NIMS Compliance Checklist

Standard	Compliance Requirements	Compliance Applies To:	Notes	Documentation Required	Compliance Date
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.	Each Jurisdiction – Can be by city or individual departments. Recommend city adoption. Private and non-governmental organizations can adopt in same manner as pubic sector.	Accomplished by: ▪ Formal Resolution ▪ Executive Order ▪ Proclamation ▪ Legislation ▪ Adoption through minutes at official meeting ▪ In plans, policy, or procedures from individual departments A formal adoption by a city will cover all departments. All departments will then need to assure compliance with guidelines	Written documentation indicating the adoption of NIMS; held by adopting organization	Date
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	Adopt ICS through an executive order, proclamation, or legislation as the jurisdiction's official incident response system. Direct incident managers and response organizations to train, exercise, and use ICS during responses Integrate ICS into policies, plans, and procedures.	Written documentation of adoption and policies, plans and procedures maintained by governments and private sector responder organizations.	Date Date Date

Standard	Compliance Requirements	Compliance Applies To:	Notes	Documentation Required	Compliance Date
			ICS Training for all responders, supervisors, and command level officers.		Date
			Responders at all levels participate in ICS-oriented exercises involving responders from multi-disciplines and jurisdictions		Date
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	Date
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	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). A City executive order, proclamation, or resolution would cover all departments within that governmental body.	Documentation of plans, policies, or procedures to use a public information system to communicate information to the public during an incident.	Date
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-Compliancy" letter, you will agree to coordinate NIMS implementation efforts.	Signed Letter of Compliancy
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	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	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	Date

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			supervisors, leaders, specialists, leaders, etc. – All training Responder Level – Entry level to managerial level – IS-700, IS-100. All involved personnel at the supervisory level and above should also take the IS-200 training.		_____ Date _____ Date
11, 12, 13. Exercises	Incorporate NIMS/ICS into all local and regional training and exercises. Participate in a NIMS all-hazard exercise program that involves responders from multiple disciplines and multiple jurisdictions. Incorporate corrective actions into preparedness and response plans and procedures	All government, response agencies, and private response agencies	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. Non-governmental and private sector organizations must also participate in NIMS compliant exercises. **This is an on-going activity to remain NIMS compliant.**	Document participation with sign-in sheets, after-action reports, or other documentation to indicate participation in a NIMS compliant exercise program.	_____ 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	_____ Date

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			exactly to one of the 120 typed resources. Note: This requirement is in addition to any county-based resource typing that may include resources beyond the 120-typed resources.	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.	No documentation required. By signing the "Self-Compliancy" letter, you will agree to apply national standards to equipment purchases. Document equipment purchases for period specified in grant	Signed Letter of Compliancy
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-Compliancy" letter, you agree to utilize "Plain English" in response communications	Signed Letter of Compliancy

IS-100 Training Recommended

Will you respond directly to an incident on the front line?

- **Yes**
  - **Supervisory Role** → Complete IS-100, IS-200, IS-700
  - **Non-Supervisory Role** → Complete IS-100 and IS-700
- **No**
  - **Will you be part of mobile command or Emergency Operations Center Staff?**
    - **Yes** → Complete IS-100, IS-200, IS-700
    - **No**
      - **Do you have responsibilities for decisions made for your jurisdiction/agency?**
        - **Yes** → Complete IS-100, IS-200, IS-700
        - **No** → IS-100 Training Recommended