



**Mitt Romney**  
Governor

**Kerry Healey**  
Lieutenant Governor

1/23/06-(24)  
**The Commonwealth of Massachusetts**  
**Executive Office of Public Safety**

Homeland Security Division  
Ten Park Plaza, Suite 3720  
Boston, Massachusetts 02116  
Tel: 617-725-3301  
Fax: 617-725-0260  
[www.mass.gov/eops](http://www.mass.gov/eops)

cc.

Bob's  
Consent  
BOB CRAIG  
FRANK WIDMAYER  
BRUCE STAMSKI  
DOUG HALLEY

Edward A. Flynn  
Secretary

December 16, 2005

Mr. John Murray  
Town Hall  
472 Main Street  
Acton, MA 01720

Dear Emergency Management Director:

The purpose of this letter is to provide you with information regarding the National Incident Management System (NIMS) Federal Fiscal Year (FFY) 2006 implementation requirements.

As you may know, Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents, requires all local, tribal, state and federal first responder entities to become compliant with the standards of the National Incident Management System (NIMS). NIMS provides a consistent, nationwide template to enable federal, state, local and tribal governments, as well as private sector and nongovernmental organizations, to work together effectively and efficiently to prepare for, prevent, respond to and recover from disaster, including acts of catastrophic terrorism, regardless of cause, size or complexity.

Under HSPD-8, first responders are defined as those who provide support services during prevention, response and recovery operations of any emergency, and include responders from each of the ten disciplines detailed in HSPD-8 (police, fire, emergency management, public works, government administrative (particularly decision-makers and fiscal), public health, healthcare, emergency medical services and communications). The definition of first responder has been broadened to include those who have not traditionally been considered a "first responder," but who have traditionally filled a critical role during various types of emergencies. These non-traditional first responders specifically include those in health care, public health, public works and government officials.

Beginning in FFY06, **NIMS compliance is required to be eligible for all FFY 2007 federal preparedness funds**, including grants from the U.S. Department of Homeland Security and the U.S. Department of Health and Human Services. In addition to ensuring FFY05 requirements have been implemented, FFY06 requirements at the local level include:

- Adopt NIMS in your community for all government departments and agencies through Executive Order (EO) or other appropriate legislation (an EO template is available at [www.fema.gov/nims](http://www.fema.gov/nims) under the "Tools & Templates" link). ICS 200.

- Adopt and incorporate the Incident Command System (ICS) throughout your community by managing all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine, and procedures.
  - Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems. For example, develop and maintain connectivity capability between local Incident Command Posts (ICPs), local 911 Centers, local Emergency Operations Centers (EOCs) and the state EOC.
  - Implement processes, procedures, and/or plans to communicate timely and accurate information to the public during an incident through a Joint Information System and Joint Information Center.
  - Establish your community's NIMS baseline against the FFY 2005 and FFY 2006 implementation requirements by updating your community's NIMS Capability Assessment Support Tool (NIMCAST) submission on a regular basis.
- 
- Develop and implement a system to coordinate all federal preparedness funding (listed at [www.fema.gov/nims](http://www.fema.gov/nims) under the "NIMS Compliance" link) to implement NIMS across the community.
  - Revise and update plans and procedures to incorporate NIMS components, principles and policies, including planning, training, response, exercises, equipment, evaluation and corrective actions.
  - Participate in and promote intrastate and interagency mutual aid agreements, including agreements with the private sector and non-governmental organizations.
  - Complete training requirements. Please note: the ICS curriculum has been revised; however, those who have completed the formerly recognized curricula (EMI, NWCG, USFA, etc.) are considered grandfathered into the new curricula.
    - All first responders complete both IS 700 and ICS 100.
    - All first responders who may serve in a supervisory role under an ICS structure complete ICS 200.
    - All personnel with a role in emergency management (in particular emergency management directors and staff) complete IS 800 (NRP: An Introduction.)
  - Incorporate NIMS/ICS into all tribal, local and regional training and exercises.
  - Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.
  - Incorporate corrective actions identified through exercise or actual events into preparedness and response plans and procedures.
  - Inventory community response assets to conform to homeland security resource typing standards, and where appropriate, propose modifications and/or new definitions to the National Integration Center (NIC).

In addition to the NIC/FEMA website, the statewide NIMS Advisory Group (NAG) has created a NIMS website to provide continued updated information on the FFY 2006 requirements and guidance as to how to become NIMS compliant. This website can be found on the EOPS homepage at [www.mass.gov/eops](http://www.mass.gov/eops); Funding & Training Opportunities; Homeland Security; Training and Courses; National Incident Management System (NIMS). The website outlines the important steps that state, territorial, tribal and local entities must take during FFY 2006 (October 1, 2005-September 30, 2006) to be fully compliant with NIMS.

If you have any further questions regarding NIMS, please feel free to contact me at [Charles.Smiarowski@state.ma.us](mailto:Charles.Smiarowski@state.ma.us) or at (617) 725-3324.

Regards,



Charles Smiarowski  
Preparedness Coordinator

cc: Cristine McCombs, MEMA Director  
Christine Packard, MEMA Preparedness Branch Chief  
Barry Wante, MEMA Homeland Security and Regional Services Branch Chief  
Kevin Tully, MEMA Region 1 Manager  
Bob Nadeau, MEMA Region 2 Manager  
Pat Carnevale, MEMA Region 3/4 Manager

## NIMS Advisory Group NIMS Training Compliance Matrix

(Compliance deadline: September 30, 2006)

Compliance Deadline	All Emergency Responders	First-line Supervisors	Mid-level Response Supervisors	Senior-level Response Managers	Government Officials
September 06	IS 700 - NIMS: An Introduction	IS 700 - NIMS: An Introduction	IS 700 - NIMS: An Introduction	IS 700 - NIMS: An Introduction	IS 700 - NIMS: An Introduction
September 06	ICS 100 - Introduction to Incident Command	ICS 100 - Introduction to Incident Command	ICS 100 - Introduction to Incident Command	ICS 100 - Introduction to Incident Command	ICS 100 - Introduction to Incident Command
September 06		ICS 200 – Basic Incident Command System	ICS 200 – Basic Incident Command System	ICS 200 – Basic Incident Command System	
September 07			ICS 300* – Intermediate Incident Command System	ICS 300* – Intermediate Incident Command System	
September 07				ICS 400* – Advanced Incident Command and Executives System	
	<i>Emergency Responder</i> Personnel to include Emergency Management, Emergency Medical Services, Fire Service, Hazardous Materials, Governmental Administrative, Health Care, Law Enforcement, Public Health, Public Safety Communications and Public Works.	<i>First line supervisors</i> include those first responder level personnel <u>who are likely to assume a supervisory position within the ICS</u> , single resource leaders, field supervisors and other emergency management/response personnel.	<i>Middle management</i> to include strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and multi-agency coordination system/emergency operations center staff.	<i>Command and General Staff</i> to include select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers and multi-agency coordination system/emergency operations center managers.	

\*Please note that ICS-300 and ICS-400 training is not a required training element for FY 2006. However, emergency management personnel at the middle management and command and general staff levels are urged to take this training if needed. ICS-300 and ICS-400 training will be a FY 2007 NIMS compliance requirement.

\*IS800 required for all local emergency managers or personnel whose primary responsibility is emergency management.