**REPORT HIGHLIGHTS**

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| **ICS/NIMS STRATEGIC TRAINING GOALS** |

Our objectives are to:

1. Provide a practical approach to the terminology, strategies, tactics and overall procedures within an Incident Management System
2. Provide guidance to Xcel Energy to help ensure strategic goals and tactical operations are structured to effectively and efficiently interface with public responders.
3. Provide assistance to Xcel Energy first responders and supervisory personnel to understand the emergency decision-making process.
4. Assist Xcel Energy with the interpersonal dynamics of emergency response during the stress of an incident. This would incorporate or develop, if needed, procedures and documents to interface seamlessly with the ICS system. Such as:
   * Checklists, Tactical Worksheets, and other documents.
   * Restructure Xcel Energy emergency response and incident command procedures where necessary to reflect public response operations.
   * Integrate NIMS common terminology and practices in the Xcel Energy’s emergency response plan that reflect the current national incident management system (NIMS) recommendations.

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| **ASSESSMENT – EMERGENCY RESPONSE PLAN** |

OVERALL OBSERVATION - The Xcel Energy emergency response plan is well written comprehensive and detailed. The plan identifies all specific requirements and footnoted to references with Title 49 CFR 192.615 and various state regulatory requirements. The extent and content of the plan is structured to meet the regulatory requirements as outlined by PHMSA.

NIMS OBSERVATION - There are little or no references to the NIMS terminology, structure and/or procedures in the emergency response plan. Yet they do exist in spirit. The scaling and escalation identified in the Appendix of between Level I – IV is exactly the basis and procedures found in NIMS. The need for NIMS has also been been identified in after action reports and other discussions.

**Recommendation** – *Incorporate the NIMS Terminology, Training, Checklists, worksheets and forms will address many areas where NIMS is needed.*

**Recommendation** – *Xcel Energy should designate a single point of contact to serve as the principal coordinator for NIMS implementation.*

***Recommendation*** *– Areas within the emergency plan need to be added in order to assist first responders and supervisor.*

**Examples**

pg# 1,2,3 - 08 XCEL ENERGY ERP LEVEL I-IV IAP Decision Tree

pg#4,5 08 XCEL ENERGY ICS LEVEL I-IV IAP form

pg#6 99b Example First Responder Checklist UGI

pg#7 99a Example FD NG Safety Checklist

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| **ASSESSMENT – INCIDENT MANAGEMENT SYSTEM** |

**OBSERVATION** – While there are elements of NIMS and ICS present they are very limited. After implementation of the new tactical worksheets, checklists and other documents many features of the National Incident Management System (NIMS) requirements will be present:

* Xcel Energy emergency response plans and standard operating procedures/guidelines will incorporate NIMS components, terminology, and forms.
* Xcel Energy emergency response plans and training will align response personnel with their incident management roles and responsibilities.
* Xcel Energy will incorporate NIMS into incident management exercises and evaluation programs to identify strengths, areas of improvement, and effect of implementation.
* Xcel Energy ICS will be included into Incident Action Plans (IAPs) and other common communications plans.

**RECOMMENDATION** - *Xcel Energy should apply standardized consistent terminology, including the use of plain language, in communication protocols and/or plans for incident command, management, and planned operational actions.*

**Example**

Pg# 8,9 Document - 06 XCEL ENERGY ICS Form 207 Translation...

Pg# 10 Document 06 XCEL ENERGY Terminology and ICS Functions

**RECOMMENDATION** - *Xcel Energy develop systems, tools, and processes to ensure that incident managers at all levels will share a common operating picture of the incident. (e.g. use of ICS Forms, Tactical worksheets, Checklist etc.)*

Example

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Pg#11,12 Document 05a XCEL ENERGY ICS Form 201 – First Responder

Pg# 13,14,15 Document 05b XCEL ENERGY ICS Form 201 – OSC / IC

Pg#16-21 Document 05c XCEL ENERGY ICS Form 201 – Actual Form

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| **ASSESSMENT – TRAINING** |

**RECOMMENDATION** - *There’s a specific need for training in order for Xcel Energy to effectively incorporate NIMS into their emergency response plan. The two documents referenced as 01 and 02 are the proposed training outline / curriculum for the both target audiences of emergency responders in a natural gas emergency – First Responders and Supervisors.*

Pg#22 - 25 Document - 01 XCEL ENERGY ICS Level I Training...

Pg#26 – 30 Document - 02 XCEL ENERGY ICS Level II-III Training...