

NIMS Compliance Checklist

Deadline for Compliance is September 30, 2006

| Standard | Compliance Requirements | Compliance Applies To: | Notes | Documentation Required | Compliance Date |
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| 1. Adoption of NIMS | All Governments, non-government organizations, and private sector incident management/response organizations will formerly adopt and promote NIMS compliance during activities. | <p>Each Jurisdiction – Can be by city or individual departments. Recommend city adoption.</p> <p>Private and non-governmental organizations can adopt in same manner as public sector.</p> | <p>Accomplished by:</p> <ul style="list-style-type: none"> ▪ Formal Resolution ▪ Executive Order ▪ Proclamation ▪ Legislation ▪ Adoption through minutes at official meeting ▪ In plans, policy, or procedures from individual departments <p>A formal adoption by a city will cover all departments. All departments will then need to assure compliance with guidelines</p> | Written documentation indicating the adoption of NIMS; held by adopting organization | <hr/> <p style="text-align: center;">Date</p> |
| 2. Incident Command System | Manage all emergencies and exercises with ICS organizational structures as defined by NIMS. Must include application of Incident Action Planning and Common Communications Plans | All levels responders within jurisdictions – County, city, response agencies, private response agencies | <p>Adopt ICS through an executive order, proclamation, or legislation as the jurisdiction’s official incident response system.</p> <p>Direct incident managers and response organizations to train, exercise, and use ICS during responses</p> <p>Integrate ICS into policies, plans, and procedures.</p> | Written documentation of adoption and policies, plans and procedures maintained by governments and private sector responder organizations. | <hr/> <p style="text-align: center;">Date</p> <hr/> <p style="text-align: center;">Date</p> <hr/> <p style="text-align: center;">Date</p> |

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| | | | <p>ICS Training for all responders, supervisors, and command level officers.</p> <p>Responders at all levels participate in ICS-oriented exercises involving responders from multi-disciplines and jurisdictions</p> | | <hr/> <p>Date</p> <hr/> <p>Date</p> |
| 3. Multi-Agency Coordination System | Facilities, equipment, personnel, procedures, and communications integrated into a common system for incident management activities. | All response agencies - City, response agencies, private response agencies | Since most cities/agencies do not have an established EOC to coordinate activities, these cities can refer to the county multi-hazard plan | Documentation of a policy, plan, procedure, executive order, r resolution to support the county EOC when requested | <hr/> <p>Date</p> |
| 4. Public Information System | Implement processes, procedures, and/or plans to communicate timely, accurate information to the public during an incident through a Joint Information System and Joint Information Center | All government, response agencies, and private response agencies | <p>Plans, policies, or procedures to use a public information system to communicate to public during an incident (with a designation of who is responsible for this activity).</p> <p>A City executive order, proclamation, or resolution would cover all departments within that governmental body.</p> | Documentation of plans, policies, or procedures to use a public information system to communicate information to the public during an incident. | <hr/> <p>Date</p> |
| 5. Coordinate all Federal Preparedness | Develop and implement a system to coordinate all federal preparedness funding to implement NIMS across the | All government, response agencies, and private response agencies | Coordinate all spending of Federal preparedness funds to ensure NIMS | No documentation required. By | |

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| Funding | community. | | compliance across the community | signing the "Self-Compliance" letter, you will agree to coordinate NIMS implementation efforts. | <hr/> Signed Letter of Compliance |
| 6. Revise and Update Plans, Policies, and Procedures | Revise and update plans and SOPs to incorporate NIMS principles to include planning, training, response, exercises, equipment, evaluation, and corrective actions | Any jurisdiction that currently has any plans, procedures, or protocols | Review any plans, policies, or procedures that are currently in place and update them to incorporate NIMS. | Document any plans, policies, or procedures updated for NIMS compliancy | <hr/> Date |
| 7. Mutual Aid | Participate in and promote intrastate and interagency mutual aid agreements – including agreements with the private sector and non-governmental organizations | All government, response agencies, and private response agencies | If your city is an IMAC signatory, you have satisfied this requirement. Non-governmental organizations and private sector need to have agreements in place to share or obtain resources during an incident, if needed. | Mutual aid agreements must be in writing and can be any of the following: IMAC 28E agreements MOU MOA | <hr/> Date |
| 8, 9, & 10. Training | Complete IS-700, IS-800, IS-100 & IS-200 | All possibly involved in an emergency incident, dependent on level of involvement. | Executive Level: Gov't Leaders, department heads and/or anyone filling role of Incident Commander as well as EOC staff – All training Managerial Level – Agency and management level personnel between Executive Level and first level; those filling ICS roles as directors, | Written documentation will be training records that are maintained by city or departmental organizations | <hr/> Date |

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| | | | <p>supervisors, leaders, specialists, leaders, etc. – All training Responder Level – Entry level to managerial level – IS-700, IS-100.</p> <p>All involved personnel at the supervisory level and above should also take the IS-200 training.</p> | | <hr/> Date <hr/> Date |
| 11, 12, 13. Exercises | <p>Incorporate NIMS/ICS into all local and regional training and exercises.</p> <p>Participate in a NIMS all-hazard exercise program that involves responders from multiple disciplines and multiple jurisdictions.</p> <p>Incorporate corrective actions into preparedness and response plans and procedures</p> | All government, response agencies, and private response agencies | <p>All cities/response agencies must participate in an all hazards exercise program that incorporates NIMS and ICS into the exercises. The program must incorporate after action reports and corrective action plans.</p> <p>Non-governmental and private sector organizations must also participate in NIMS compliant exercises.</p> <p>This is an on-going activity to remain NIMS compliant.</p> | Document participation with sign-in sheets, after-action reports, or other documentation to indicate participation in a NIMS compliant exercise program. | <hr/> Date |
| 14. Inventory Response Assets | Inventory community response assets to conform to Homeland Security Resource Typing standards | All government, response agencies, and private response agencies | In many cases, you may not possess and of the 120 resources. DO NOT inventory any resources unless the resources match | Keep and maintain the list of any of the 120 typed resources your jurisdiction | <hr/> Date |

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| | | | <p>exactly to one of the 120 typed resources.</p> <p>Note: This requirement is in addition to any county-based resource typing that may include resources beyond the 120-typed resources.</p> | has available. | |
| 15. Equipment Standards | To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into local acquisition programs | All government, response agencies, and private response agencies | The jurisdiction (all) will assure that relevant national standards will be applied when determining equipment purchases using Federal Preparedness funds. | <p>No documentation required. By signing the "Self-Compliance" letter, you will agree to apply national standards to equipment purchases.</p> <p>Document equipment purchases for period specified in grant</p> | <hr/> <p>Signed Letter of Compliance</p> |
| 16. Apply standardized and consistent terminology, including the establishment of plain English communications standards across public safety sector | Communicate using "Plain English" for all responses according to guidance received (Law enforcement may utilize 10-codes for officer safety or communications within their department). | All government, response agencies, and private response agencies | The use of 10-codes will be eliminated except for law enforcement protection or within law enforcement agency communications | No documentation required. By signing the "Self-Compliance" letter, you agree to utilize "Plain English" in response communications | <hr/> <p>Signed Letter of Compliance</p> |

