

{date}

{Police Chief, Fire Chief, Ambulance Captain}
{Appropriate Organization}
{Address}

Dear *{Chief/Captain}*:

On _____ we adopted Resolution “Designation of the National Incident Management System (NIMS) as the Basis for All Incident Management in the *{Township/Borough/City of _____}*”.

Following the guidance of the Federal NIMS Integration Center and pursuant to the above mentioned resolution we are directing you to train, exercise and use the Incident Command System (ICS) for all response operations conducted by your organization.

As you are aware, training in both the Incident Command System and the broader National Incident Management System can be coordinated through the Chester County Department of Emergency Services or is available through online courses IS-195 and IS-700 at <http://training.fema.gov/EMIWeb/IS/>.

Sincerely,

{Appropriate Signatures}

cc: Chester County Department of Emergency Services
601 Westtown Road
West Chester, PA 19380