

NIMS Compliance Checklist for Local Jurisdictions

The following National Incident Management System (NIMS) requirements are published in an effort to assist Pennsylvania jurisdictions work towards reaching and maintaining NIMS compliance. They are listed by each of the five main components of NIMS.

Component 1: Adoption

- Formally adopt NIMS for your jurisdiction (templates available).
- Designate a NIMS POC (single point of contact) for your jurisdiction.
- Ensure jurisdictions receiving federal preparedness funds are NIMS compliant. This includes any local jurisdiction benefitting from HSGP-funded equipment, training, and exercises.

Note: A list of federal preparedness funds is located in the Commonwealth of Pennsylvania Implementation Strategy, which can be found on the PEMA website. HSGP and EMPG recipients are reviewed for NIMS compliance by PEMA's Division of Compliance in the Bureau of Financial Management as part of their monitoring process.

Component 2: Preparedness

Planning Implementation Objectives:

- Revise Emergency Operations Plans (EOPs) to incorporate NIMS components, principles, and policies.
- Promote interagency Mutual Aid Agreements and assistance agreements for your jurisdiction.
- Plan for persons with access and functional needs in the development of EOPs and procedures.

Note: Include necessary agreements with private sector and NGO's

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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?

- Completion of IS-100b
- Completion of IS-200a
- Completion of ICS-300 (classroom-based)
- Completion of ICS-400 (classroom-based)
- Completion of IS-700a
- Completion of IS-701a
- Completion of IS-702a
- Completion of IS-703a
- Completion of IS-706
- Completion of IS-800b
- Completion of G-775
- Completion of G-191
- 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

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Exercises Implementation Objectives:

- Incorporate NIMS concepts and principles into all training/exercises.
- Plan for/participate in an all-hazards exercise program (such as HSEEP).
- Incorporate corrective actions (identified in exercises) into preparedness and response plans and procedures.
- Include NGOs and the private sector in all-hazards exercises.
- Promote integration of HSEEP into exercises and evaluate against associated target capabilities.

Component 3: Communications and Information Management

- Use plain language and common/consistent terminology (no “10 codes,” etc).
- Present consistent and accurate information during an incident or event (common operating picture).
- Develop 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
- 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.
- Institute procedures and protocols for operational and information security during an incident/planned event.

Component 4: Resource Management

- Inventory resources and assets and resource type according to established definitions (Tier 1 and Tier 2).
- Ensure interoperability of equipment, communications, and data.
- Utilize resource typing for intrastate/interstate mutual aid requests.
- Initiate credentialing system.
- 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.

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Component 5: Command and Management

- Implement ICS (manage all events and incidents using ICS).
- Coordinate response objective through the use of integrated Multi-Agency Coordination Systems (MACS/EOCs).
- Institutionalize Public Information (Joint Information Systems and Joint Information Centers (JIS/JIC) during an incident or planned event.
- Ensure Public Information procedures and processes can gather, verify, coordinate and disseminate information during an incident or planned event.

For more information, please contact your county emergency manager, PEMA Area Office NIMS point of contact, or Commonwealth of Pennsylvania NIMS Coordinator. More information available at: <http://www.pema.pa.gov/planningandpreparedness/trainingandexcercises/Pages/NIMS.aspx> or <https://www.fema.gov/national-incident-management-system>