NIMS Compliance Checklist for Local Jurisdictions

The following National Incident Management System (NIMS) Implementation Objectives are published in an effort to assist Pennsylvania jurisdictions work towards reaching and maintaining NIMS compliance. They are listed by each of the three components of NIMS to mirror the 2017 FEMA NIMS updates. For more information, please contact your county emergency manager, PEMA Area Office NIMS point of contact, or Commonwealth of Pennsylvania NIMS Coordinator.

General Components

☐ **Adopt the National Incident Management System (NIMS) -** throughout the jurisdiction or organization to prevent, protect against, mitigate, respond to, and recover from incidents. A sample municipal resolution adopting NIMS can be found in the 2019-2024 PEMA NIMS Implementation Strategy On Page 72.

2019-2024 PEMA NIMS Implementation Strategy

☐ **Designate and maintain a point of contact (POC) to serve as the principal coordinator for the implementation of NIMS.** Stakeholder notification, including contact information for a current NIMS POC responsible for the overall coordination and development of NIMS related activities and documents for the jurisdiction is a necessary part of NIMS.

☐ **Ensure that incident personnel receive pertinent NIMS training in alignment with the NIMS Training Program.** Jurisdictions should specify which NIMS courses incident personnel must take, how long they have to complete the trainings after they join an organization, and how often personnel must complete refresher trainings. At minimum, incident personnel should complete NIMS trainings when they are updated with new information. For example, if a person has completed IS 100.a and the most current version of the course is IS 100.c, they should complete the most recent version for the NIMS updates pertinent to that course.

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Component 1: Resource Management

☐ Identify and **Inventory deployable incident resources and assets consistent with the NIMS resource typing definitions and job titles/position qualifications, available through the Resource Typing Library Tool and resource type according to established definitions** (Tier 1 and Tier 2). See PEMA's website for Tier 2 (state) definitions. Tier 1 definitions can be found by googling Resource Typing Library Tool. For further assistance, contact your county or the state NIMS coordinator.

FEMA Resource Typing Library Tool

☐ **Ensure interoperability of equipment, communications, and data**. Interoperability among first responders should be ensured prior to equipment being purchased.

☐ **Adopt NIMS terminology for the qualification, certification, and credentialing of incident personnel**.

☐ **Utilize resource typing for intrastate/interstate mutual aid requests**. This makes the process go a whole lot smoother, especially when EMAC requests are made.

☐ **Initiate credentialing system**. Currently, there is no statewide credentialing guidance for the Commonwealth of Pennsylvania; it's jurisdiction-specific.

☐ **Institute mechanisms to deploy, track, recover, demobilize, and to provide reimbursement for resources utilized during response and recovery.** This mechanism should address access control measures. This is crucial if you want to be reimbursed after a disaster. Please contact your county or the Commonwealth's Bureau of Recovery and Mitigation at PEMA for specific cost-recovery requirements.

☐ **Develop, maintain, and implement mutual aid agreements (to include agreements with the private sector and nongovernmental organizations)**

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Component 2: Command and Coordination

☐ **Apply ICS as the standard approach to the on-scene command, control, and coordination of incidents.** Manage all events and incidents using ICS, from your typical house fire to a large-scale incident. See the FEMA independent studies for further guidance on the ICS and how to implement it.

☐ **Coordinate response objective through the use of integrated Multi-Agency Coordination (MAC) Groups/Policy Groups to enable decision making among elected and appointed officials and support resource prioritization and allocation.** Having all your stakeholders in one spot makes the process easier. Consider bringing in your private sector partners, non-governmental organizations, and other local/county liaisons, etc.

☐ I**nstitutionalize Public Information (Joint Information Systems and Joint Information Centers)** during an incident or planned event. Ensure a coordinated message goes out to the public every time to minimize confusion and frustration. Implement JIS for the dissemination of incident information to the public, incident personnel, traditional and social media, and other stakeholders.

☐ **Organize and manage EOCs and EOC teams consistent with pertinent NIMS guidance.** Emergency Operations Plans, Standard Operating Procedures/Guidelines/Policies, organizational charts, or training program materials should all reflect NIMS EOC Guidance.

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Component 3: Communications and Information Management

☐ **Use plain language and common/consistent terminology**. This means no "10 codes", "Code Red", etc.

☐ **Present consistent and accurate information during an incident or event** - common operating picture, situational awareness, etc. Use Knowledge Center/WebEOC to assist with this.

☐ **Develop, maintain, and implement procedures for data collection, analysis, and dissemination to meet organizational needs for situational awareness**. Implement procedures and protocols for communications (to include voice, data, access to geospatial information, Internet/Web use, and data encryption), where applicable, to utilize or share information during an incident/planned event. Write SOGs and SOPs that help spell out proper protocols where use of information during an incident is concerned.

☐ Enable interoperable and secure communications within and across jurisdictions and organizations. Ensure communications systems, incident data, and networks are:

- Reliable and scalable for any incident
- Resilient and redundant
- Appropriately protected and secure
- Staffed with properly trained personnel in establishing and supporting interoperable communications

☐ **Institute multidisciplinary and/or multi-jurisdictional procedures and protocols for standardization of data collection and analysis to utilize or share information during an incident/planned event**. Spell out your Essential Elements of Information and what you'd like to be reported during an incident or planned event. If everyone is aware of the reporting requirements ahead of time, it makes life a lot easier! Check out the ICS 209 for some suggestions and consider using it for reporting. Coordinate with your county to see what they will be looking for as well.

☐ **Institute procedures and protocols for operational and information security during an incident/ planned event**. Ensure that all of your incident staff are aware of these protocols prior to an incident or planned event. This includes your PIO, spokespersons, and elected officials.

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Training Implementation Objectives

Have you incorporated the following NIMS training into your jurisdiction's training plan? Are you ensuring that personnel are completing the appropriate classes based off their EOC or incident response positions? Are they aware of these requirements?

☐ Completion of IS-100.c Introduction to the Incident Command System

☐ Completion of IS-200.c Basic Incident Command System for Initial Response

☐ Completion of ICS-300 Intermediate ICS for Expanding Incidents

☐ Completion of ICS-400 Advanced ICS Command & General Staff-Complex Incidents

☐ Completion of IS-700.B An Introduction to the National Incident Management System

☐ Completion of IS-701.A NIMS Multiagency Coordination Systems

☐ Completion of IS-702.a Public Information Officer Awareness

☐ Completion of IS-703.A NIMS Resource Management

☐ Completion of IS-706 NIMS Intrastate Mutual Aid

☐ Completion of IS-800.C National Response Framework

☐ Completion of IS 2200 Basic Emergency Operations Center Functions

☐ Completion of IS 2300 Intermediate Emergency Operations Center Functions

☐ Completion of G-191 ICS/EOC Interface

☐ Completion of position-specific training

Note: Completion of the training should follow the minimum required training for each individual, as outlined in Appendices C and D of the Commonwealth of Pennsylvania NIMS Implementation Strategy, which can be found on the PEMA website.

☐ **Use existing resources such as programs, personnel, and training facilities to coordinate and deliver NIMS training requirements.** Regional task forces and PEMA are great assets.

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Exercises Implementation Objectives:

☐ **Incorporate NIMS concepts and principles into all training/exercises**. Reach out to your county exercise officer or the Commonwealth's Training and Exercise Division or NIMS Coordinator for more assistance.

☐ **Plan for/participate in an all-hazards exercise program**. Use HSEEP – everything is already available for your use.

☐ **Incorporate corrective actions (identified in exercises) into preparedness and response plans and procedures**. This is your Improvement Plan – how will you correct the gaps you've identified?

☐ **Include NGOs and the private sector in all-hazards exercises**. This includes the Red Cross, local faith-based organizations, local utilities and businesses, etc.

☐ **Promote integration of HSEEP into exercises and evaluate against associated the 32 capabilities**.

(National Preparedness Goal, FEMA, pg. 3)

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