



**Vermont's Implementation Plan
For
The National Incident Management System**

December 20, 2013



MEMORANDUM

TO: First Responder Community
FROM: Joe Flynn, Director
DATE: December 20, 2013
SUBJECT: Vermont's NIMS Implementation Plan

I would like to thank the NIMS working group for their hard work and dedication to public safety. Below are the members of the working group who developed this plan:

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VERMONT'S IMPLEMENTATION PLAN FOR THE NATIONAL INCIDENT MANAGEMENT SYSTEM

INTRODUCTION

The National Incident Management System (NIMS) provides a consistent nationwide template to enable all first responder organizations and other critical agencies to work together effectively during a domestic incident or event. State and local organizations must adopt NIMS as a condition of eligibility for federal preparedness grants (see Appendix B - Federal Preparedness Grants Impacted by NIMS Compliance).

This plan is relevant to all first responder organizations, emergency support personnel, elected and appointed officials, representatives in municipalities with emergency response and support responsibilities, as well as identified hospital personnel, school officials, and private industry and non-governmental organizations.

The NIMS provides for a consistent, flexible framework within government and private entities at all levels so they can work together to manage a domestic crisis. The NIMS integrates best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards environment. The five components that make up the NIMS are:

- Preparedness
- Communications and Information Management
- Resource Management (Mutual Aid)
- Command and Management (ICS)
- Ongoing NIMS Management and Maintenance

The state of Vermont has complied with or shown progress towards these mandates, which are outlined in the FY 05, FY 06, FY 07, FY 08, FY 09, FY10 metrics and included in Homeland Security Presidential Directive #5, by the following actions:

- Governor Peter Shumlin signed an executive order on behalf of Vermont establishing the National Incident Management System (NIMS) as the State standard for incident management.
- Many local governments have adopted NIMS by legislative proclamations.
- Many first responders have received class instruction on or completed a web-based class for IS 700/IS 700.a, an introduction to the NIMS.
- The NIMS working group has agreed that measurement of success and progress will be conducted annually using the federal fiscal year (October 1). The measurements or metrics shall be assessed through a NIMS survey that will be sent to stakeholders for completion.
 - Compliance and progress will be measured annually and strategies will be put into place to assist stakeholders in achieving success and progress.
 - The completion of the annual NIMS survey is required as a condition to receiving federal preparedness grants.

- Each agency and entity must clearly demonstrate their compliance with established NIMS standards.
- The NIMS working group has adopted one ICS curriculum for Vermont’s emergency personnel. This curriculum includes the merging of the National Fire Academies (NFA) Incident Command System and the National Interagency Incident Management System (NIIMS 100-402) that has been adopted by the National Wildfire Coordination Group and Emergency Management Institute.
- The NIMS working group has recommended, and the Division of Emergency Management and Homeland Security has mandated through its grant awards, that all first responder agencies incorporate and integrate NIMS into existing training and exercise programs, Standard Operating Procedures and Emergency Operations Plans.
- The Division of Emergency Management and Homeland Security, working in conjunction with Local Emergency Planning Committees and Regional Planning Commissions, is promoting intrastate mutual aid agreements for sharing resources within the first and second responder communities.
- The state of Vermont has completed and updated a NIMS compliant Emergency Operations Plan to include a Catastrophic Incident Annex.
- Many municipalities have completed NIMS compliant Emergency Operations Plans.
- All municipalities provided resource information using FEMA’s Resource Typing Definitions. This information was entered into a database and is available to all emergency response entities through a web-enabled disaster management tool.
- Many emergency response agencies provided resource information using FEMA’s Resource Typing Definitions. This information was entered into a database and is available to all emergency response entities through a web-enabled disaster management tool.
- Single points of contact have been established in all emergency response agencies and municipalities in Vermont.
- A credentialing working group has been formed to look at the development of a statewide identification and credentialing system.

FEMA did not issue new NIMS compliance objectives and metrics in FY11, FY12 or FY13. While this plan addresses how the above strategy for NIMS compliance will be implemented, planning activities are also underway to adopt other components. These other components of NIMS require additional development and planning to enable compliance at a future date.

ACTIVITIES REQUIRED AND GUIDANCE TO MEET THESE MANDATES

ADOPTION OF NIMS BY ALL LEVELS OF GOVERNMENT

Adoption of NIMS by State Entities of Government:

Governor Peter Shumlin signed an executive order on the adoption of the National Incident Management System for Vermont’s first responder community. This executive order establishes the National Incident Management System (NIMS) as the State standard for incident management. You may view the current executive order at the following link:
<http://hsu.vermont.gov/sites/vhs/files/EO%2007-12%20Designating%20NIMS.pdf>.

Adoption of NIMS by Local Entities of Government:

Local entities of government, to include cities, towns, villages and other governmental incorporated units, are required to adopt NIMS as an incident management system to be used in times of crisis. Adoption of NIMS by a local government will satisfy the requirement of local departments and agencies that are an entity of the municipality. The adoption of NIMS is a condition of receiving federal preparedness funds (see Appendix B - Federal Preparedness Grants Impacted by NIMS Compliance). The recommended adoption template can be found at the following link: <http://hsu.vermont.gov/sites/vhs/files/Sample%20NIMS%20Adoption%20Document%20%282012%29.doc>. Local governments are encouraged to modify the template to meet their needs. A copy of the adoption document must be kept on file for reference.

Adoption of NIMS by Agencies not part of Local Governmental Entities:

Agencies that are incorporated and not an entity of a local governmental are required to adopt NIMS through executive order, proclamation or through minutes of the department meetings. The adoption of NIMS is a condition of receiving federal preparedness funds. The recommended adoption template can be found at the following link: <http://hsu.vermont.gov/sites/vhs/files/Sample%20NIMS%20Adoption%20Document%20%282012%29.doc>. A copy of the adoption document must be kept on file for reference.

Monitoring formal adoption of NIMS by Departments and Agencies:

The Division of Emergency Management and Homeland Security (DEMHS) is responsible for monitoring the formal adoption of NIMS. Through desk audits, programmatic monitoring visits, coordination with the Vermont Department of Health, leveraging of federal preparedness grants, and formal NIMS progress surveys, DEMHS will ensure that monitoring is accomplished.

PREPAREDNESS ACTIVITIES (Planning, Training, and Exercises)

Planning (Institutionalize the use of NIMS and ICS):

The Division of Emergency Management and Homeland Security encourages, and in some instances requires, first responder organizations to incorporate NIMS into all aspects of their respective organizations and governmental entities. This includes the incorporation of NIMS into organizations' individual training and exercise programs. Governmental entities and agencies (state, town and city) within Vermont are encouraged to integrate NIMS into their Emergency Operations Plans (EOP), Standard Operating Procedures (SOP) and checklists. The integration of NIMS within EOPs, SOPs, and checklists is part of the review process during programmatic monitoring visits conducted by DEMHS.

The Division of Emergency Management and Homeland Security is required to maintain an the State Emergency Operations Plan every four years that is NIMS compliant. This plan must include a "Basic Plan", State Support Function Annexes, Support Annexes (to include a Terrorism Incident Annex and supporting Appendices), and other Appendices that include the receipt and distribution of resources as outlined in the National Response Framework Catastrophic Incident Annex and Supplement. DEMHS currently maintains the SEOP.

The Division of Emergency Management and Homeland Security, working in conjunction with stakeholders, has developed an all-hazard NIMS compliant local Emergency Operations Plan template for all communities to follow. This plan will allow jurisdictions to develop an Emergency Operations Plan that defines the scope of preparedness and incident management activities necessary for their jurisdictions. This model and corresponding guidance are available for download at: http://vem.vermont.gov/local_state_plans.

All municipalities within the state of Vermont must have a Local Emergency Operations Plan as a condition of receiving federal preparedness funds. Additionally, these plans must be locally approved by an executive/legislative body annually to verify accuracy and sent to the Division of Emergency Management and Homeland in digital format. All first responder agencies must validate that they can provide the level of service outlined in their jurisdiction's Local Emergency Operations Plan and have incorporated NIMS into their SOPs, training and exercises as a condition of receiving federal preparedness funds. Preparedness organizations and elected officials should be included when developing and updating Local Emergency Operations Plans. Special emphasis should be made to plan for special needs populations as defined by the Division of Emergency Management and Homeland Security.

All municipalities should establish a Communication Plan within their Local Emergency Operations Plan, or reference an adopted regional plan. The plan must be in compliance with FCC rules and aligned with Vermont's Statewide Interoperable Communications Plan.

Municipal communication plans should be in compliance with NIMS guidelines and aligned with the National Emergency Communications Plan (NECP) and the Vermont Statewide Communications Interoperability Plan (SCIP). National Interoperability Channels should only be used during significant multi-agency events where there is a critical need. The Vermont Communications Board (VCOMM) will be issuing SOPs for use of these channels.

The ICS 217 form should be used to inventory frequencies and who they are assigned to. Performing this inventory ahead of an incident will assist you in completing an ICS 205 when an incident occurs. Planning and preparedness are keys to the successful response and remediation efforts and challenges. For questions about this plan, please contact Lieutenant Michael Manning at 802-241-5095 or visit VCOMM's website: <http://vermontcommunications.vermont.gov/>

Participate in Mutual Aid Agreements:

The sharing of resources has long been a tradition in Vermont. The formal process of establishing written mutual aid agreements will be based on current state and local law as it relates to liability and indemnification. Beginning in FY 06, **all sub-recipients of Homeland Security Grants are encouraged to be a member of a type of mutual aid agreement as a condition of receiving federal preparedness funds.** It is anticipated that future federal grant guidance will include a requirement for formal, written mutual aid agreements. This ensures that the capability being built with the funds has the greatest impact on the state and region. At a minimum, a mutual aid agreement should include the following elements:

- Definition of Key Terms
- Roles and Responsibilities of each Party
- Procedures for Requesting and Providing Assistance

- Procedures, authorities, and Rules for Payment, reimbursement, and allocation of Costs if applicable
- Notification Procedures
- Protocols for Communication Plans
- Workers Compensation
- Liability Concerns per Vermont Law
- Recognition of Qualifications and Certifications

These mutual aid agreements (MAA) may include, but are not limited to the following:

- Local MAA include neighboring towns as well as municipalities in Canada, New Hampshire, New York and Massachusetts
- Local Emergency Planning Districts MAA as defined by Title 20
- County MAA as defined by law
- EMS Districts as defined by Vermont Department of Health
- Public Safety Districts as defined by Title 20
- Intra-state Mutual Aid (Mobile Support Units) as defined by Title 20
- International MAA (International Emergency Management Aid Compact)
- Regional (North East) or Interstate (Emergency Management Aid Compact)
- Water and wastewater system operators (WARN)
- Statewide Fire Mutual Aid Agreement

Sample Mutual Aid Agreements and a template may be found at:

http://vem.vermont.gov/local_state_plans.

Preparedness Training (Incident Command System):

The Division of Emergency Management and Homeland Security, through its NIMS working group, recommends a standardized Incident Command System curriculum that has been recently developed by EMI. There are eleven components to this training curriculum and each one has a recommended target group. The recommendations and requirements made by the NIMS working group will guide each first responder agency and other agency executives on their priorities for training.

The Vermont Fire and Police Academies are the lead agencies for the direct delivery of the Incident Command System (ICS) training curriculum for Vermont’s first responder community and relevant support and coordination agencies. These agencies will ensure that all training is delivered in conformance with the National Standard Curriculum Training Guidance.

The Vermont Fire Academy will continue to teach the ICS 100/200 to Vermont’s first responders and emergency support personnel. Additionally, the Vermont Fire Academy has included ICS 100 into the Fire Fighter I course and ICS 200 into the Fire Fighter II course. To request ICS courses from the Fire Academy you must contact the Homeland Security Training Coordinator at 802-483-2755.

The Vermont Police Academy will continue to teach ICS 100-400 and 402 courses. The Vermont Police Academy has included ICS 100 into its full-time basic training program and has mandated it into its “Phase II” part-time officer qualification program. These two programs will ensure that all certified law enforcement officers in Vermont have completed ICS 100. To request ICS courses

offered by the Police Academy you must contact the Homeland Security Training Coordinator at 802-483-6228.

The Public Safety Academies will promote and encourage a common sense delivery of NIMS training as identified in the NIMS five year training plan. This delivery will be based on our stakeholder needs and ability to meet the plan. This delivery of NIMS training will include all first responder organizations, emergency support personnel, elected and appointed officials, employees of municipalities with emergency response and support responsibilities, as well as identified hospital personnel, school officials, and private industry and non-governmental organizations.

The ICS training offered by the two Academies includes (see Appendix A – Training Matrix):

- **ICS 100/IS 100.b (Introductory):** This course is designed to introduce emergency personnel to the Incident Command System. All first responders, emergency management and support personnel, critical incident dispatchers, and state, local and municipal personnel who would respond to an incident as an emergency responder shall take the ICS 100 course by October 1, 2014. ICS 100 must be completed within six months of start date for new members in the categories specified above. The individual authorized to sign the Local Emergency Operations Plan *shall* take the ICS 100 /IS 100.b or the ICS 402 course by October 1, 2014.

The NIMS working group recognizes that the ICS 100 course being offered online, <http://training.fema.gov/emiweb/is/is100b.asp>, is sufficient to introduce the first responder to ICS. The Fire and Police Academies will offer the ICS 100 residential course at the Academies and throughout Vermont on request.

- **ICS 200 (Basic):** This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System. This course focuses on the management of single resources. All first responders, emergency management and support personnel, critical incident dispatchers, and state, local and municipal personnel who would respond to an incident as an emergency responder shall take the ICS 200 course by October 1, 2015. ICS 200 must be completed within two years of start date for new members in the categories specified above. It is highly encouraged that ICS 200 offered through the Fire and Police Academies or throughout Vermont upon request be taken. This course is also offered online at <http://training.fema.gov/EMIWeb/IS/IS200b.asp>.
- **ICS 300 (Intermediate):** This course is designed to train personnel on advanced applications of the Incident Command System. This course will target all first responder supervisors and mid-level managers of their respective departments and members in a Multi-Agency Coordination Center who would serve within the Command or General Staff or as directed by the chief executive of the agency. The Police Academy will offer the Intermediate (ICS 300) residential course at the Academy and throughout Vermont on request.
- **ICS 400 (Advanced):** This course is designed to train personnel on advanced applications of the Incident Command System during major catastrophes. The NIMS working group recommends that chief executives of first responder organizations who would expect to function within a major catastrophe complete the course and evaluate who in their respective departments would need this advanced training. This course targets those personnel who would be in the Command and General Staff during a statewide catastrophic event involving

federal resources. The Police Academy will offer the Advanced (ICS 400) residential course at the Academy and throughout Vermont on request.

- **ICS 402 (ICS for Executives):** This course is designed to orient executives, administrators and policy makers in the Incident Command System. It provides a basic understanding of ICS and multi-agency coordination to those persons responsible for establishing policy, but who are not a part of the on-scene ICS organization. The individual authorized to sign the Local Emergency Operations Plan *shall* take the ICS 402 or the ICS 100 /IS 100.b course by October 1, 2014. ICS 402 or ICS 100 /IS 100.b must be completed within six months of start date for new authorized individual specified above. ICS 402 is not required for those who have taken ICS 100. The Police Academy will offer the Intermediate (ICS 402) residential course at the Academy and throughout Vermont on request.
- **G-191 (Incident Command System/Emergency Operations Center Interface):** Elected and appointed officials should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. To that end, it is vital that elected and appointed officials understand and receive NIMS training. The NIMS working group recommends that senior elected and appointed officials complete this training. The Division of Emergency Management and Homeland Security will offer G-191 on request.
- **IS 700/IS 700.a (Introduction to the NIMS):** This course is an introduction to the National Incident Management System Policy Document. This course is designed to make emergency responders aware of the five components of NIMS, its purpose, principles, key components and benefits. The NIMS working group recommends that all chief executives of the various response agencies, municipal employees who will support emergency responders during an incident and other support elements complete the web based course as an introduction to the NIMS and a bridge course to changes made from previous ICS courses. The link for this course is <http://training.fema.gov/EMIWeb/IS/is700a.asp>. The chief executives shall disseminate all pertinent information to the appropriate members of their agencies. Nothing in this plan shall restrict anyone from taking the IS 700.a course.
- **IS 701/IS 701.a (Multi-Agency Coordination Center):** This course is designed to introduce support personnel to Emergency Operations Centers. The NIMS working group recommends all emergency management center personnel take this course. This course is offered online at <http://training.fema.gov/emiweb/is/is701a.asp>.
- **IS 702/IS 702.a (Introduction to the Public Information System):** This course is designed to introduce relevant personnel within the emergency response community with the ability to manage public information. The NIMS working group recommends that public information officers or those responsible for the management of information at an event or incident take this course. This course is offered online at <http://training.fema.gov/EMIweb/IS/IS702a.asp>.
- **IS 703/IS 703.a (Introduction to Resource Management):** This course is designed to introduce relevant personnel in the management of resources during an event or incident. The NIMS working group recommends all relevant personnel who would work within the logistics sections of an Emergency Operations Center or Incident Command structure to take this course. This course is offered online at <http://training.fema.gov/EMIWeb/IS/IS703a.asp>.

- **IS 800/IS 800.B (Introduction to the National Response Framework):** This course is designed to introduce the National Response Framework to personnel whose primary responsibility is emergency management at the state level. It is recommended that command and mid-level emergency personnel at the State Emergency Operations Center take this course. This course is available online at <http://training.fema.gov/EMIWeb/IS/is800b.asp>.

All emergency responders who complete any course mentioned above are requested to submit a copy of their certificate of completion to the appropriate Public Safety Academy. If you are a member of the Emergency Medical Services you may report to the Vermont Department of Health, Emergency Medical Services Unit through their annual license process. Additionally, departments should maintain training records on their personnel for programmatic monitoring. All agencies and jurisdictions are required to show progress in the completion of the recommended courses outlined above. This progress will be measured annually by comparing the current fiscal year NIMS progress survey to the one submitted the previous year. All agencies must report their training progress to DEMHS through the current fiscal year NIMS progress survey as a condition of receiving federal preparedness funds.

Preparedness Exercises:

The state of Vermont utilizes the Homeland Security Exercise and Evaluation Program (HSEEP) that provides a methodology to unite disparate exercise programs within the state. Annually, a Multi-year Training and Exercise Plan (TEP) is developed, incorporating all aspects of NIMS into exercises sponsored by the state and encourages exercises funded by local, state and federal funds to use the HSEEP methodology. Additionally, the strategy in the state plan recognizes that the state must exercise all-hazards concepts that include multi-disciplines, private sector and NGO partners, and jurisdictions. The state plan requires that corrective action and improvement plans be developed to address areas for improvement noted during the no-fault evaluation. One of the program priorities is to review what progress has been made on improvement plans from previous exercises and provide support to help complete any items that have not been successfully completed. Finally, the Vermont Public Safety Academies have institutionalized ICS into appropriate training and exercise scenarios.

The Division of Emergency Management and Homeland Security sponsors an annual Training and Exercise Planning Workshop in which all relevant organizations plan and coordinate training and exercises within the state.

COMMUNICATIONS AND INFORMATION MANAGEMENT

The state of Vermont and its local communities recognize the importance of communications in an emergency and support the “plain text” doctrine of communicating when multiple agencies and jurisdictions respond to a major catastrophe. The use of ten-codes and discipline language can complicate the response. It is understood that codes and specific discipline language during tactical situations are necessary and in no way should be restricted by this plan.

The Vermont Communications Board (VCOMM) has developed and is implementing a Statewide Communications Interoperability Plan (SCIP) in conjunction with the Division of Emergency Management and Homeland Security as per Federal mandates. VCOMM is in its final steps of

deploying a statewide interoperable radio network (Lifeline) and PSAP (Public Safety Answering Point) upgrade to be used during major incidents. This will ensure that common radio frequencies, terminology, and procedures are available and followed during these incidents. VCOMM will also make available a Standard Operating Procedure (SOP) that can be used as a template for local communications plans. All Division of Emergency Management and Homeland Security exercises will have a focus on Communications. VCOMM is working with the Police and Fire Academies to highlight communications issues in Vermont. VCOMM is available to local planning entities to discuss and assist with communications and educate staff about the VCOMM Lifeline and the SWIC.

The Division of Emergency Management and Homeland Security has developed a system (web-enabled disaster management software) to ensure that Incident Commanders and support personnel at all levels have a common operating picture of the incident(s). This program is accessible to all agencies involved in an emergency response.

RESOURCE MANAGEMENT

Incident response and emergency support activities require the careful management of resources to meet incident objectives. By utilizing standard resource management concepts such as typing, inventorying and tracking Incident Commanders and emergency support personnel can ensure efficient and effective deployment of appropriate resources to meet the incident objectives. Vermont's progress to date is listed below:

- Inventory of response assets is an ongoing effort. Local municipalities and State of Vermont Agencies are required to submit a list of response assets utilizing the FEMA Resource Typing Standards to DEMHS during update periods. The submission of an inventory of response assets is a condition of receiving federal preparedness grant funding throughout levels of government in Vermont.
- Typed inventoried asset lists submitted will be evaluated based on current and changing guidance utilizing FEMA Resource Typing Standards. It is a requirement for receipt of emergency preparedness grant funds that the State report all grant-funded equipment and training that supports typed resources.
- Once a resource management module is developed within the disaster management software, these inventoried assets will be catalogued for access to all emergency response entities for deployment within and outside the state.
- The state of Vermont recognizes the advantages of ensuring that standardization of equipment and the ability of this equipment to operate efficiently between agencies is a goal. To the extent permissible by law, rules, and good common sense practices, all federal preparedness funds will be leveraged to ensure that equipment purchased to build out capabilities can operate efficiently during emergencies.

TYPING OF RESOURCES

The US Department of Homeland Security NIMS Integration Center (NIC) is working with stakeholders to enhance the national resource typing initiative, an important component of NIMS. Currently FEMA has established 145 typed assets within two tiers. Tier One resources are national in scope and consist of the current 145 resource typed definitions. Tier Two are those resources defined and inventoried by the states, tribal, and local jurisdictions that are not Tier One resources, but rather those that are specific and limited to intra-state mutual aid request, and to limited specific

in regional mutual aid assistance (i.e. resources which may cross state lines, but which would not be Tier One resources). Also under Tier Two would be first responder resources that would not be deployable nationally, or are so common that national definitions are not required as they can be ordered using common language (i.e. pick-up trucks, etc.). Vermont has adopted the FEMA typing recommendations and will soon be updating the inventory of assets within the state. The state is in the process of identifying other resources beyond the list established by FEMA.

It is understood that the FEMA typing document is fluid and will change. Nothing in this resource typing document prevents a state from typing Tier Two resources for its internal use.

CREDENTIALING

The development of a nationwide credentialing system is a fundamental component of NIMS. A national credentialing system can document minimum professional qualifications, certifications, training and education requirements that define baseline criteria expected of emergency response professionals and volunteers for deployment as mutual aid to disasters. While such a system is meant to verify the identity and qualifications of emergency responders, it does not provide automatic access to an incident site. The credentialing system can help prevent unauthorized (i.e. self-dispatched or unqualified personnel) access to an incident site. To support this credentialing initiative, the NIMS Integration Center continues to use working groups to identify positions that should be credentialed and the minimum qualification, certification, training and education requirements for each position. The groups will represent the following disciplines:

- Incident Management
- Emergency Medical Services
- Fire Fighting and Hazardous Materials Response
- Law Enforcement
- Health Care
- Public Health
- Public Works
- Search & Rescue
- Animal Control / Veterinary

In addition to these discipline groups the NIMS Integration Center is working with other organizations to assist their development of credentialing for their disciplines, such as the APCO/NENA initiative to credential emergency dispatchers and the Citizen Corps initiative for credentialing volunteers.

The NIMS working group also recommends the adoption of policies, procedures and protocols to prevent self deployment of resources and bypasses official resource coordination processes. By utilizing the proper coordination processes it will ensure that mechanisms are in place to track a resource throughout the cycle: identify, order, deploy, demobilize and reimburse.

The NIMS working group makes the following recommendations to implement resource compliance objectives:

- Establish policies and procedures that model ICS Resource Management.
- Encourage photographic identification cards that include name, agency, and current qualifications with an expiration date of no more than two years consistent with FIPS 201

(Federal Information Processing Standard Publication 201) to the degree reasonably possible.

- Maintain a secure perimeter as soon as practical at every incident and event.
- Discourage self deployment of assets.
- Maintain updated resource typing list within the Local Emergency Operations Plan.

COMMAND AND MANAGEMENT

Incident management is the broad spectrum of activities that provide effective and efficient operations, coordination and support to an event or incident. Command and Management includes the Incident Command System, the Multi-Agency Coordination Function and the Public Information System.

The goals of the Command and Management component of NIMS are:

- to encourage all entities of government to use ICS during all incidents and pre-planned events.
 - The Public Safety District Coordinators (PSDC) in each of the Public Safety Districts, as outlined in Title 20, have the responsibility to ensure the following:
 - The PSDCs shall support and coordinate with local command structures to ensure that every major incident or event in their assigned Public Safety Districts is being managed using the principles of ICS and shall provide assistance to them to ensure that ICS is being used.
 - The PSDCs shall liaison with all local command structures to provide situational awareness for any major incident or event in their Public Safety District to the Division of Emergency Management and Homeland Security.
 - The PSDCs shall act as the liaisons between the Incident Commander and the Vermont Information and Analysis Center for intelligence requests during a major event or incident that requires such liaison.
 - The PSDCs shall support and coordinate with local command structures during all major events or incidents to ensure they have a sufficient communications plan as outlined in the Statewide Communications Interoperability Plan and provide support necessary to ensure efficient communications is available to the ICS organization.
 - Major events are defined for the purposes of the above requirements as those pre-planned events that require public safety permitting under Title 20. Additionally, those incidents where mutual aid is required beyond established pre-planning at the local level and support is required from the State Emergency Operations Center.
- to encourage all Emergency Operations Centers to support and coordinate with the incident command elements and to ensure effective communications exist with each emergency management function within the framework of a Multi-Agency Coordination System (MACS).
- to require the establishment of the Public Information System for the dissemination of information related to the emergency or event. The Public Information System must be

seamlessly linked between the incident or event, the support and coordination function and political leadership.

All entities of government with emergency response and support responsibilities are required to manage all incidents and pre-planned events using the Incident Command System as a condition of receiving federal preparedness grants.

NIMS IMPLEMENTATION PLANNING PROCESS AND TECHNICAL ASSISTANCE

The Division of Emergency Management and Homeland Security is responsible for the implementation of NIMS in the state of Vermont. The Homeland Security Program Manager is the designated point of contact for NIMS compliance. Each entity of government is responsible for designating a point of contact for NIMS implementation. DEMHS has established the following planning process (Technical Assistance) to ensure that all organizations receive compliance metrics information and are reporting their progress as a condition of receiving federal preparedness grants:

- Agencies responsible for emergency response or support and coordination are required to complete and submit to DEMHS an annual NIMS survey to demonstrate compliance.
 - This survey is sent annually to first responder mail distribution groups and covers the federal fiscal year. Additionally, the survey is posted and accessible on the Vermont Homeland Security web site (hsu.vermont.gov).
 - These surveys capture the information necessary to provide the Department of Homeland Security a mandatory report from the state on NIMS progress.
 - These surveys request each agency to designate a person to be that agency's Vermont Homeland Security/NIMS POC.
- The Public Safety Academies are required to report to the DEMHS quarterly on the progress of ICS training.
- The Division of Emergency Management and Homeland Security State Training Officer is required to submit monthly reports received from the Emergency Management Institute on relevant NIMS courses completed by Vermont emergency personnel to the two Public Safety Academies.
- The Training Academies and DEMHS will maintain documentation of all course deliveries in which their respective Training Coordinators were involved.
- DEMHS staff provides local governmental entities with NIMS updates while attending the various emergency planning meetings. These updates include metric changes, NIMS survey updates and answers to general questions on requirements.
- DEMHS Homeland Security Program Manager is required to validate NIMS compliance before grants are awarded or amended.
- DEMHS staff conduct programmatic monitoring visits and assist in ensuring that NIMS compliance is being communicated to the local and state agencies. Additionally, DEMHS provides technical assistance to all agencies to ensure NIMS compliance.

APPENDIX A
Training Matrix

Vermont First Responders ICS Training

ICS TYPE	LEVEL	TARGET GROUPS
ICS 100 / IS 100.b	Introductory	First responders, emergency management and support personnel, critical incident dispatchers, and state, local and municipal personnel who would respond to an incident as an emergency responder <i>shall</i> take the ICS 100 course by October 1, 2014. The individual authorized to sign the Local Emergency Operations Plan <i>shall</i> take the ICS 100 /IS 100.b or the ICS 402 course by October 1, 2014.
200	Basic	All first responders emergency management and support personnel, critical incident dispatchers, and state, local and municipal personnel, who would respond to an incident as an emergency responder <i>shall</i> take the ICS 200 course by October 1, 2015.
300	Intermediate	First responder supervisors and mid-level managers of their respective departments and members in a Multi-Agency Coordination Center who would serve within the Command or General Staff or as directed by the chief executive of the agency.
400	Advanced	Chief executives of first responder organizations who would expect to function within a major catastrophe complete the course and evaluate who in their respective departments would need this advanced training. This course targets those personnel who would be in the Command and General Staff during a statewide catastrophic event involving federal resources.
402	ICS for Executives	The individual authorized to sign the Local Emergency Operations Plan <i>shall</i> take the ICS 402 or the ICS 100 /IS 100.b course by October 1, 2014.
G-191	ICS/EOC Interface	Senior elected and appointed officials.
IS 700/IS 700.a	Introduction to NIMS	Chief executives of the various response agencies, municipal employees who will support emergency responders during an incident and other support elements.
IS701 / IS 701.a	Intro to EOC	Emergency management center personnel.
IS702 / IS 702.a	Into to PI	Public Information Officers or those responsible for the management of information at an event or incident.
IS 703 / IS 703.a	Intro to Resources	Relevant personnel who would work within the logistics sections of an Emergency Operations Center or Incident Command structure.
IS 800 / IS 800.B	Intro to NRP	Command and mid-level emergency personnel at the State Emergency Operations Center.

APPENDIX B
Federal Preparedness Grants Impacted by NIMS Compliance

Environmental Protection Agency (EPA)

1. Security Enhancement and Emergency Preparedness Planning at Water Utilities
2. EPA Grant and Contract vehicles to move funding from DHS to localities for the regular retrieval of Bio Watch sampling filters and delivery for analysis

Nuclear Regulatory Commission (NRC)

NRC provides pharmaceutical intervention to states with populations within the 10-mile emergency planning zone of commercial nuclear power plants

Department of Justice (DOJ)

1. State Domestic Preparedness Equipment Support Program
2. Antiterrorism and Emergency Assistance Program
3. Domestic Anti-Terrorism Technology Development Program
4. COPS Interoperable Communications Technology Program

Department of Agriculture (USDA)

1. State Fire Assistance
2. Volunteer Fire Assistance
3. First Responder Initiative

Department of Energy (DOE)

1. Working Agreement: DOE, the Shoshone-Bannock Tribes and the Idaho National Engineering and Environmental Laboratory
2. Environmental Oversight and Monitoring Agreement: Office of Nuclear Energy and the State of Idaho
3. Agreement-in-Principle: Waste Isolation Pilot Plant (DOE), the Western Governors Association and the State of Idaho
4. Office of Civilian Radioactive Waste Management Training Program
5. Agreement-in-Principle air the State of Texas Energy Conservation Office
6. Agreement-in-Principle with six counties and the State of Nevada
7. SC Emergency Management Division Agreement-in-Principle Grants
8. SC Dept. of Health and Environmental Control Agreement-in-Principle Grants
9. Georgia Emergency Management Division Agreement-in-Principle Grants
10. Cooperative Agreement: Western Governors Association, Southern States Energy Board, Mid-West and North East Council of State Governors
11. Office of River Protection Grant
12. Memorandum of Understanding (MOU): DOE and City of Miamisburg
13. Ohio Field office MOU with West Valley, NY, Volunteer Hose Company

Tennessee Valley Authority (TVA)

1. Supplemental Agreements: Tennessee Emergency Management Agency and Alabama Emergency Management Agency, for off-site support of nuclear power plant radiological emergency plans.

Department of Homeland Security (DHS)

1. Homeland Security Grant Program

- a. State Homeland Security Program
- b. Urban Area Security Initiative
- c. Operation Stonegarden
2. Assistance to Firefighters Grant Program
3. SARA Title III Training Program
4. Urban Search and Rescue
5. State and Local Emergency Operations Centers (EOCs)
6. Emergency Management Performance Grants
7. Chemical Stockpile Emergency Preparedness Program
8. State and Local Emergency Operations Planning Grants
9. National Fire Academy Training Grants
10. First Responders Grants
11. Port Security Grant Program
12. Tribal Homeland Security Grant Program
13. Non-Profit Security Grant Program
14. Intercity Passenger Rail (Amtrak) Program
15. Transit Security Grant Program

Department of Health and Human Services (HHS)

1. Public Health and Social Services Emergency Fund
2. State Rural Hospital Flexibility Program
3. EMS for Children
4. Superfund Hazardous Substances Basic Research and Education
5. Metropolitan Medical Response System
6. Immunization Research, Demonstration, Public Information and Education
7. Surveillance of Hazardous Substance Emergency Events
8. Human Health Studies, Applied Research and Development
9. Immunization Grants
10. Public Health Emergency Preparedness
11. Hospital Preparedness Program

Department of Education

1. School Emergency Response and Crisis Management Plan Discretionary Grant Program

Department of the Interior (DOI)

1. Rural Fire Assistance Program
2. Earthquake Hazards Reduction Program
3. Volcano Hazards Reduction Program

Department of Transportation (DOT)

1. Hazardous Materials Emergency Preparedness Training and Planning Grants
2. Airport Improvement Program
3. Satellite-based Mobile Communications Tracking System for Hazardous Materials
4. Un-tethered Trailer Tracking and Security Project
5. Operation Respond
6. Maritime Transportation Security Act (MTSA) Training
7. Ready Reserve Force
8. Priority Use and Allocation of Shipping Service, Containers and Chassis; Port Facilities, Services for National Security and National Defense Related Operations.