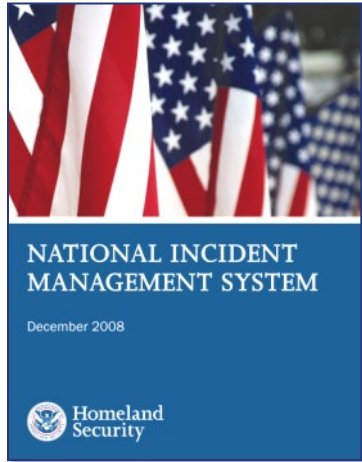


W-402

National Incident Management System (NIMs) Overview for Civil Authorities



National Incident Management System



- **What?** . . . NIMS provides a consistent nationwide template . . .
- **Who?** . . . to enable Federal, State, tribal, and local governments, the private sector, and nongovernmental organizations to work together . . .
- **How?** . . . to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location, or complexity . . .
- **Why?** . . . in order to reduce the loss of life and property, and harm to the environment.

Federalism in Emergency Management

Federal Government is Last Resort!

State Government provides support

Local Government is First Response!

**Individuals and
Households**

**Private
Sector**

**Nongovernmental
Organizations**

What is Emergency Management?

Emergency Management (EM) is the organized effort of managing all types of emergencies and disasters by coordinating the actions of numerous agencies and organizations.

EM includes four phases of disaster activity:

- Mitigation
- Preparedness
- Response
- Recovery

It applies to all risks: attack, man-made, and natural, in a federal-state-local partnership



Emergency Management Program

- The Town Emergency Management Program belongs to the jurisdiction's elected officials.
- They appoint someone to serve as Emergency Management Director to run the program for them.
- (See Program Review sheet)

Whole Community Response





Senior Leader Essential Responsibilities

- Ensure the continuity of government
- Keep the media and public informed
- Request assistance from state agencies through the County Emergency Operations Center (EOC)
- Resolve any resource allocation conflicts
- Coordinate with other senior officials and whole community partners
- Set priorities in coordination with other senior officials
- Take steps to ensure the organization follows state and Federal restrictions and requirements

Senior Leaders Role

- Understand the Emergency Management Mission
- Review your Authorities
- Learn about your Emergency Team
- Review your Plans and Resources
- Know how to lead during a Crisis
- Promote Community Preparedness

Leadership



Most importantly, Senior Officials provide leadership.

- Motivating and supporting your emergency manager and emergency responders so that they can accomplish difficult tasks under dangerous, stressful circumstances.
- Instilling confidence in the public that the incident is being managed effectively.

Statutory Requirements

Federal:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Post-Katrina Emergency Management Reform Act
- Homeland Security Act
- Presidential Policy Directive -8 National Preparedness

State:

- Maine Revised Statute Title 37-B, Chapter 13: Maine Emergency Management Agency

Local:

- Civil Preparedness Ordinances
- Local Resident Expectations

Disaster Realities

- Every disaster starts at the local level and ends at the local level
- A disaster impacts your citizens and even our own families
- Your duty as appointed and elected officials is to protect the health and safety of your residents
- Your citizens look to you for direction and assurance
- You have the responsibility to make key decisions before, during and after a disaster

The Emergency Mgmt Program

Federal Emergency Management Agency (FEMA)

Maine Emergency Management Agency (MEMA)

County Emergency Management Agency

Municipal Emergency Management Director

- The elected officials appoint the EMD
- The EMD works for the elected officials to manage the EM program
- Needs the strong moral support of the elected officials
- The Local EM program is the Foundation of EM in the State.

Maine Title 37-B, Chapter 13

§781. MUNICIPAL, COUNTY AND REGIONAL AGENCIES

Municipal or interjurisdictional agencies.

- Each municipality of the State must be served by a municipal or interjurisdictional agency responsible for emergency management.

Does allow for two or more towns to create a single agency and appoint a single director

Local EM Program

A capable and effective EM program can pay big dividends

- Better prepared (planned, staffed, equipped, trained and exercised) public safety departments
- Federal Funding possible when NIMS Compliant
- Technical Support for EM and 1st Responders
- Disaster Assistance Funds (Public and Individual)
- Better prepared citizenry (Disaster Preparedness)
- More effective and coordinated responses and recovery activities

Maine Title 37-B, Chapter 13

§782. AGENCY DIRECTOR

- A director must be appointed for each municipal emergency management agency
- A director of an emergency management agency may not be at the same time an executive officer or member of the executive body of a municipality
- Notwithstanding, a town manager or administrative assistant may also be appointed to serve as the director of an emergency management agency.
- A director may be removed by the appointing authority for cause

Maine Title 37-B, Chapter 13

§783. DISASTER EMERGENCY PLAN

Each municipal EMA shall prepare and keep a current disaster emergency plan for the area subject to its jurisdiction. That plan must include:

- Identification of disasters to which the jurisdiction is or may be vulnerable
- Identification of the procedures and operations which will be necessary to prevent or minimize injury and damage
- Identification personnel, equipment and supplies required to implement those procedures and operations
- Recommendations for preparedness measures

Disaster Plan

- Also known as the Emergency Operations Plan (EOP)
- This is the municipal document which describes who will do what, when, and with what resources, and by what authority--before, during, and immediately after an emergency
- It will guide all members of your emergency response team through a disaster event and hopefully lessen the impacts of the disaster on your community and residents

Maine Title 37-B, Chapter 13

Section 784, Mutual Aid Arrangements

- The local EM director has the authority to develop mutual aid agreements for reciprocal EM aid and assistance in case of a disaster too great to be dealt with unassisted.
- In time of emergency each local organization for emergency management shall render assistance in accordance with the mutual aid arrangements.

Mutual Aid

Emergency Management Mutual Aid should include:

- Other EM programs (County and Municipal)
- Other government entities (public works, water, sanitation, general assistance, etc)
- Local public organizations (Vets, ATV clubs, etc)
- Local Businesses and Contractors
- Can provide services, facilities, products, etc
- **BIG SAVINGS** during a disaster!

Maine Title 37-B, Chapter 13

Section 784-A, Right to Call for and employ assistance

- Local EMA organizations may employ any person considered necessary to assist with emergency management activities.
- All persons called and employed for assistance shall proceed as directed by the EMA Director.
- Any person called and employed for assistance is deemed to be an employee of the State for purposes of immunity from liability and for purposes of workers' compensation insurance

Employing Assistance

The municipal, county and state EM Director's can accept volunteers to help with the disaster

Will be considered "state employees" for liability and worker's compensation

Should "credential" the volunteers

- Ensure that they are qualified to do the job
- Collect any licenses, certificates, etc to prove
- Provide a list of names of volunteers to state as soon as possible before or during the disaster

Maine Title 37-B, Chapter 13

Section 824, Appropriations

- Each municipality may make appropriations for the payment of expenses of its local EMA in the same manner as for its other ordinary expenses
- In making those appropriations, the municipality shall specify the amounts and purposes for which the money appropriated may be used by the local EMA

EMA Appropriations

Municipalities may provide for a budget for their EM program

- EM Director Stipend
- Operating Budget
- Disaster Reserves

Not an expensive program

Maine Title 37-B, Chapter 13

Section 831, Utilization of services

- The executive officers or governing bodies of the political subdivisions of the State shall utilize the services and facilities of existing departments, offices and agencies of their political subdivisions to the maximum extent practicable
- The officers and personnel of all departments, offices and agencies shall cooperate with and extend their services and facilities to the emergency management organizations of the State upon request

Utilization of Services

The municipal officers have the authority to require municipal departments and offices to support the response to the disaster event

The municipal departments and offices have the responsibility to assist the emergency management program when requested

Example: Staffing the Town EOC

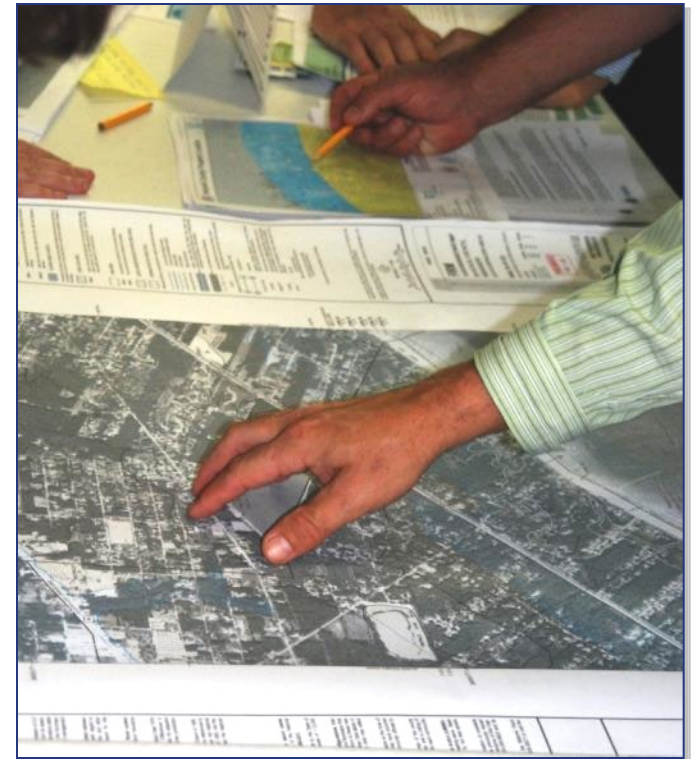
Local Ordinances

- Many towns have local ordinances for civil preparedness or emergency management.
- Local officials should be aware of the responsibilities and authorities listed in their local ordinance.
- If a town does not have such an ordinance, it might be wise to have one to ensure that the disaster response has fewer conflicts and gaps.

Check Plans, Policies, and Laws

Do your community's plans, policies, and ordinances:

- Integrate with NIMS?
- Cover all-hazards?
- Include delegations of authority?
- Assign Roles and Responsibilities?

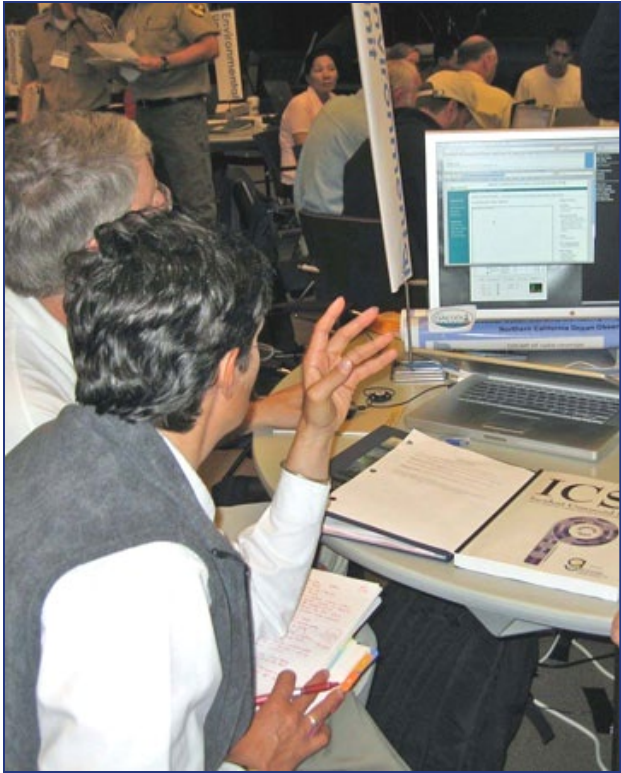




Establish Communications and Information Systems

- Do you have procedures for:
 - Disseminating warnings to residents?
 - Communicating operational decisions?
 - Developing and maintaining situation awareness?
- Can responders from different departments (e.g., fire, police, public works) or mutual aid partners communicate with one another?

Training, Credentialing, & Exercising



- Can you verify that personnel meet established professional standards for:
 - Training
 - Performance
- When was the last tabletop or functional exercise that practiced command and coordination functions? Did you participate in that exercise?



EOC Policy Group

The Policy Group is made up of the Elected Officials:

- Serves as a policy-level body during incidents
- Supports resource prioritization and allocation
- Enables decision-making among elected and appointed officials

Membership includes:

- Town Selectpersons/Councilors
- County Commissioners



Incident Management & Coordination

When disasters occur, response happens at two levels:

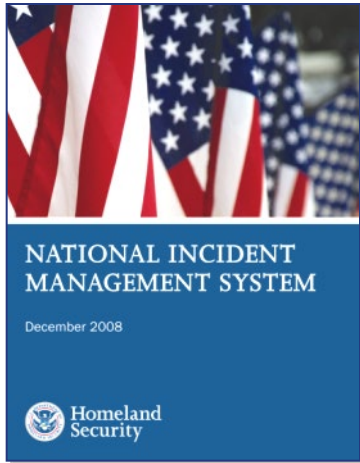
- **Incident Command System (ICS)** – manages tactical activities that aim to stabilize an incident, save lives, and protect property and the environment
 - Led by Incident Commander (IC)
- **Emergency Operations Center (EOC)** – provides incident support activities, including strategic coordination, resource acquisition, and information gathering
 - Led by Policy Group
 - Managed by EOC manager



Recovery

- Recovery focuses on the timely restoration, strengthening, and revitalization of communities affected by a catastrophic incident.
- FEMA's Public Assistance (PA) grants program provides Federal assistance to government organizations and some private nonprofit organizations following a presidential disaster declaration.
- The Federal share of assistance is 75 percent of the eligible cost. The State picks up 15% and the Town covers 10%.

NIMS Components



Preparedness

**Communications and
Information Management**

Resource Management

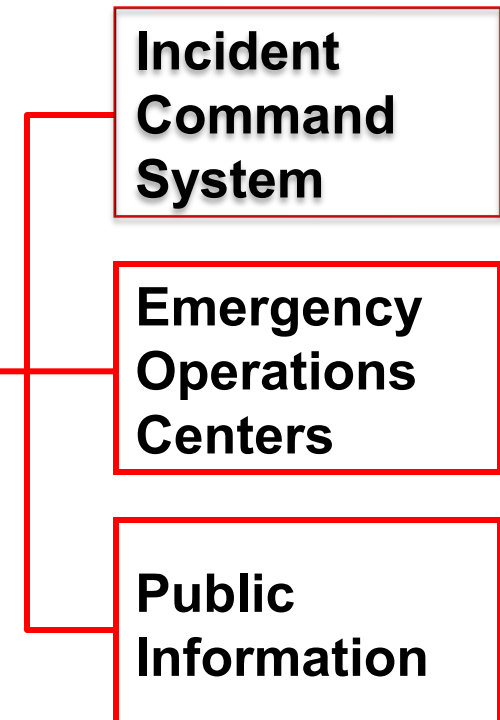
Command and Management

**Ongoing Management and
Maintenance**

**Incident
Command
System**

**Emergency
Operations
Centers**

**Public
Information**



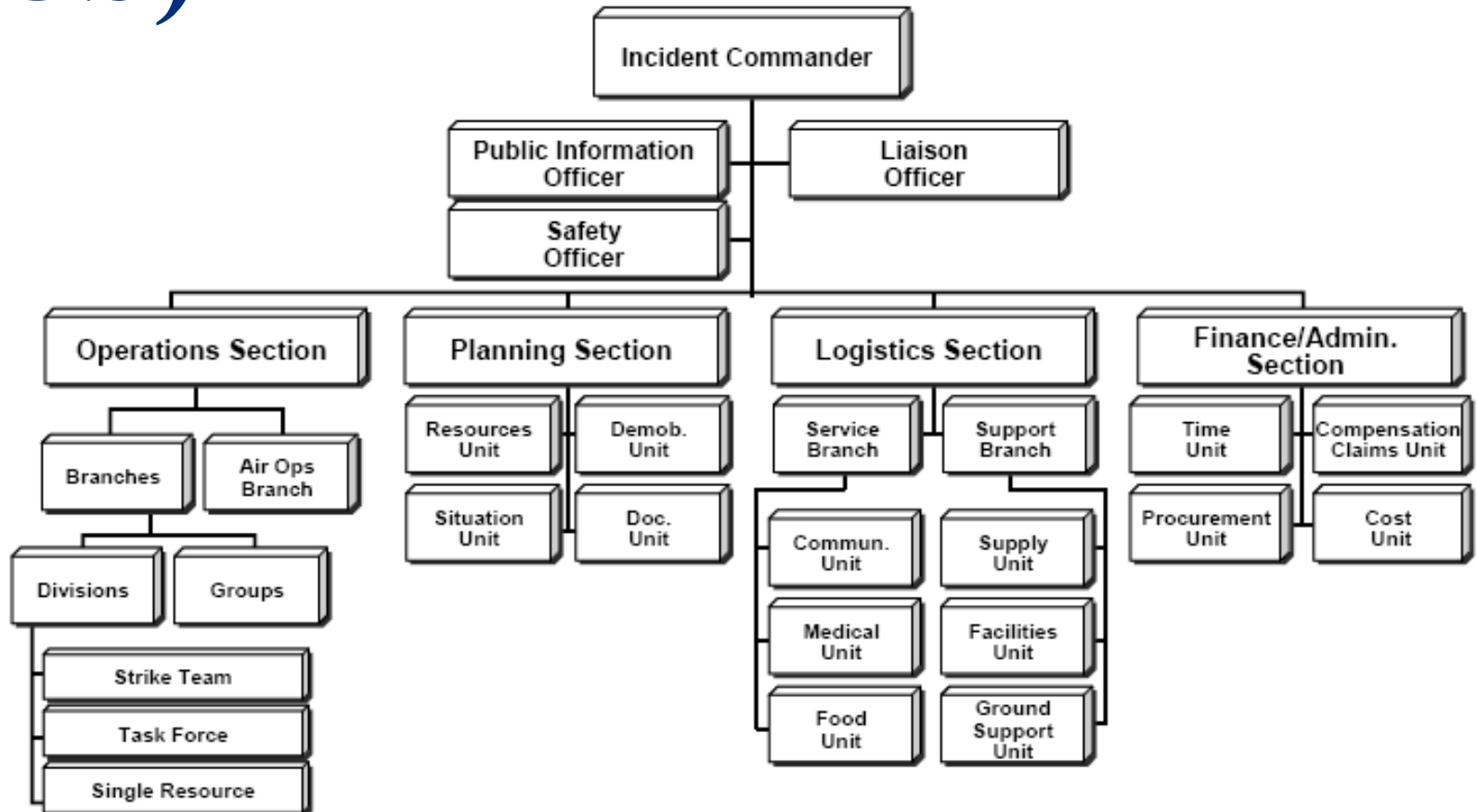


NIMS & Institutionalizing ICS

To get Preparedness Grants, Governmental officials must:

- Adopt the ICS through executive order or ordinance as the community's official incident response system.
- Direct that emergency managers and public safety organizations train, exercise, and use the ICS.
- Integrate ICS into emergency operations policies, plans, and procedures.
- Conduct ICS training for public safety responders and emergency managers.
- Conduct disaster exercises.

Incident Command System (ICS)



Incident Command System

- **Is a standardized, on-scene, all-hazards incident management concept.**
- **Allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.**



Examples of Incidents Managed Using ICS



- Fire, both structural and wildland
- Natural disasters, such as floods, ice storms, or wind storms.
- Search and rescue missions
- Hazardous materials incidents
- Terrorist incidents, including the use of weapons of mass destruction
- Other planned events, such as parades or demonstrations

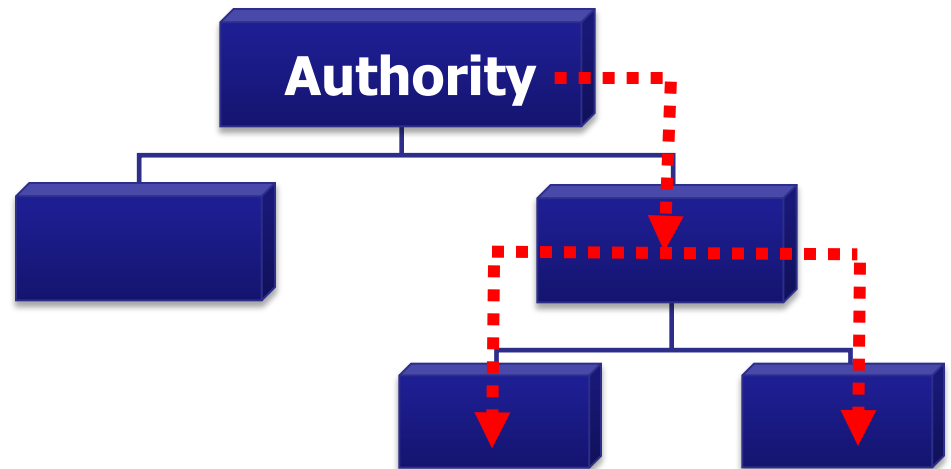
ICS Benefits



- Meets the needs of incidents of any kind or size.
- Allows personnel from a variety of departments to meld rapidly into a common management structure.
- Provides logistical and administrative support.
- Is cost effective by avoiding duplication of efforts.

Chain of Command

- **Chain of command** is an orderly line of authority within the ranks of the incident management organization.
- **Unity of command** means that every individual has a designated supervisor to whom he or she reports at the scene of the incident.



Incident Commander

Upon arriving at an incident, the higher ranking person will either assume command, maintain command as is, or transfer command to a third party.



The most qualified person at the scene is designated as the Incident Commander.

Incident Commander's Role



The Incident Commander:

- Provides overall leadership for incident response.
- Takes policy direction from the Elected Officials.
- Delegates authority to others.
- Ensures incident safety.
- Establishes incident objectives.

Elected Officials' Role & Responsibilities

- Provide policy guidance on priorities and objectives based on the situation and the Emergency Operations Plan (EOP).
- Approve resources and support to the incident command from the Emergency Operations Center (EOC).

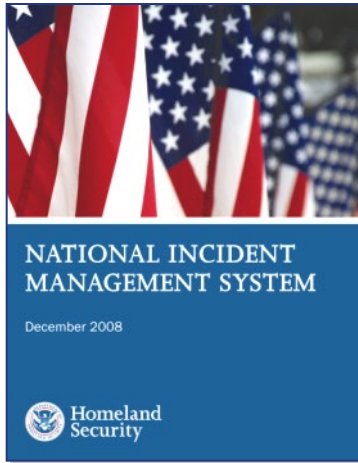




Command vs. Coordination

What is the difference between command and coordination?

NIMS: Command

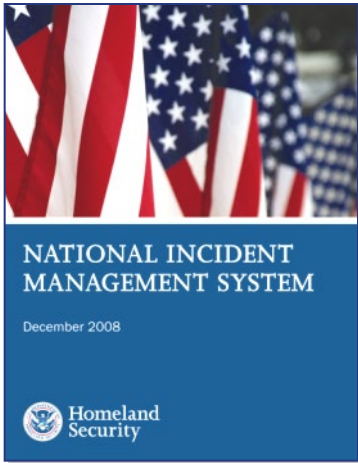


Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Who has the explicit authority for the management of all incident operations?



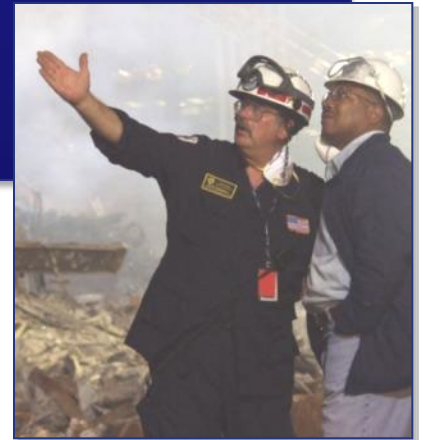
NIMS: Coordination



Coordination is a process that allows all levels of government and all disciplines to work together more efficiently and effectively.

Senior Officials Delegate Command Authority

- Executives/Elected Officials delegate authority to the Incident Commander for on-scene operations.
- The Incident Commander has direct tactical and operational responsibility for conducting incident management activities.





Incident Management Roles

Incident Commander's Role

- Manages the incident at the scene.
- Keeps the EOC informed on all important matters pertaining to the incident.

Elected Officials' Role

These officials provide the following to the Incident Commander:

- Policy
- Strategic direction
- Authority

To maintain unity of command and safety of responders, the chain of command must NOT be bypassed.



Incident Complexity & Resource Needs

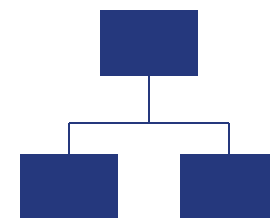
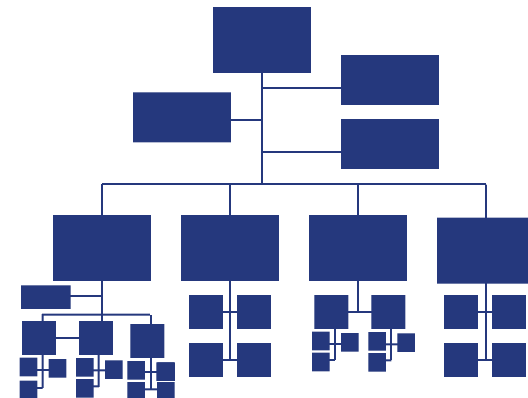
Incident Complexity

Resource Needs

ICS Structure

↑

Complexity



Overall Priorities

Initial decisions and objectives are established based on the following priorities:

#1: Life Safety

#2: Incident Stabilization

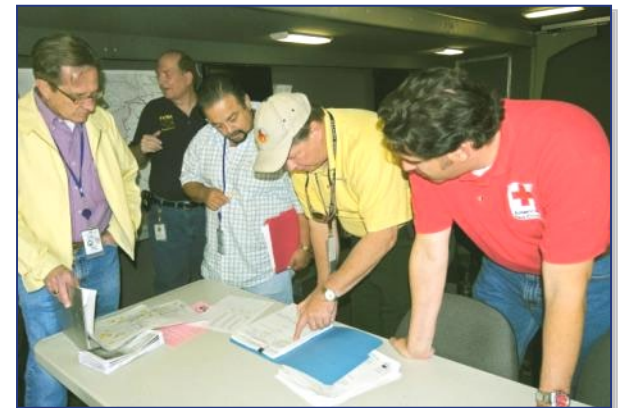
#3: Property/Environmental Protection



Unified Command

As a team effort, Unified Command allows all agencies with jurisdictional authority or functional responsibility for an incident to jointly provide management direction to the incident.

In Unified Command, no agency's legal authorities will be compromised or neglected.

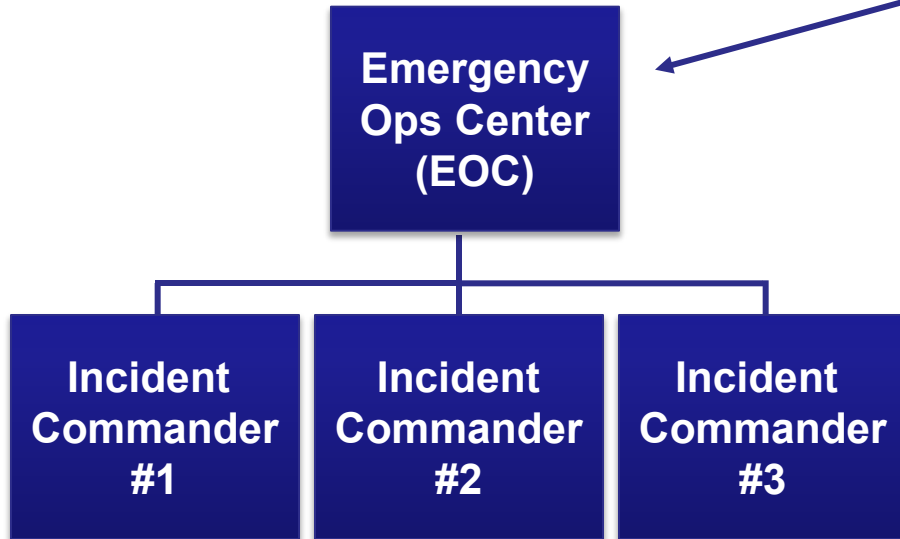


Unified Command

- Establish a common set of incident objectives and strategies.
- Allows Incident Commanders to make joint decisions by establishing a single command structure.
- Maintains unity of command. Each employee reports to only one supervisor.



Key Terms



Emergency Operations Center:
The physical location at which the coordination of information and resources to support incident management takes place.

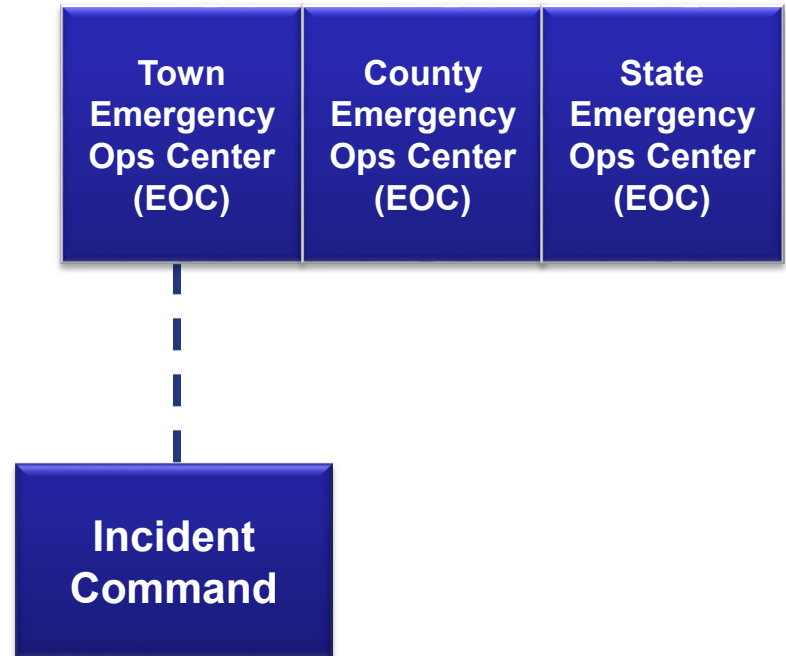
Elected Officials work at the EOC as the Policy Group.

Incident Commander: Performs primary tactical-level, on-scene incident command functions. The Incident Commander is located at an Incident Command Post at the incident scene.

Support and Coordination

Provide support and coordination to incident command by:

- Making policy decisions.
- Establishing priorities.
- Resolving resource issues.
- Facilitating logistics support and resource tracking.
- Collecting, analyzing, and disseminating information.



Speaking With One Voice



- Elected Officials must coordinate and integrate messages with the Public Information Officer(s) and other departments.

Incident Management Assessment

Assessment is an important leadership responsibility.

Assessment methods include:

- Responder debriefing
- After-Action review
- Corrective actions





After-Action Review

Ensure an after-action review is conducted and answers the following questions:

- What did we set out to do?
- What actually happened?
- Why did it happen?
- What are we going to do different next time?
- Are there lessons learned that should be shared?
- What follow up is needed?



W-402

**National Incident Management
System (NIMs) Overview for
Executives/
Elected Officials**