pennsylvania
EMERGENCY MANAGEMENT AGENCY

**PEMA Directive**

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| **Number:** | D2014-03 |
| **Effective Date:** | December 23, 2014 |
| **Termination Date:** | |
| **Rescinds Directive Number:** | |

**Subject:**
National Incident Management System (NIMS) Implementation, Compliance, and Improvement

**Scope:**
This directive affects state agencies, county and local emergency management coordinators and their staff, elected officials, first responders, hospitals, school, public works, public health, and professional associations.

**Distribution:**
- Commonwealth Agency Heads
- Regional Task Force Chairs
- County Emergency Management Coordinators

**By Direction of:**

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Director, PA Emergency Management Agency

## I. PURPOSE

The purpose of this directive is to implement and improve the National Incident Management System (NIMS) in the Commonwealth of Pennsylvania pursuant to the direction of the Governor of the Commonwealth of Pennsylvania, *Homeland Security Presidential Directive 5 (HSPD-5): Management of Domestic Incidents,* and the *Commonwealth of Pennsylvania NIMS Implementation Strategy (2014-2019).*

## II. AUTHORITIES

A. *Governor's Proclamation Implementing the National Incident Management System*, December 2004
B. Governor's Promulgation of the State Emergency Operations Plan, September 2012
C. *Homeland Security Act of 2002*, as amended
D. *HSPD-5: Management of Domestic Incidents*, February 2003
E. *The NIMS* core document, February 2008
F. *The NIMS Training Program*, September 2011
G. *National Preparedness Goal*, September 2011
H. *National Response Framework*, May 2013
I. The *Post-Katrina Emergency Management Reform Act of 2006*
J. *Presidential Policy Directive-8: National Preparedness*, March 2011
K. The *Commonwealth of Pennsylvania NIMS Implementation Strategy 2014-2019*

## III. GENERAL INFORMATION

A. HSPD-5 mandates the implementation of the NIMS.

B. The United States Department of Homeland Security's (DHS) *NIMS Training Program* outlines the approach to achieving training under the NIMS. The *Commonwealth of Pennsylvania NIMS Implementation Strategy* outlines minimum required training for all stakeholders within the Commonwealth of Pennsylvania.

C. Future federal preparedness funding and assistance is contingent upon working towards achieving full NIMS compliance, as prescribed in the *Homeland Security Act of 2002,* as amended, and as outlined with the Implementation Objectives in Appendix A of the *Commonwealth of Pennsylvania NIMS Implementation Strategy.* In order for Pennsylvania and its local jurisdictions to secure this funding, the Federal Emergency Management Agency (FEMA) requires, at a minimum, that the Commonwealth remain dedicated to implementing the NIMS and completing all on-going compliance activities specified by the National Integration Center (NIC) to date.

D. Compliance with implementation will be tracked using the current federal compliance metric tool, which may change annually as funding allows.

E. NIMS compliance reporting is due to the Commonwealth NIMS Coordinator by state agencies and the Area Offices no later than October 15th, or the next business day if the 15th falls on a weekend, annually, and is to be submitted following the procedures for reporting as outlined in section 3 of the *Commonwealth of Pennsylvania NIMS Implementation Strategy.*

F. The *Commonwealth of Pennsylvania NIMS Implementation Strategy* will be reviewed annually by the Pennsylvania NIMS Work Group, and updated every five years, or as needed to accommodate new federal or state guidance. Any questions, concerns, or suggestions should be addressed through the appropriate Area Office, if applicable, or to the NIMS Coordinator.

G. The Pennsylvania Emergency Management Agency (PEMA) shall annually review all NIMS compliance reporting submissions and assist stakeholders as needed to resolve compliance concerns. Area Offices will be included in assisting with county and municipal stakeholders.

## IV. RESPONSIBILITIES

A. Pennsylvania Emergency Management Agency

1. Ensure that Pennsylvania has fully incorporated the NIMS into all emergency response plans, procedures, and policies.

2. Provide guidance to ensure that all personnel identified in the scope of this directive are appropriately trained in the NIMS and prepared to effectively and efficiently execute the duties under the National Response Framework, Commonwealth and local emergency operations plans.

3. Host the Pennsylvania NIMS Work Group, which assists with developing NIMS guidance and policy.

4. Maintain, along with the Pennsylvania NIMS Work Group, and distribute the *Commonwealth of Pennsylvania NIMS Implementation Strategy* to the entities covered by this directive.

5. Provide, along with the Pennsylvania NIMS Work Group, guidance concerning the NIMS objective areas identified in the *Commonwealth of Pennsylvania NIMS Implementation Strategy:* Adoption, Planning, Training, Exercises, Communications and Information Management, Resource Management and Command Management.

6. Ensure that all agencies, counties, and municipalities are reporting their NIMS compliance in a timely manner, in accordance with section III.E. of this directive.

B. Commonwealth Agencies

1. Commonwealth Agencies must identify personnel who are required to receive NIMS training, identify the level to which they must be trained and develop NIMS training plans to ensure implementation of NIMS training for those personnel.

2. Ensure they are working towards achieving compliance under the NIMS and adhere to the requirements of the *Commonwealth of Pennsylvania NIMS Implementation Strategy.*

3. Ensure that all NIMS compliance is reported in a timely manner to the Commonwealth NIMS Coordinator, in accordance with section III.E. of this directive.

C. Regional Task Forces

1. Ensure they are working towards achieving compliance under the NIMS and adhere to the requirements of the *Commonwealth of Pennsylvania NIMS Implementation Strategy.*

The task forces are responsible to ensure that each county and local jurisdiction within their purview is working towards NIMS compliance prior to receiving Federal preparedness assistance via grants.

D. County Emergency Management Coordinators

1. Ensure they are working towards achieving compliance under the NIMS and adhere to the requirements of the *Commonwealth of Pennsylvania NIMS Implementation Strategy.*

2. Work with local emergency management coordinators to ensure that they are working towards achieving compliance under the NIMS and that they are adhering to the requirements of the *Commonwealth of Pennsylvania NIMS Implementation Strategy.*

3. Ensure NIMS compliance is reported in a timely manner, in accordance with section III.E. of this directive.

4. Solicit participation from school districts, municipal authorities, religious groups, the private sector and other Non-Governmental Organizations (NGOs), and encourage them to become NIMS compliant and partner with emergency service agencies to aid in emergency management activities.

5. Assist local emergency management coordinators, public and private partners, associations, and religious groups to ensure NIMS compliance reporting is received in a timely manner, in accordance with section III.E of this directive.

E. Local Emergency Management Coordinators

1. Ensure they are working towards compliance under the NIMS and adhere to the requirements of the *Commonwealth of Pennsylvania NIMS Implementation Strategy.*

2. Ensure NIMS compliance is reported in a timely manner, in accordance with section III.E. of this directive.

3. Solicit participation from school districts, municipal authorities, religious groups, and the private sector and other NGOs, in order to encourage them to adopt NIMS and partner with emergency service agencies to aid in emergency management activities.

F. Keystone Emergency Management Association

1. Work with partner county emergency management coordinators and other public and private partners to ensure compliance under the NIMS.

2. Ensure partner county emergency management coordinators and other public and private partners are adhering to the requirements of the *Commonwealth of Pennsylvania NIMS Implementation Strategy.*

G. Professional Associations

1. Encourage members to become NIMS compliant and work with county and local emergency management coordinators.

2. Ensure their membership is adhering to the requirements of the *Commonwealth of Pennsylvania NIMS Implementation Strategy.*

3. Encourage members to partner with emergency service agencies to aid in emergency management activities.

## V. RECESSION

This Directive shall remain in effect until suspended or rescinded.

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