



# **UNITED STATES COAST GUARD**

## **National Incident Management System (NIMS)**

**and**

## **National Response Plan (NRP) Implementation Plan**

December 29, 2004



**US Coast Guard  
NIMS/NRP Implementation Plan**

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# US Coast Guard NIMS/NRP Implementation Plan

## FOREWORD

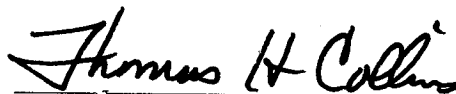
The Homeland Security Act of 2002 and Homeland Security Presidential Directive 5 (HSPD-5), "Management of Domestic Incidents," fundamentally changes how the U.S. prepares for and responds to domestic incidents. As the primary documents for implementing HSPD-5, the National Incident Management System (NIMS) and the National Response Plan (NRP) establish a comprehensive approach to incident management and institute the new national policy and procedures for response for the foreseeable future.

Released on March 1, 2004, the NIMS provides a nationwide standard for Federal, State, local and tribal governments to work together to prepare for and respond to incidents. NIMS includes a core set of concepts, principles, terminology, and technologies covering the Incident Command System (ICS), multiagency coordination systems, unified command, training, identification and management of resources, qualification and certification, and the collection, tracking and reporting of incident information and incident resources.

DHS is requiring all Federal departments and agencies to adopt and fully implement NIMS by September 2005. NIMS is based on the National Interagency Incident Management System (NIIMS) ICS which the Coast Guard adopted in 2001. The Coast Guard has been recognized as a model agency in its use of the Incident Command System<sup>1</sup> and intends to continue to be a leader in the future.

Signed on November 30, 2004, the NRP is an all-hazard, all-discipline plan and is a specific application of NIMS for events considered "Incidents of National Significance," which include credible threats or acts of terrorism, and major disasters and emergencies. The most important feature of the NRP is that it provides a *national capability* for incident management. The NRP establishes multiagency coordinating structures at the field, regional, and headquarters level that provide national resources to support on-scene incident management efforts *and* to address impacts to the rest of the country, prevention of and preparation for subsequent events, and management of multiple incidents. Because of its broad authorities in the maritime domain and substantial response capabilities, the Coast Guard plays a vital part under the NRP both in a leadership role for contingencies in the maritime zone and in a support role for other events.

The following Implementation Plan will help ensure the Coast Guard has fully incorporated the NIMS and the NRP into our emergency response plans, procedures, and policies. This plan also provides guidance to ensure that all personnel who may be potentially involved in response to incidents are appropriately trained in the NIMS and NRP.



T. H. COLLINS

Commandant

<sup>1</sup> Gilmore Commission, "Third Annual Report to the President and to the Congress of the Advisory Panel to Assess Domestic Response Capabilities for Terrorism Involving Weapons of Mass Destruction," December 15, 2001

## SECTION I: GENERAL

### I-1. Purpose

This document establishes the Coast Guard's NIMS/NRP Implementation Plan in order to ensure the Coast Guard complies with HSPD-5, *Management of Domestic Incidents*. HSPD-5 requires all Federal Departments and agencies to adopt the NIMS and use it in their individual domestic 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 outlines the incorporation of the NIMS and NRP into the Coast Guard's plans, procedures, policies, and training programs.

### I-2. References

- a. Homeland Security Act of 2002.
- b. Homeland Security Presidential Directive -5, *Management of Domestic Incidents*.
- c. Homeland Security Presidential Directive-8, *National Preparedness*.
- d. National Incident Management System, March 1, 2004.
- e. National Response Plan, December 2004
- f. Coast Guard Incident Command System Implementation Plan, COMDTINST M3120.15

### I-3. Responsibilities

- a. As a supplement to this instruction, Headquarters (in coordination with Areas) shall develop comprehensive policy guidance outlining the procedures and staffing requirements for executing the Coast Guard's responsibilities under the NRP during Incidents of National Significance. This guidance will provide greater detail as to the changes necessary to existing plans.
- b. Area, district, maintenance and logistic commanders, commanding officers of headquarters units, assistant commandants for directorates, chief counsel, and commanding officers of all Coast Guard units shall comply with the requirements of the instruction and ensure that active duty, reserve, civilian, and auxiliary personnel potentially involved in response to incidents are familiar with, and trained in, the use of NIMS ICS to the appropriate level. Area Commanders shall ensure subordinate commands and their operational support contingency plans are maintained to manage an Incident Command and Area Command, and support a Joint Field Office when established in their respective areas of responsibility. All units holding contingency plans shall amend their plans as outlined in this instruction and the supplement mentioned above. Maintenance and logistic commands, integrated support commands, activities, groups, air stations, marine safety offices and sector commands shall coordinate efforts to provide integrated resource capabilities and planning goals necessary to respond during emergency situations.

- c. The Response Management Coordination Council (RMCC) established by the Joint Operations and Marine Safety Coordination Council shall oversee the implementation of NIMS throughout the Coast Guard. The Coast Guard ICS Program Manager at Training Center Yorktown shall oversee the Coast Guard's ICS training program.

#### **I-4. Directives Affected**

This instruction supersedes the guidance in reference (f). Supplements to this instruction will include Area Command protocol and Incident Management Assist Teams (IMATs) guidance.

## SECTION II: CONCEPT OF IMPLEMENTATION

### II-1. The Phases of NIMS Adoption

NIMS adoption will include four distinct phases. The first phase will be the modification of existing training to reflect the NIMS. The second phase will consist of training for all Coast Guard personnel involved in incident management. The training will include FEMA’s Emergency Management Institute independent study courses on the NIMS (EMI IS-700) and the NRP (EMI IS-800), and Coast Guard ICS courses. The third phase consists of the evaluation and modification of existing plans, procedures, and policies to reflect NIMS and the NRP. The fourth phase will verify achievement of the NIMS Integration Center’s standards, including certification and credentialing of employees (further guidance on these are forthcoming) as well as conducting exercises to demonstrate compliance with the standards of the NIMS Integration Center. It is anticipated that the implementation phases will overlap in order to speed and strengthen the process.

**Phase I – Incorporation of NIMS into Current Training ..... 1 month**

- a. Modifying existing training programs to reflect NIMS.

**Phase II – Staff Training.....9 months**

- a. Conducting training on NIMS and the NRP.

**Phase III – Modification of Existing Plans, Procedures, and Policies.....9 months**

- a. Updating existing plans to align with NIMS and the NRP.

**Phase IV – Supporting NIMS Integration Center Standards .....Ongoing**

- a. Credentialing and certification of personnel and equipment.
- b. Conducting validation exercises.

	Jan 2005	Feb 2005	Mar 2005	Apr 2005	May 2005	Jun 2005	Jul 2005	Aug 2005	Sep 2005	Oct 2005	Nov 2005	Dec 2005
Phase I												
Phase II												
Phase III												
Phase IV												

**Figure II-1. Expected NIMS/NRP Implementation Timeline**

## SECTION III: TRAINING

### III-1. Incorporation of NIMS into Current Training Programs

The following provides a description of current Coast Guard ICS training courses. By January 30, 2005, all of these courses will be updated to reflect NIMS terminology, concepts and processes.

#### a. General Knowledge Courses:

<b>ICS-100 Introduction to ICS</b>
ICS-100 Introduction to ICS is suggested training for entry-level personnel. This course is a self-paced module addressing the ICS organization, basic terminology, and common responsibilities.
<b>ICS-200 Basic ICS</b>
ICS-200 Basic ICS introduces students to the principles of the Incident Command System (ICS) associated with incident-related performance. It is targeted for personnel assigned to an incident or event, persons working in support roles and cooperating agencies, off-incident personnel who require a minimum knowledge of NIMS ICS, and technical specialists assigned to support an incident from an off-site location. The course covers organization, facilities, resource terminology and the common responsibilities or general instructions associated with incident or event assignments. Prerequisite is ICS-100.
<b>ICS-300 Intermediate ICS</b>
ICS-300 Intermediate ICS is designed for personnel who will be assigned to ICS supervisory positions and expands of Basic ICS. It provides more description and detail of the organization and operation of the ICS, management of resources, describes the duties of all positions including the Air Operations organization, and provides examples of how the essential principles are used in incident and event planning. Prerequisite is ICS-200.
<b>ICS-400 Advanced ICS</b>
ICS-400 Advanced ICS is designed for senior personnel expected to perform in a management capacity in an area command/complex incident environment. The course emphasizes large-scale organization development, roles and relationships of the primary staff, the planning, operational, logistical and fiscal consideration related to large and complex incident and event management. It describes the application of Area Command and the importance of interagency coordination on complex incidents and events. Prerequisite is ICS-300.
<b>ICS-305 Intermediate ICS Refresher Training</b>
ICS-305 Intermediate ICS Refresher Training is a USCG designed course intended as a one day refresher for personnel expected to perform in a management capacity and/or will be assigned to ICS supervisory positions and will review the concepts, principles, and protocols of the Incident Command duties and exercises intended to re-familiarize the student with the mechanics of response to Type 3 incidents at a regional level.
<b>ICS-405 Advanced ICS Refresher Training</b>
ICS-405 Intermediate Advanced ICS Refresher Training is a USCG designed Course intended as a two day refresher for personnel who will be assigned to ICS supervisory positions and will review the concepts, principles, and protocols of the Incident Command duties including large-scale organization development, roles and relationships of the primary staff, the planning, operational, logistical and fiscal consideration related to large and complex incident and event management with exercises intended to re-familiarize the student with the mechanics of response to Type 2 incidents at a regional level.

Figure III-1. Current Coast Guard ICS General Knowledge Courses

**b. Position Specific and Team Courses:**

**ICS-320 Multi-Agency Team Building Enhancement System (MATES)**

ICS-320 Multi-Agency Team Building Enhancement System (MATES) is a CG specific team building course that consists of an overview of the concepts, principles, and protocols of NIMS ICS with a focus on the establishment of the Incident Command Post, specific responsibilities, assignments, information flow, and NIMS ICS products related to management of resources, Command Staff issues, development of the Operations Section organization and the Planning Cycle during a response or event. It is not intended that this training session be a rehash of the I-200/300 series training modules. It shall, instead, highlight the inter-dependence of information flow and the need for teamwork within a Type 3 or Type 2 Organization. Prerequisite is ICS-300.

**ICS-339 Division/Group Supervisor**

ICS-339 Division/Group Supervisor is designed to meet the training requirements of a Division or Group Supervisor on a response incident. It provides instruction in support of the specific tasks of division/group supervisor, but will not instruct the student in general management/supervision or in the incident command system (ICS), both of which the student should learn through prerequisite course work. Course topics include: division/group management, organizational interaction, and division operations. Prerequisite is ICS-300.

**ICS-341 IRPW Planning Process**

ICS-341 Incident Response Planning Workshop (IRPW) is a CG position specific course that presents the concepts, principles, and protocols of the Planning Section duties intended to familiarize the student with the process mechanics of planning activities in support of an incident. The course will culminate in an exercise that will require the students to work from initial response through one full planning cycle. This training should be a blend of training, coaching and hands-on exercising. Prerequisite is ICS-300.

**ICS-410 Advanced Incident Commander**

ICS-410 Advanced Incident Commander is a CG position specific course and is designed to meet the training requirements of the Type 2 Incident Commander (equivalent to S-400). Course topics include team administration; communication, information and intelligence processing, agency administrator and IC responsibilities, transfer of command, and demobilization. The course provides exercisers to assist the student in acquiring the knowledge to learn these skills. An optional "lessons learned" unit allows the addition of geographic area specific information, but the course time frame must be increased accordingly. Prerequisite is ICS-400.

**ICS-420 Command and General Staff**

ICS-420 Command and General Staff is a team course designed to prepare the student to function effectively in the position of a Type 2 Incident Commander, command or general staff with the application of previously acquired knowledge and skills. Students will participate in two types of groups (teams and similar position) during exercises. These exercises include a simulation of the mobilization, management, and demobilization phases of a rapidly accelerating Type 2 incident that has potential to become a Type 1 incident. The course will culminate in an exercise that will require the students to work through one full planning cycle and develop an Incident Action Plan. This training day should be a blend of training, coaching and hands-on exercises in team building and Human Resource Management to ensure that students leave with the necessary skills to establish and implement incident response policy. Prerequisite is ICS-320 and the position specific course for the position held (i.e. for Planning Section Chief, the prerequisite is ICS-440).

<b>ICS-430 Operations Section Chief</b>
ICS-430 Operations Section Chief is position specific training designed to meet the training needs of the Type 2 Operations Section Chief. This course concentrates on the duties and responsibilities as they pertain to planning for, supervision of and the coordination of the operations section. Subjects covered include: information gathering, interaction with the command and general staff, incident action plan development, operational period briefing, OSC daily schedule, interaction with incident and non-incident personnel and demobilization. The course will culminate in an exercise that will require the students to work from initial response through one full planning cycle. Prerequisite is ICS-339, ICS-341 and ICS-400.
<b>ICS-440 Planning Section Chief</b>
ICS-440 Planning Section Chief is position specific training designed to meet the training needs of the Type 2 Planning Section Chief. Topics include information gathering, strategies, meetings and briefings, incident action plan, interactions, forms, documents, supplies and demobilization. There is an optional technology section. The final exercise requires the students to observe a simulated planning meeting and use the information derived to find errors in an incident action plan. Prerequisite is ICS-400 and ICS-341.
<b>ICS-450 Logistics Section Chief</b>
ICS-450 Logistics Section Chief is position specific training designed to meet the training requirements of the Type 2 Logistics Section Chief. Topics include gathering information, organizing and staffing the section, planning activities, operations, demobilization and evaluation. Prerequisite is ICS-400 and ICS-341.
<b>ICS-460 Finance/Admin Section Chief</b>
ICS-460 Finance/Admin Section Chief is position specific training designed to meet the training requirements of the Type 2 Finance/Admin Section Chief. Topics include gathering information, organizing and staffing the section, planning activities, operations, demobilization and evaluation. Prerequisite is ICS-400.
<b>ICS-620 Area Command</b>
ICS-620 Area Command is a USCG designed course and is intended for senior personnel expected to perform in a management capacity in an area command/complex incident environment. The course provides why, when, where and how Area Command is established, and the organization, facilities, communications required and demobilization process under an Area Command organization. It also covers the organizational relationships between Area Command and incidents, and between an Area Command and jurisdictional authorities. Prerequisite is ICS-400.

**Figure III-2. Current Coast Guard ICS Position Specific and Team Courses**

### III-2. Training Requirements

The following chart describes the plan for training implementation, including target audience, delivery sources and completion date. The initial phase of training is to ensure that all appropriate Coast Guard personnel potentially involved in response to incidents have a basic understanding of NIMS and the NRP by September 2005. The deadline for completing advance level courses extends to September 2006.

Training	Who Receives It	How it is Provided	Completion Date
IS-700 Introduction to NIMS	All Coast Guard personnel (active duty, reserve, civilian and auxiliary) potentially involved in response to incidents	Available as an on-line web-based course through the FEMA training website	September 30, 2005
IS-800 Introduction to the NRP	All Coast Guard personnel (active duty, reserve, civilian and auxiliary) potentially involved in response to incidents	Available as an on-line web-based course through the FEMA training website	September 30, 2005
ICS-100 Introduction to the Incident Command System	All Coast Guard personnel (active duty, reserve, civilian and auxiliary) potentially involved in response to incidents	Available as an on-line web-based course through the Coast Guard and FEMA training websites, as a 4-hour Coast Guard training course, and as a Coast Guard Institute Course	September 30, 2005
ICS-200 Basic Incident Command System	All Coast Guard personnel (active duty, reserve, civilian and auxiliary) potentially involved in response to incidents	Available as an on-line web-based course through the FEMA training website, as a Coast Guard Institute Course and from the Coast Guard and other resources as an 8-hour training course	September 30, 2005
ICS-300 Intermediate Incident Command System	All Coast Guard personnel (active duty, reserve, civilian and auxiliary) potentially involved in response to incidents in a leadership role. For example, all Incident Commanders, Command Staff, General Staff, Directors, Supervisors, Unit Leaders, etc. Also includes leaders of single resources, task forces and strike teams (i.e. Aircraft Commanders, Coxswains, Boarding Officers, LE and HAZMAT Team Leaders, Federal On-Scene Coordinator Representatives, Pollution Investigators, etc.).	Available from the Coast Guard and other resources as a 20-hour training course	September 30, 2006

Training	Who Receives It	How it is Provided	Completion Date
ICS-400 Advanced Incident Command System	Requirements will be specified as part of the Position Specific qualifications. For example, ICS-400 will be a requirement for Type 2 Incident Commander qualification/certification	Available from the Coast Guard and other resources as an 8-hour training course	September 30, 2006
Position Specific ICS Training	Requirements will be specified as part of the Position Specific qualifications. For example, ICS-440, Planning Section Chief, will be a requirement for Type 2 Planning Section Chief qualification/certification	Available from the Coast Guard and other resources as various training courses	September 30, 2006
Team ICS Training	Team ICS Training will be specified as port level requirements. For example, ICS-320 MATES training is currently held for major ports to help prepare them for major incidents and exercises.	Available from the Coast Guard and other resources as a 40-hour training course	September 30, 2006

**Figure III-3. Coast Guard ICS Training Requirements**

The Coast Guard has two personnel management database tools: Direct Access and the Training Management Tool (TMT). Both will be used for data entry of training and qualification entry. Direct Access contains a list of all Coast Guard personnel who have completed ICS courses and can be used for queries about NIMS training implementation.

## SECTION IV: MODIFICATION OF PLANS, PROCEDURES, AND POLICIES

### IV-1. Modification Schedule

Since the Coast Guard adopted the National Interagency Incident Management System (NIIMS) ICS in 2001 and NIMS is largely based NIIMS, many of our existing plans and procedures already are designed to use the key ICS concepts of NIMS for responding to incidents. However, updates to these plans are necessary to reflect NIMS terminology and to outline responsibilities, staffing and procedures under the NRP. The following chart lists the plans that must be updated to align with the NIMS and NRP, and the expected completion date.

Plan, Procedure, or Policy	Plan Holder	Completion Date
Multi-Contingency 9900, 9800 and 9700 Operations Plans (OPLAN)	Headquarters (9900), Atlantic Area (9800), Pacific Area (9700), District offices, and Captain of the Port/Sector Commands	September 2005
Continuity of Operations Plans (COOP)	Headquarters, Areas, and District offices	September 2005
Alien Migration Interdiction Plans	Districts	September 2005
Area Contingency Plans (ACPs)	Captain of the Port/Sector Commands	September 2005
Area Maritime Security Plans (AMSP)	Captain of the Port/Sector Commands	September 2005
Military Outload Plans	Designated Strategic Ports	September 2005
US/Canada Joint Maritime Contingency Plan	Districts 1, 9, 13, and 17	September 2005
US/Mexico Joint Maritime Pollution Contingency Plan	Districts 8 and 11	September 2005
Incident Management Handbook	Headquarters	September 2005

**Figure IV-1. Schedule for Modification of Existing Plans, Policies, and Procedures**

### IV-2. Resource Management

The NIMS emphasizes the importance of maintaining accurate and up-to-date information on resources and provides resource typing definitions for 120 of the most commonly requested response resources. The resource typing definitions are available at: [http://www.fema.gov/nims/mutual\\_aid.shtm](http://www.fema.gov/nims/mutual_aid.shtm). Plan holders should use these definitions when updating their plans. A comprehensive inventory of Coast Guard resources is maintained within the Marine Information for Safety and Law Enforcement (MISLE) system.

## **Section V: Supporting NIMS Integration Center Standards**

### **V-1. NIMS Integration Center**

The Department's NIMS Integration Center provides strategic direction for and oversight of the NIMS, supporting both routine maintenance and continuous refinement of the system and its components over the long term. This includes the development and maintenance of:

- National-level training standards and course curricula;
- Materials supporting NIMS implementation (training modules, job aids, etc.);
- Documentation and database system for qualification, certification and credentialing of incident management personnel and responders;
- System related to standards for performance, compatibility and interoperability of equipment; and
- Criteria for determining compliance with NIMS.

The Coast Guard, working primarily through the Coast Guard's ICS Program Manager, will coordinate our implementation efforts with the NIMS Integration Center and will publish supplements to this document as necessary to meet the standards developed by the NIMS Integration Center.

### **V-2. Position Specific Qualifications/Certifications**

As part of their responsibilities, the NIMS Integration Center will publish guidance on qualification and certification of incident management personnel. Based on their forthcoming guidance, the Coast Guard Headquarters will define ICS position specific qualifications and certifications as part of the Coast Guard Personal Qualification System (PQS).