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MAYOR

EXECUTIVE DIRECTIVE NO. 18

Issue Date: March 17, 2011

To: Heads of all Departments of City Government

Subject: National Incident Management System

Introduction

Homeland Security Presidential Directive 5 (HSPD-5) *Management of Domestic Incidents* called for the establishment of a single, comprehensive national incident management system. As a result, the U.S. Department of Homeland Security released the National Incident Management System (NIMS) in March 2004. NIMS provides a systematic, proactive approach guiding departments and agencies at all levels of government, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life, property, and harm to the environment. This consistency provides the foundation for implementation of the NIMS for all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response. The NIMS document reflects contributions from stakeholders and lessons learned during recent incidents.

The Department of Homeland Security (DHS) requires a phased-in adoption and implementation of NIMS by state and local governments as a condition for federal preparedness assistance (through grants, contracts, and other activities). To be compliant, all local jurisdictions must affirmatively answer Compliance Metrics relating to 25 prescribed NIMS Compliance Objectives relating to five NIMS components: preparedness, communications and information management, resource management, command and management, and ongoing management and maintenance.

The government of the City of Los Angeles has the legal authority and responsibility to ensure that every Department supports all objectives required or underway in order for the City to achieve full NIMS compliance and therefore maintain the City's eligibility for federal preparedness assistance.

Pursuant to this Executive Directive, the following instructions shall be implemented by Department Heads, including all Board and Commission members, General Managers, Directors and Administrators of Departments, Offices, Bureaus and Agencies.

National Incident Management System Compliance

All City Departments must:

- Adopt NIMS for all Departments/Agencies; as well as promote and encourage NIMS adoption by associations, utilities, nongovernmental organizations (NGOs) and private sector emergency management and incident response organizations.
- Designate and maintain a single point of contact within government to serve as principal coordinator for NIMS implementation jurisdiction-wide (to include a principal coordinator for NIMS implementation within each Department/Agency).
- Ensure that Federal Preparedness Awards (to include, but not limited to, DHS Homeland Security Grant Program and Urban Area Security Initiative Funds) support all required NIMS Compliance Objectives.
- Routinely include NIMS Compliance Objectives in all audits associated with Federal Preparedness Awards.

For the City of Los Angeles to effectively manage an incident, a host of preparedness activities—including planning, training, and exercises—must be conducted well in advance of any potential incident. All Departments must maintain or achieve compliance by the dates prescribed for each of the following NIMS Compliance Objectives:

All City Departments must:

- Revise and update emergency operations plans (EOPs), standard operating procedures (SOPs), and standard operating guidelines (SOGs) to incorporate NIMS and National Response Framework (NRF) components, principles and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.
- Promote and/or develop intrastate and interagency mutual aid agreements and assistance agreements (to include agreements with the private sector and NGOs).

EMD, as the lead coordinating City department for all EOC or related response training, must:

- Use existing resources such as programs, personnel and training facilities to coordinate and deliver NIMS training requirements.

All City personnel who participate in emergency preparedness activities and/or emergency response efforts (e.g. Emergency Operations Center (EOC), Department Operations Center (DOC), field, etc.) must complete the following training courses:

- IS-700 *NIMS: An Introduction* or equivalent
- IS-800 *National Response Framework (NRF): An Introduction* or equivalent
- ICS-100 *Introduction to ICS* training or equivalent
- ICS-200 *ICS for Single Resources and Initial Action Incidents* training or equivalent
- IS-300 *Intermediate ICS* training or equivalent

All emergency preparedness exercises which are participated in or designed or implemented by City Departments must:

- Incorporate NIMS concepts and principles into all appropriate State/Territorial/Tribal training and exercises.
- Plan for and/or participate in an all-hazards exercise program (for example, Homeland Security Exercise and Evaluation Program) that involves emergency management/response personnel from multiple disciplines and/or multiple jurisdictions.
- Incorporate corrective actions into preparedness and response plans and procedures.

All City Departments participating in emergency preparedness activities and emergency response efforts must:

- Apply common and consistent terminology as used in NIMS, including the establishment of plain language (clear text) communications standards.
- Utilize systems, tools, and processes to present consistent and accurate information (e.g., common operating picture) during an incident/planned event.

All City Departments must maintain the following requirements:

- Inventory response assets to conform to NIMS National Resource Typing Definitions, as defined by FEMA Incident Management Systems Integration Division.

- Ensure that equipment, communications and data systems acquired through State/Territorial and local acquisition programs are interoperable.
- Utilize response asset inventory for intrastate/interstate mutual aid requests (such as Emergency Management Assistance Compact (EMAC)), training, exercises, and incidents/planned events.

EMD must:

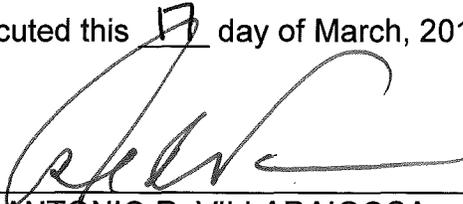
- Initiate development of a City-wide system to credential emergency management/response personnel to ensure proper authorization and access to an incident including those involving mutual aid agreements and/or assistance agreements.
- All departments must comply with EMD's request for information to complete the development of this system.

NIMS standard incident command structures are based on the following three key organizational systems: Incident Command Systems (ICS), Multi-Agency Coordination Systems (MACS), and Public Information Systems. All Departments must maintain compliance for each of the following NIMS Compliance Objectives:

- Manage all incidents/ planned events in accordance with ICS organizational structures, doctrine and procedures. ICS implementation must include the consistent application of Incident Action Planning (IAP), common communications plans, implementation of Area Command to oversee multiple incidents that are handled by separate ICS organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged, and implementation of unified command (UC) in multi-jurisdictional or multi-agency incident management, as appropriate.
- Coordinate and support emergency management and incident response objectives through the development and use of integrated MACS, (i.e. develop/maintain connectivity capability between local Incident Command Posts (ICPs), local 911 Centers, local/regional/State/territorial/tribal/Federal EOCs, as well as NRF organizational elements.)
- Institutionalize, within the framework of ICS, Public Information, (e.g., Joint Information System (JIS) and a Joint Information Center (JIC)) during an incident/planned event.

- Ensure that Public Information procedures and processes can gather, verify, coordinate, and disseminate information during an incident/planned event.

Executed this 7 day of March, 2011



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