list-style-type: none"> • IS-700a: NIMS: An Introduction • IS- 800b: National Response Framework • IS- 100: An introduction to ICS • IS-200: ICS for Single Resources and Initial Action Incidents |
| <p>Local Jurisdictions: Level 3 Mid-Management; Strike Team Leaders, Division/Group Supervisors, Branch Directors</p> <ul style="list-style-type: none"> • Law Enforcement: Sergeants | <p>REQUIRED:</p> <ul style="list-style-type: none"> • IS-700a: NIMS: An Introduction • 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 |
| <p>Local Jurisdictions: Level 4 Command and General Staff</p> <ul style="list-style-type: none"> • Law Enforcement: Command Staff • County Constables | <p>REQUIRED:</p> <ul style="list-style-type: none"> • IS-700a: NIMS: An Introduction • IS-701: NIMS Multiagency Coordination System (MACS) • 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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| <p>Local Jurisdictions: Level 5 Public Information Officer (PIO)</p> <ul style="list-style-type: none"> • County Judge designated PIO • County Sheriff designated PIO • County Treasurer • County Auditor • County Risk Officer • Sheriff Command Staff | <p>REQUIRED:</p> <ul style="list-style-type: none"> • IS-700a: NIMS: An Introduction • IS-701: NIMS Multiagency Coordination System (MACS) • IS-702: NIMS Public Information Systems • IS- 800b: National Response Framework |
| <p>Local Jurisdictions: Level 6 Emergency Management Staff/MACC Staff</p> <ul style="list-style-type: none"> • Emergency Management Coordinator • Emergency Operations Center Staff • Treasurer: Chief Deputy • Auditor: 1st Assistant • Facilities Maintenance Director • Fleet Maintenance Director | <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 |
| <p>Local Jurisdictions: Level 7 Elected/Appointed Officials –Serving EOC</p> <ul style="list-style-type: none"> • County Judge • County Sheriff • County Treasurer • County Auditor | <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 <p>REQUIRED IF SERVING AS:</p> <ul style="list-style-type: none"> • Public Information Officer: IS-702: NIMS Public Information Systems |

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| <p>Local Jurisdictions: Level 8 Elected Officials –</p> <ul style="list-style-type: none"> • Justice of the Peace Judges • County Clerk • District Clerk • County Attorney | <p>REQUIRED:</p> <ul style="list-style-type: none"> • IS-700a: NIMS: An Introduction • IS- 704: NIMS Communications and Information Management • IS- 800b: National Response Framework <p>OPTIONAL:</p> <ul style="list-style-type: none"> • IS- 100: An introduction to ICS |
| <p>Local Jurisdictions: Level 0 Elected Officials – Training Optional</p> <ul style="list-style-type: none"> • County Court at Law Judges • District Attorneys • District Judges • County Tax Assessor-Collector | <p>OPTIONAL:</p> <ul style="list-style-type: none"> • IS-700a: NIMS: An Introduction • IS- 704: NIMS Communications and Information Management • IS- 800b: National Response Framework |
| <p>Local Jurisdictions: County Departments Excluded</p> <ul style="list-style-type: none"> • Departments not named above • Positions not named above | <p>REQUIRED:</p> <ul style="list-style-type: none"> • N/A <p>OPTIONAL:</p> <ul style="list-style-type: none"> • IS-700a: NIMS: An Introduction • IS- 800b: National Response Framework |

Appendix 2:
Tom Green County
IS Training Certification Survey

Date/Survey Year: _____

NIMS POC: _____

NIMS 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.

Summary Count

Details on Attached Excel Spreadsheet

| 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>.

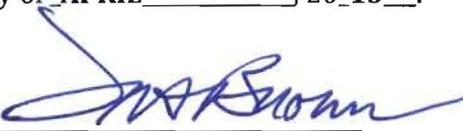
Appendix 3:

Tom Green County NIMS Point of Contact

Pursuant to Section III > A. NIMS & Tom Green County Point of Contact (POC) > Item 1 Tom Green County NIMS POC

_____**Dianna Spieker, Tom Green County Treasurer**_____, is hereby appointed NIMS POC for Tom Green County.

Approved on this the 30th Day of APRIL, 2013.



Mike Brown, County Judge