

RESOLUTION NO. 328

**A RESOLUTION OF THE CITY OF WOODINVILLE, WASHINGTON
ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM
(NIMS).**

WHEREAS, Homeland Security Presidential Directive / HSPD-5, issued on February 28, 2003 established the National Incident Management System (NIMS); and

WHEREAS, the NIMS establishes a single, comprehensive approach to domestic incident management to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together using a national approach to domestic incident management regardless of cause, size or complexity; and

WHEREAS, the NIMS provides a consistent nationwide approach for Federal, State, and local governments to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of the cause, size or complexity; and

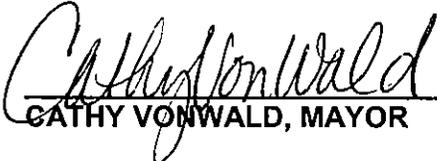
WHEREAS, the NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, management of resources and reporting; and

WHEREAS, beginning October 1, 2006 all Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent provided by law, for providing Federal preparedness assistance through grants, contracts or other activities to local governments;

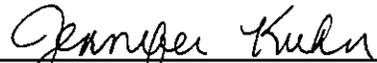
**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE,
WASHINGTON HEREBY RESOLVES AS FOLLOWS:**

That the City of Woodinville, Washington hereby adopts the National Incident Management System (NIMS) as its system of preparing for and responding to disaster incidents.

RESOLVED this 21st day of May 2007.


CATHY VONWALD, MAYOR

ATTEST/AUTHENTICATED:


JENNIFER KUHN
CITY CLERK/CMC

City of Woodinville

National Incident Management System (NIMS) Implementation Plan 2007

TABLE OF CONTENTS

| | |
|---|----------|
| Section I: | |
| General..... | 2 |
| Section II: | |
| Concept of Implementation..... | 3 |
| Section III: | |
| Staff Training..... | 4 |
| Section IV: | |
| Modification of Plans, Procedures, and Policies..... | 5 |
| ATTACHMENTS | |
| A – Who Should Receive NIMS Training..... | 6 |
| B –NIMS Adoption Resolution No. 328..... | 8 |

SECTION I: GENERAL

I-1. Purpose

This document establishes the City of Woodinville NIMS Implementation Plan in order to ensure compliance with Homeland Security Presidential Directive 5 (HSPD-5), *Management of Domestic Incidents*. HSPD-5 requires all federal, state, and local agencies and jurisdictions to adopt the NIMS and use it in their incident management and emergency prevention, preparedness, response, recovery, and mitigation activities, as well as in support of all actions taken to assist state or local entities. This plan also illustrates the intended methods for incorporation of the NIMS into plans, procedures, policies, and training programs.

I-2. Scope

- a. This plan applies to all City of Woodinville Emergency Management plans, procedures, policies, and emergency management and emergency response training programs.

I-3. Responsibilities

- a. City of Woodinville Emergency Management will:
 - (1) Ensure that FFY05, FFY06, and FFY07 minimum requirements are met as soon as possible.
 - (2) Share this document and NIMS implementation information with appropriate county offices, departments, and emergency response agencies, and others as requested, and needed.
 - (3) Provide NIMS implementation assistance to other offices, jurisdictions, or districts on request.
 - (4) Certify with agencies participating in Federal Preparedness grants coordinated by Washington State Military Department, Emergency Management Division (EMD) that the agency is NIMS compliant, or is in the process of implementation.

SECTION II: IMPLEMENTATION

II-1 Minimum NIMS Implementation Requirements – County and Local

The minimum NIMS implementation requirements listed include those from FFY05, FFY06 and FFY07 and should be completed by September 30, 2007. However, with the late start on meeting this requirement a schedule will be established to show that the City of Woodinville is working toward compliance.

a. Completing the NIMS Training

| Training Course/Internal Training | | Estimated Time |
|---|-------------------|--------------------------------------|
| IS-700 National Incident Management System (required) http://www.training.fema.gov/EMIWeb/IS/is700.asp | Can be self study | Up to 3 hours |
| IS-100, Basic Incident Management System or IS-100PW http://www.training.fema.gov/EMIWeb/IS/is100.asp | Can be self study | 1 classroom day |
| IS-200 or ICS-200 Basic ICS for Single Resources and Initial Action Incident http://www.training.fema.gov/EMIWeb/IS/is200.asp | Can be self study | 2 classroom days |
| I 300, Intermediate ICS or equivalent Info at: http://www.fema.gov/pdf/emergency/nims/ics_300_fs.pdf | | 20 to 24 hours (3 classroom days) |
| I 400, Advanced ICS or equivalent http://www.fema.gov/pdf/emergency/nims/ics_400_fs.pdf | | Up to 14 hours (2 classroom days) |
| IS-800.A National Response Plan - An Introduction http://training.fema.gov/emiweb/IS/is800a.asp | Can be self study | |

b. **Formally recognizing NIMS and adopting NIMS principles and policies.** City Resolution No 328 (Attachment A) was approved by the Woodinville City Council on May 21, 2007. The Resolution requires NIMS and ICS integration into all emergency management and emergency related plans, procurements, and training.

c. **Establish a NIMS baseline by determining which NIMS requirements are already satisfied.**

d. **Establishing a timeframe and developing a strategy for full NIMS implementation.** This plan is the first part of strategy development. The results of the baseline survey will provide data to determine the timeline to complete FY 2005 minimum requirements as well as full NIMS implementation.

e. **Institutionalizing the use of the ICS.** City of Woodinville will continue to institutionalize the use of the ICS through the formal adoption of NIMS, revising plans and policies, and using ICS in exercises and drills.

SECTION III: STAFF TRAINING

III-1. Identification of Training Components

Lower level training may be done on-line, as a self study course. These courses are available at: <http://www.training.fema.gov/EMIWeb/IS/crslist.asp>

The following table shows the schedule for training that employees should receive for NIMS implementation. For who should take which course, see Attachment B.

| Training Course/Internal Training | Expected Completion Date |
|--|--|
| IS-700 National Incident Management System (required) | 9/30/2007 |
| IS-100, Basic Incident Management System or IS-100PW | Done in 2005, but lack documentation on completion. |
| IS-200 or ICS-200 Basic ICS for Single Resources and Initial Action Incident | 9/30/2007 |
| I 300, Intermediate ICS or equivalent | 3/31/2008 |
| I 400, Advanced ICS or equivalent | Complete. WFLSD has personnel trained to this level. |
| IS-800.A National Response Plan - An Introduction | 9/30/2007 |

SECTION IV: MODIFICATION OF PLANS, PROCEDURES, AND POLICIES

IV-1. Identification of Plans, Procedures, and Policies

The following chart identifies plans, procedures, and policies requiring enhancement/modification to reflect full adoption of the NIMS. The Emergency Manager will be responsible for the following updates.

| Plan, Procedure, or Policy | Schedule |
|--|---|
| City Hazard Identification & Vulnerability Analysis (HIVA) | Underway, Completion in September 2007 |
| City Comprehensive Emergency Management Plan (CEMP) | Existing Review Process, complete in 2008 |
| | |

IV-2. Resource Management

The NIMS emphasizes the importance of maintaining accurate and up-to-date information on response resources as a part of incident management. Resource typing definitions for 120 of the most commonly requested response resources are available at:

<http://www.fema.gov/emergency/nims/rm/rt.shtm>

The City of Woodinville will review and update their resource inventories to comply with the NIMS typed definitions.

ATTACHMENT A

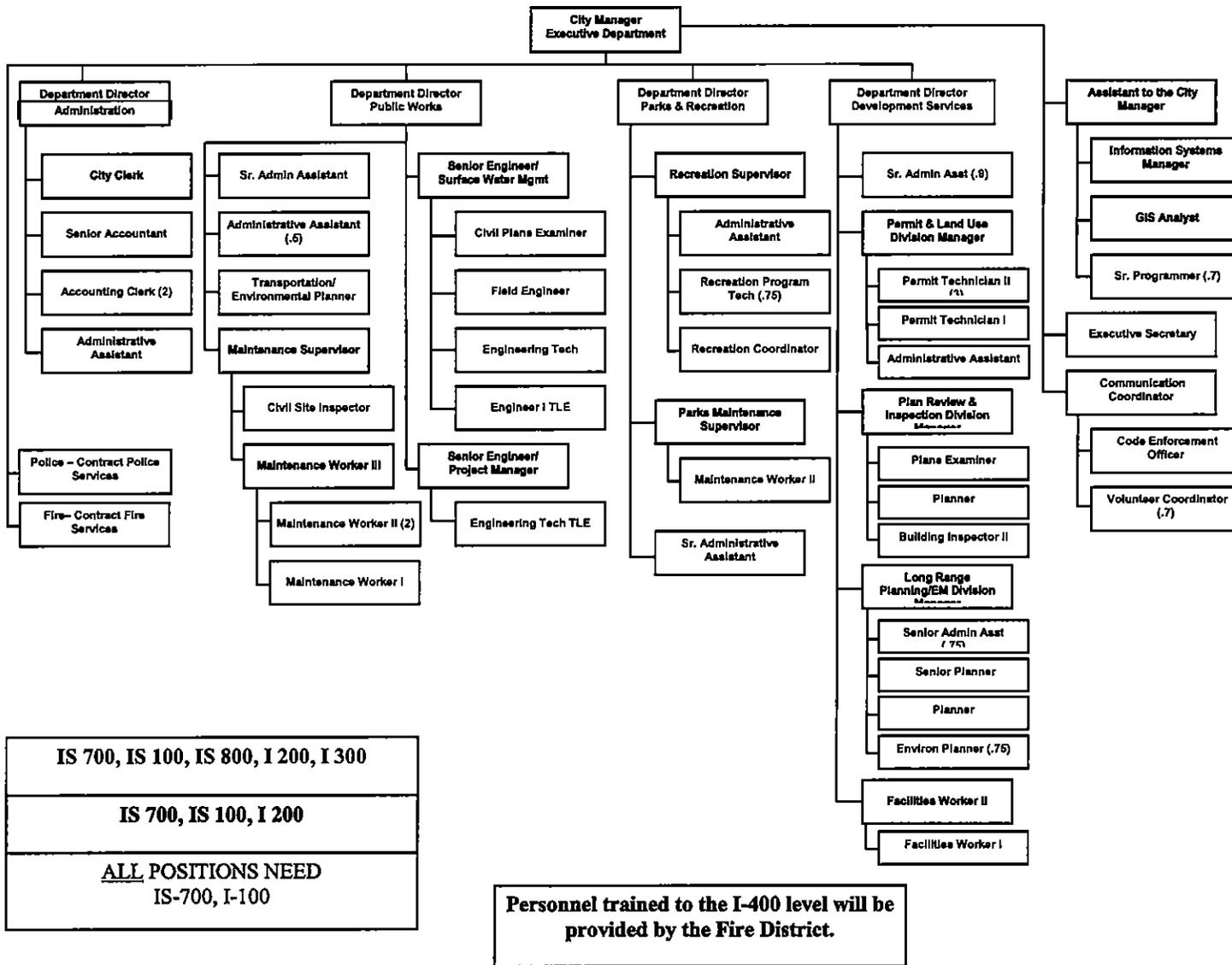
WHO SHOULD TAKE NIMS TRAINING:

Executive Level - *Political and government leaders*, agency and organization administrators and department heads; personnel that fill ICS roles as Unified Commanders, Incident Commanders, Command Staff, General Staff in either Area Command or single incidents; senior level Multi-Agency Coordination System personnel; senior emergency managers; and ***Emergency Operations Center Command or General Staff***.

Managerial Level - Agency and organization management between the executive level and first level supervision; personnel who fill ICS roles as Branch Directors, Division/Group Supervisors, Unit Leaders, technical specialists, strike team and task force leaders, single resource leaders and field supervisors; midlevel Multi-Agency Coordination System personnel; EOC Section Chiefs, Branch Directors, Unit Leaders; and other emergency management/response personnel who require a higher level of ICS/NIMS Training.

Responder Level - Emergency response providers and disaster workers, entry level to managerial level including ***Emergency Medical Service personnel; firefighters; medical personnel; police officers; public health personnel; public works/utility personnel; and other emergency management response personnel.***

| LEVEL | IS 700 Intro to NIMS | IS 100 Intro to ICS | I 200 ICS for Single Resources & Initial Action Incident | I 300 Intermediate ICS, Expanding Incidents | I 400 Advanced ICS for Complex Incidents | IS 800 Intro to National Disaster Response Plan |
|----------------------------|----------------------------|---------------------------|--|---|--|--|
| Elected Officials | X | X | | | | |
| Executive | X | X | X | | | X |
| Managerial / Supervisor | X | X | X | X | | X |
| Responder | X | X | | | | |



ATTACHMENT B

RESOLUTION NO. 328

**A RESOLUTION OF THE CITY OF WOODINVILLE, WASHINGTON
ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM
(NIMS).**

WHEREAS, Homeland Security Presidential Directive / HSPD-5, issued on February 28, 2003 established the National Incident Management System (NIMS); and

WHEREAS, the NIMS establishes a single, comprehensive approach to domestic incident management to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together using a national approach to domestic incident management regardless of cause, size or complexity; and

WHEREAS, the NIMS provides a consistent nationwide approach for Federal, State, and local governments to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of the cause, size or complexity; and

WHEREAS, the NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, management of resources and reporting; and

WHEREAS, beginning October 1, 2006 all Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent provided by law, for providing Federal preparedness assistance through grants, contracts or other activities to local governments;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE,
WASHINGTON HEREBY RESOLVES AS FOLLOWS:**

That the City of Woodinville, Washington hereby adopts the National Incident Management System (NIMS) as its system of preparing for and responding to disaster incidents.

RESOLVED this 21st day of May 2007.

CATHY VONWALD, MAYOR

ATTEST/AUTHENTICATED:

**JENNIFER KUHN
CITY CLERK/CMC**