

OFFICE OF THE MAYOR
TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 2006-05

November 21, 2006

ESTABLISHMENT OF AN ADMINISTRATIVE POLICY THAT WILL HELP ENSURE THE CITY HAS FULLY INCORPORATED THE NATIONAL INCIDENT MANAGEMENT SYSTEM INTO EMERGENCY RESPONSE PLANS, PROCEDURES, AND POLICIES; AND PROVIDE GUIDANCE FOR ALL DEPARTMENTS TO ENSURE THAT ALL PERSONNEL ARE APPROPRIATELY TRAINED IN THE NIMS AND PREPARED TO EFFECTIVELY AND EFFICIENTLY EXECUTE THE CITY'S DUTIES UNDER THE NATIONAL RESPONSE PLAN AT ALL TIMES.

By the virtue of the power vested in me as the Mayor of the City of Tulsa, it is hereby ordered:

Section 1. PURPOSE. To establish the City of Tulsa National Incident Management System (NIMS) Implementation Plan to ensure the City complies with Homeland Security Presidential Directive 5, *Management of Domestic Incidents*.

Section 2. ORGANIZATIONS AFFECTED. All City Departments, Authorities, Boards, and Commissions.

Section 3. REFERENCES.

- 3.1 Homeland Security Act 2002
- 3.2 Homeland Security Presidential Directive 5, *Management of Domestic Incidents*
- 3.3 Homeland Security Presidential Directive 8, *National Preparedness*
- 3.4 City of Tulsa Executive Order No. 2004-1, *Information Protection Protocol*
- 3.5 Oklahoma Statutes, Title 51, Section 24A.27, *Open Records Act*
- 3.6 City of Tulsa Resolution No. 7275 establishing the National Incident Management System (NIMS) as the standard comprehensive approach to incident management

Section 4. POLICY. It is the policy of the City of Tulsa to follow the NIMS Implementation Plan to ensure the City has fully incorporated the NIMS into emergency response plans, procedures, and policies. It is the responsibility of the Director of each department to ensure that all personnel are appropriately trained and exercised in the NIMS and prepared to effectively and efficiently execute the City's duties under the National Response Plan (NRP) at all times. Further, it is imperative that other elements critical to effective and efficient incident management be developed, including resource management, mutual aid agreements, communications and information management, and emergency responder credentialing system.

Section 5. PROCEDURES.

- 5.1 The Director of each department of the City of Tulsa is directed to develop and implement policies necessary to ensure compliance with the City of Tulsa NIMS Implementation Plan.
- 5.2 The Director of each department of the City of Tulsa is directed to identify and assign personnel to serve and act as the incident management team representing the department.
- 5.3 The Director of each department will ensure that all employees are fully trained in the NIMS and NRP as outlined in the Implementation Plan.
- 5.4 Each department shall develop emergency operations procedures, modify existing plans, and maintain said plans to incorporate NIMS.
- 5.5 Emergency response plans, procedures, policies, and training programs of each department are to be submitted to the Mayor's Homeland Security Task Force – Technical Advisory Group (HLS-TAG) for evaluation to ensure incorporation and compliance with the NIMS.
- 5.6 The Mayor's HLS-TAG will develop other systems critical to effective and efficient incident management, including resource management, mutual aid agreements, communications and information management, and emergency responder credentialing system, as more fully described in the NIMS Implementation Plan.
- 5.7 The NIMS Implementation Plan is to be handled under strict security arrangements and held in confidence from public disclosure in accordance with City of Tulsa Executive Order No. 2004-1, *Information Protection Protocol*.
- 5.8 The Mayor's HLS-TAG will oversee the protection of the information and direct necessary protocols to protect the information.
- 5.9 The Mayor's HLS-TAG will oversee and monitor the City's compliance with the NIMS and NRP.

Section 6. GUIDELINES. The National Incident Management System Implementation Plan shall be prepared in accordance with the guidelines set forth in U.S. Department of Homeland Security, Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, and the U.S. Department of Homeland Security NIMS Integration Center.

Section 7. EFFECTIVE DATE. This Order shall take effect immediately.



Kathy Taylor, Mayor

November 29, 2006
Date





City Clerk