



# CITY OF HOUSTON EXECUTIVE ORDER

<b>SUBJECT</b>  <b>NATIONAL INCIDENT MANAGEMENT SYSTEM</b>	<b>E. O. No.</b>  <b>1-49</b>
	<b>Effective Date</b> <b>Upon Approval</b>

**1.0 AUTHORITY**  
The Mayor has the authority to execute this Executive Order under City of Houston Charter Article VI Sec. 7a, which gives the Mayor control over "all the administrative work of the city government."

The issuance of this Executive Order is consistent with the requirements of Homeland Security Presidential Directive (HSPD)-5, as issued February 28, 2003, and with the State of Texas Executive Order RP40, as issued February 23, 2005.


**2.0 POLICY STATEMENT**  
It is the policy of the City of Houston to fully comply with HSPD-5 and the National Incident Management System (NIMS).

**3.0 PURPOSE**  
The purpose of this Executive Order is to formally adopt the National Incident Management System, and to ensure that appropriate steps are taken by City Departments to ensure compliance with HSPD-5 and the NIMS.

**4.0 OBJECTIVES**

- To achieve compliance with federal and state mandates by formally adopting the National Incident Management System.
- To support federal, state and regional efforts to achieve a consistent nationwide approach for governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.
- To facilitate the most efficient and effective incident management through standardized terminology; standardized organizational structures; interoperable communications; consolidated action plans; unified command structures; uniform personnel qualification standards; uniform standards for planning, training and exercising; comprehensive resource management; and designated incident facilities for use during emergencies and disasters.
- To institutionalize the Incident Command System throughout all city departments.

**5.0 SCOPE**  
This Executive Order applies to all city departments and divisions.

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## 6.0 RESPONSIBILITIES

### 6.1 OFFICE OF EMERGENCY MANAGEMENT

- a. Fully integrate the NIMS and Incident Command System into the city's prevention, preparedness, response and recovery systems.
- b. Assess the city's compliance with NIMS requirements and develop a strategy for full NIMS compliance, with input from an interdepartmental committee.
- c. Update Emergency Management Plans to incorporate NIMS and the Incident Command System.
- d. Incorporate NIMS and the Incident Command System into all scheduled exercises.
- e. Coordinate execution of Mutual Aid Agreements with other jurisdictions.
- f. Coordinate resource management and the city's participation in the Texas Regional Response Network (TRRN) to identify response assets available for mutual aid support, utilizing the nationally standardized resource typing definitions.
- g. Support citywide efforts to achieve regional radio interoperability.
- h. Serve as a resource to Department Directors, assisting them to access the most current version of the *National Incident Management System* document and any other NIMS related resources that may help them comply with their responsibilities under this Executive Order.
- i. Advise Department Directors on which personnel should take the NIMS awareness class and how the training can be accessed.

### 6.2 DEPARTMENT DIRECTORS

- a. Fully integrate the NIMS and Incident Command System into the department's prevention, preparedness, response and recovery systems. The Office of Emergency Management can provide resources to assist the department in achieving this requirement.
- b. Institutionalize the use of the Incident Command System within each department, incorporating ICS training into existing training programs to ensure that this training is sustained.
- c. Require appropriate department personnel to complete NIMS awareness training, and maintain records to track NIMS course completions by department personnel. The Office of Emergency Management can advise directors on which personnel should complete the course and how the course can be accessed.
- d. Incorporate NIMS and Incident Command System components into any scheduled exercises.
- e. Assist the Office of Emergency Management to identify and type assets available for mutual aid responses.
- f. Support citywide efforts to achieve regional radio interoperability.

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