

# **National Incident Management System (NIMS)**

## **Implementation and Resource Manual**

**Oklahoma  
2012**

**For Local Municipalities, County  
Governments and Volunteer Fire  
Departments**



# Oklahoma Office of Homeland Security (OKOHS)

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## Introduction

*The NIMS Implementation Plan incorporates best practices from a wide range of incident management disciplines to provide traditional First Responders with the leadership and expertise of managing emergency incidents. The collective input received from our public and private sector partners has been, and will continue to be, absolutely critical to Incident Management. The end result is a vastly improved capability in coordination of disaster management among federal, state, local, and tribal organizations, to help save lives and protect Oklahoma's communities.*

### Background

The purpose of Homeland Security Presidential Directive HSPD-5 is to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS). In 2005, the Governor of Oklahoma followed this directive with an Executive Proclamation establishing NIMS as the required standard for managing all emergencies in Oklahoma. NIMS provides a consistent national approach for federal, state, and local governments to work effectively and efficiently together in response to incidents regardless of cause, size, or complexity.

### Statement

The implementation and institutionalization of NIMS will affect the State of Oklahoma's ability to successfully manage incidents and provide for the safety of Oklahoma's citizens and first responders. All Department of Homeland Security preparedness funds and Oklahoma State Department of Health (OSDH) funds require a demonstrated adoption of NIMS.

### Actions

The NIMS Implementation Consortium, Oklahoma Office of Homeland Security (OKOHS), Oklahoma State Department of Health (OSDH), and Oklahoma Office of Emergency Management (OEM), has worked diligently to ensure this NIMS guidance document will address the needs and outreach to all state, local, tribal officials; to the emergency response and management community; and to the private sector. Full implementation is a phased in approach, with the following requirements to be completed by Sept 30, 2012.

## NIMS Compliance

Beginning in FY 2007, all federal preparedness funding was conditioned upon full compliance with the NIMS Compliance Metrics. By completing the **FY 2012** activities, local agencies can still achieve what is considered to be full NIMS implementation for FY 2012. Local jurisdictions will achieve what is considered to be full NIMS implementation by completing the **FY 2012** activities outlined in the 2012 Local/Tribal metrics and reporting their activities in NIMSCAST. A copy of these objectives, including a short explanation, may be found behind the **tab: Compliance Objectives**.

## 2012 NIMS Implementation Guidance

### 1.1 – 1.3 Formal Adoption of the NIMS

The State of Oklahoma has formally adopted the NIMS principles and policies by gubernatorial proclamation and adopted the NIMS for all departments and agencies as defined in the Homeland Security Act of 2002. All jurisdictions and local governments must formally adopt the NIMS by **resolution** or **letter**. Most jurisdictions have already done this, however if you have not previously completed, each jurisdiction will be required to provide a NIMS resolution formally adopting NIMS which will be signed by the jurisdictions signatory officials(s). This formal adoption will be in recorded as your agencies baseline and documented by the NIMS POC in the NIMSCAST assessment. There is no need to submit a new Adoption document unless your resolution specified an expiration date. Sample adoption documents may be found in this manual or they may be downloaded from the Oklahoma Office of Homeland Security website at the following web address:

[http://www.ok.gov/homeland/NIMS/Sample\\_NIMS\\_Adoption\\_Documents/index.html](http://www.ok.gov/homeland/NIMS/Sample_NIMS_Adoption_Documents/index.html)

### 3.1 NIMS Point of Contact (POC) Responsibilities

One of the requirements of NIMS is to have a single designated Point of Contact who coordinates and documents the NIMS compliance activities of each Agency or Department within the jurisdiction. All items below are required by all jurisdictional, Point of Contacts (POCs).

- If not done previously, complete the Formal Adoption/Resolutions or Letter adopting NIMS for your jurisdiction. Previous adoption documents are adequate unless they included an expiration date.
- If necessary, identify a NIMS Point of Contact (POC) for all agencies and departments within your jurisdiction.
- Maintain an accurate Resource inventory
- Record all appropriate Employee / Volunteer NIMS/ICS Training Records
- Complete the **NIMSCAST** assessment once all NIMS Compliance activities are completed no later than September 30, 2012.
- Ensure that all emergency operation plans (EOPs) and standard operating procedures (SOPs) conform to the principles of NIMS and the National Response Framework (NRF).
- Be available for audits or on site monitoring visits to provide training records and other required NIMS compliance documents.

Many POCs assist their community by serving as coordinator of one or more of the many programs sponsored through the Oklahoma Office of Homeland Security.



3.1: List the name and contact information of your EMS agency's POC on the Compliance form in the space provided.

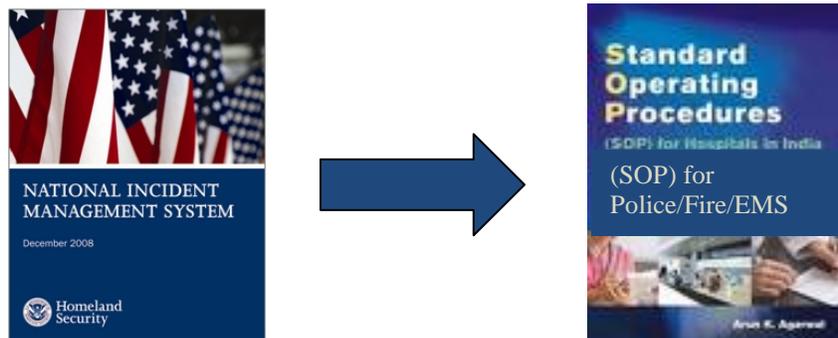
#### **4.1 – 5.1 Use and Review of Federal Preparedness Awards**

Objective 4 and 5 explore the EMS Agencies use of Federal Preparedness awards. A simple Yes or N/A question will suffice for these two questions. 4.1 asks if your agency participates in Federal Preparedness awards. If you do, then you must use the funding or equipment awarded to help support your NIMS compliance efforts. 5.1 also asks if your EMS Agency / Organization documents, reviews, and participates in audits pertaining to your Federal Preparedness Grants.

If you do not participate in Grants requiring NIMS compliance mark N/A

#### **7.1 Revision or Development of NIMS SOPs, EOPs, or SOGs**

Standard Operating Procedures (SOPs), Emergency Operations Plans (EOPs) and/or Standard Operating Guides (SOGs) provide a comprehensive framework for emergency management of all hazards. U.S. Department of Homeland Security NIMS Guidance points out the need for state and local plans to be coordinated with the National Response Plan and NIMS concepts and principles and language. State and local agencies should have already modified existing incident management and emergency operations plans to ensure proper alignment with NRP coordinating structures, processes, and protocols. Most NIMS SOPs, EOPs and SOGs are formatted and structured much the same way as FEMA Publication P-501 which can be ordered from the FEMA Publication warehouse by calling 1-800-480-2520.



Development and implementation of SOGs, SOPs, or EOPs is the most successful method used to "institutionalize" the use of ICS. Included in these plans is an outline for government officials, incident managers and emergency response organizations at all jurisdictional levels adopt the Incident Command System and launch activities that will result in the use of the Incident Command System for all incident response operations. The institutional use of ICS is critical to the success of a local or tribal agency's ability to manage large scale incidents. Actions to institutionalize the use of ICS take place at two levels - policy and organizational/operational. At the policy level, the ICS must be adopted by resolution, executive order, proclamation, or legislation and incident managers and response organizations must be directed to train and exercise using ICS.

At the organization/operational level, institutionalizing ICS into a local agency or jurisdiction requires internal policies and procedures.

- ICS training must be completed and continues to ensure the ICS training is part of the program for all appropriate new employees, recruits and first responders.
- Responders at all levels must be participating in and/or coordinating ICS-oriented exercises that involve responders from multi-disciplines and jurisdictions.
- The disciplined use of ICS in day-to-day operations is the only way to ensure effective ICS when transitioning to incidents of a large scope that require complex incident management.
- ICS is being integrated into functional and system-wide emergency operations policies, plans and procedures.

## **8.1 Mutual Aid Agreements**

FEMA's National Mutual Aid and Resource Management Initiative outlines the basis to type, inventory, order and track local, state, and federal assets to support equipment and personnel compatibility required for mutual aid agreements. In 2006, all Oklahoma local jurisdictions were included in the State Mutual Aid Compact unless your jurisdiction "opted out".

The *Oklahoma State Mutual Aid Compact* meets the minimum requirement for the NIMS Compliance Objective. It is still recommended that each local and tribal jurisdiction should have written mutual aid agreements with area jurisdictions and private sector entities. These written mutual aid agreements will allow each jurisdiction to fully understand the responsibilities during the use of the agreements.

## **10.1 – 19.1 NIMS Training Requirements**

### ***Who Needs Training?***

Local and Tribal agencies may have difficulty determining which employees, volunteers, support and management staff, as well as elected officials need or require NIMS/ICS training. However, the recognized emergency response disciplines, such as Fire, Law Enforcement, EMS, that respond daily to emergency incidents have no problem determining who needs the NIMS/ICS training. A good general rule to follow is to ask the following question:

***"Is the employee or volunteer involved with emergency response and/or planning duties, or will they give support to an emergency operation?"***

*...If the answer is **no**, then **no training is required**.*

*...If the answer is **yes**, then the **POC** determines what level training the responders need.*

The primary goal of each of the compliance objectives is to identify and train the right people to the correct level in an effort to enable them to interface with emergency operations. After you have identified the number of individuals who need training, document that number in the compliance objectives and begin the process of scheduling employees and volunteers for training.

Many of the courses are available immediately on the internet; however, formal classroom presentation with several different responder disciplines is recommended for the best learning experience. All appropriate personnel identified as needing this training should have a full understanding of NIMS.

## Training Requirement Breakdown:

**Basic Level (Emergency Responders and Single Resources):** Emergency Medical Service personnel, Firefighters, Hospital staff, Law Enforcement personnel, Public Health personnel, Public Works/Utility personnel, Skilled Support Personnel, First line supervisors, Single resource leaders,

FEMA IS-700: NIMS, an Introduction  
ICS-100: Introduction to ICS or equivalent  
ICS-200: Basic ICS or equivalent

**Intermediate Level (Middle Management):** Strike team leaders Task force leaders, Unit leaders, Division/group supervisors, Branch directors, Emergency operations center and multi-agency coordination system staff.

**Basic Level Courses plus:**

FEMA IS-800: National Response Framework, An Introduction  
ICS-300: Intermediate ICS or equivalent

**Advanced Level (Command and General Staff):** Select department heads with multi-agency coordination system responsibilities, Area commanders, Emergency managers, and Emergency operations center and multi-agency coordination system managers.

**Basic and Advanced Courses plus:**

ICS-400: Advanced ICS or equivalent

## Training for Specific Positions

The following internet based courses, released in 2010, offer supplemental training for First Responders, First Line Supervisors, Middle Management, Command and General Staff personnel who may also be required to fulfill one of the following positions:

**Multiagency Coordinator:** FEMA IS-701: NIMS Multiagency Coordination Systems

**Public Information Officer:** FEMA IS-702: NIMS Public Information

**Resource Officer:** FEMA IS-703: NIMS Resource Management

**Communication Information Officer / Dispatcher:** FEMA IS-704: NIMS Communication and Information.

*\*\*\*There may be Individuals functioning as one or more of the above positions who have already completed equivalent or comparable courses in a formal educational setting. These formal courses count as equivalent courses and should be counted towards completion on your NIMSCAST.*

## Where Can we find training?

NIMS/ICS Training is available either by **instructor led** courses in the classroom, or on the **internet**. Note: not all ICS courses may be available on the Internet at the following link:

**<http://www.training.fema.gov/IS/Nims.asp>**

## Internet Courses

Basic NIMS Courses are made available through FEMA's Emergency Management Institute. Courses can be downloaded and completed online through the Independent Study Program. A complete list of NIMS courses can be found on the following link: <http://training.fema.gov/IS/NIMS.asp>

NIMS courses available on the Internet:

FEMA IS 700:	NIMS, An Introduction
FEMA IS 701:	NIMS Multiagency Coordination systems (MACS)
FEMA IS 702:	NIMS Public Information
FEMA IS 703:	NIMS Resource Management
FEMA IS 704:	NIMS Communication and Information Mangement
FEMA IS-800:	National Response Framework (NRF), An Introduction
ICS-100:	Introduction to Incident Command System (ICS)
ICS-200:	Basic ICS

## Instructor-Led Courses

The Oklahoma Office of Homeland Security (OKOHS) has partnered with Oklahoma State University Fire Service Training (OSU-FST) to provide NIMS/ICS training to Oklahoma's responders. Available courses can be viewed on the OSU-FST website. You may register for these courses by calling OSU-FST at 1-800-304-5727. To see the 2012 scheduled courses, and to register online, visit the following website: [http://www.osufst.org/calendar/main.php?view=upcoming&categoryfilter\[\]=22](http://www.osufst.org/calendar/main.php?view=upcoming&categoryfilter[]=22)

NIMS Courses available by Instructor-led method are as follows:

FEMA IS-700:	NIMS, An Introduction
FEMA IS-800:	National Response Framework (NRF), An Introduction
ICS-100	Introduction to Incident Command System (ICS)
ICS-200:	Basic ICS
ICS-300:	Intermediate ICS or equivalent
ICS-400:	Advanced ICS or equivalent
G 402	Executive Officers and Elected Officials Courses
L449	ICS Instructor Level courses for all of the courses above

## Documentation of Training:

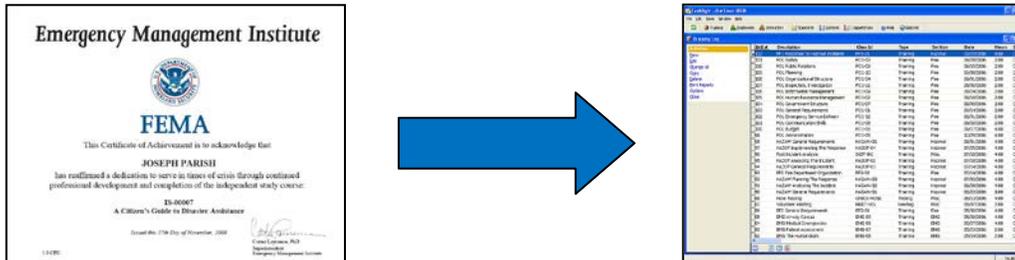
It is a common misconception that all employees need to have completed training prior to reporting the activities in NIMSCAST. Compliance is based on the fact that the POC has:

1. Identified the appropriate personnel for training
2. Implemented a plan for meeting those training needs

Although the NIMS POC may have identified more personnel needing training than actually have completed, those numbers should be accurately reflected as such. It is well understood that there may be a continuous stream of individuals entering and leaving the local jurisdiction's employ and the process of fully completing training may never be met. Do not report a larger number than have actually completed training.

## Transcript Requests and Verification of Training

POCs should keep records of Employee/volunteer NIMS training. All individuals who successfully complete a FEMA Basic NIMS course immediately receive a certificate in their email. The POC can keep records in any format they choose so long as proof of training can be obtained.



It is possible that someone may have forgotten which NIMS courses they took. The following instructions will serve as a tool to locate proof of training. Proof of training is accepted in the form of Course Certificates or Organizational Training records

### For FEMA Independent Study (Internet) Courses:

Individual students and Department or Agency Supervisors can verify responder training by requesting a transcript from the Emergency Management Institute (EMI). Transcript request forms can be downloaded from the EMI website at: <http://training.fema.gov/EMIWeb/downloads/tranrqst1.pdf>

Individuals can then mail the completed transcript request to:

**EMI Independent Study Program,  
16825 S. Seton Ave.  
Emmitsburg, MD, 21727-8998,**

Individual Students can also phone the Emergency Management Institute at **(301) 447-1200** and request information for their own transcript. You must give EMI your social security number or student ID Number to verify identity.

Department or Agency Supervisors can also request a transcript for their employees by faxing their request on an Official Letterhead to **(301) 447-1873** and an EMI representative will be in contact with you within 24hrs.

### For OSUFST Classroom Courses:

Students requesting a transcript for class-room courses taught by OSUFST should contact OSUFST at 1-800-304-5727

## **20.1 – 22.1 Exercise Programs**

Preparedness Exercises provide first responders and emergency management officials with an opportunity to gain an objective assessment of their ability to prevent, respond to, or recover from a disaster. If they are conducted effectively, exercises help identify strengths, weaknesses, and areas for improvement in plans, procedures, and capacities for response before a disaster or act of terrorism occurs. Based on the results of exercises, responders can make modifications or improvements to these areas before a real incident occurs.

Well-designed and executed exercises are the most effective means of:

1. Testing and validating policies, plans, procedures, training, equipment, and interagency agreements;
2. Training personnel and clarifying roles and responsibilities; Improving interagency coordination and communications;
3. Identifying gaps in resources;
4. Improving individual performance;
5. Identifying opportunities for improvement.

Exercises can also be used to assess and improve performance and can be an excellent way to demonstrate community resolve to prepare for disastrous events. As part of the NIMS Compliance requirements, jurisdictions must plan for, and/or participate in, an all-hazards exercise program (for example, Homeland Security Exercise and Evaluation Program (HSEEP) that includes a corrective action program with response personnel from multiple disciplines and/or multiple jurisdictions. Additionally, these corrective actions must be integrated into your future preparedness and response plans and procedures.

### **Actual Incidents vs. Exercises:**

Nothing tests response capabilities and management ability more than an actual incident. Actual incidents often provide the vital component of “lessons learned” to all those involved, however, those lessons can only be shared when an after action study is conducted in a timely manner. The Oklahoma State Office of Homeland Security will again accept multiple agency/jurisdiction responses to incidents as an exercise only if a written after action report with appropriate corrective actions can be provided.



**Incident**



**After Action Meeting**

In the management of an exercise, or actual incident, NIMS concepts and principles must be incorporated. These principles include flexibility, Scalability, standardization, Interoperability, resource management, incident command, multi-agency coordination and the use of a public information system.

### **23.1 Apply common and Consistent Terminology**

To support the implementation of NIMS and to ensure effective multi-agency responses, Local Jurisdictions should use a common language based on plain English. Incident response commands should be communicated uniformly and be understood easily by all staff including response personnel, volunteers, first responders, and all other community partners. Local response personnel should use vocabulary and terminology that match that of their community partners. Clear communication standards, including encouraging the use of plain English, should be developed and used in the plan, training activities, and emergency exercises. These communications must be understood by all who need to respond.

### **25.1 – 27.1 Resource Inventory and Management**

NIMS-oriented resource management and mutual aid enhances incident readiness and response at all levels of government through a comprehensive and integrated system that allows jurisdictions to share resources among mutual aid partners. The NIMS emphasizes the importance of maintaining accurate and up-to-date information on resources at every level of government and the use of resource management is a critical component of emergency incident management.

Oklahoma's Local Jurisdiction POCs should maintain a current resource inventory in accordance with the NIMS typed definitions. For resources that have not been typed, resources should be defined by capacity and capability in accordance with the established resource typing methodology. Up-to-date inventories of response assets are a NIMS compliance requirement and are critical to effective incident management.

To the extent possible, Local Jurisdictions should work with community response partners to establish common equipment, communications, and data interoperability resources and standards. Resource assets should be compatible with those their community partners will be using during incident response. Partners include EMS, law enforcement, fire personnel, local hospitals, public health, mental health, and any other partner with a role in emergency response. To establish and maintain a common operating picture, Local Jurisdictions, and their emergency management partners must work to ensure that accessibility and interoperability are principle goals.

### **28.1 Credentialing**

NIMS calls for a voluntary nationwide system for credentialing personnel and equipment as part of the resource management component. The intent of credentialing is to authenticate individuals and their capabilities when responding to disasters. Ideally it includes professionals and volunteers and is a standard system across disciplines and agencies. Oklahoma is in the design phase of developing a statewide credentialing system that will be expandable and scaleable to meet National Incident Management Integration Center (NIC) standards when completed. Design phase samples are illustrated in the ID cards shown below:

Realizing several jurisdictions have begun building ID/Credentialing systems, every effort will be made to incorporate this data into the global solution. Further regulatory guidance explaining the standard can be obtained by accessing the NIMS Integration Center, which is developing a national credentialing guidance.

## **29.1 -30.1 Institutional Use of the NIMS ICS System**

To institutionalize the use of ICS' means that government officials, incident managers and emergency response organizations at all jurisdictional levels adopt the Incident Command System and launch activities that will result in the use of the Incident Command System for all incident response operations. Actions to institutionalize the use of ICS basically take place at two levels: **1. Policy Level and 2. Operational Level**

1. **At the policy level**, institutionalizing the ICS means government officials, i.e., governors, mayors, county and city managers, tribal leaders and others adopt the ICS through executive order, proclamation or legislation as the jurisdiction's official incident response system; and Direct that incident managers and response organizations in their jurisdictions train and exercise the ICS and use it in their response operations.
2. **At the operational level**, evidence that incident managers and emergency response organizations are institutionalizing the ICS would include the following: ICS is being integrated into functional and system-wide emergency operations policies, plans and procedures; ICS training is planned or under way for responders, supervisors and command level officers; Responders at all levels are participating in and/or coordinating ICS-oriented exercises that involve responders from multi-disciplines and jurisdictions.

While it is expected that all these activities may not be fully implemented, it is expected that where possible there will be at a minimum, planning for such activities would be initiated and actions taken to put them into practice.

30.1: If your EMS Agency/Organization is taking actions towards implementing NIMS policy, including participation in following functions of a MACS: Situation assessment, Acquisition of Resources, Coordination with Local, State or Federally Elected Officials, or any of the other functions of a Multi Agency Coordination System (MACS) then select yes and mark the activities that apply.

## **NIMSCAST- NIMS Compliance Assessments**

The Oklahoma Office of Homeland Security recognizes that many local entities have already implemented many of the concepts and protocols identified within the NIMS. In order to assist you in determining your compliance with the NIMS for FY 2012, the National Incident Management System Integration Center (NIC) has developed the NIMS Capability Assessment Support Tool (NIMSCAST). NIMSCAST is a web based self-assessment tool designed to determine nationwide levels of compliance with the National Incident Management System. NIMSCAST is a compilation of statements based directly upon requirements found in the NIMS. A NIMSCAST user guide is available to assist you in completing each compliance objective in NIMSCAST.

All jurisdictions, including cities, towns, counties, Title 18 rural fire departments, and tribal entities must complete NIMSCAST. The Oklahoma Office of Homeland Security (OKOHS) will coordinate the NIMSCAST completion and will enroll you in NIMSCAST if needed.

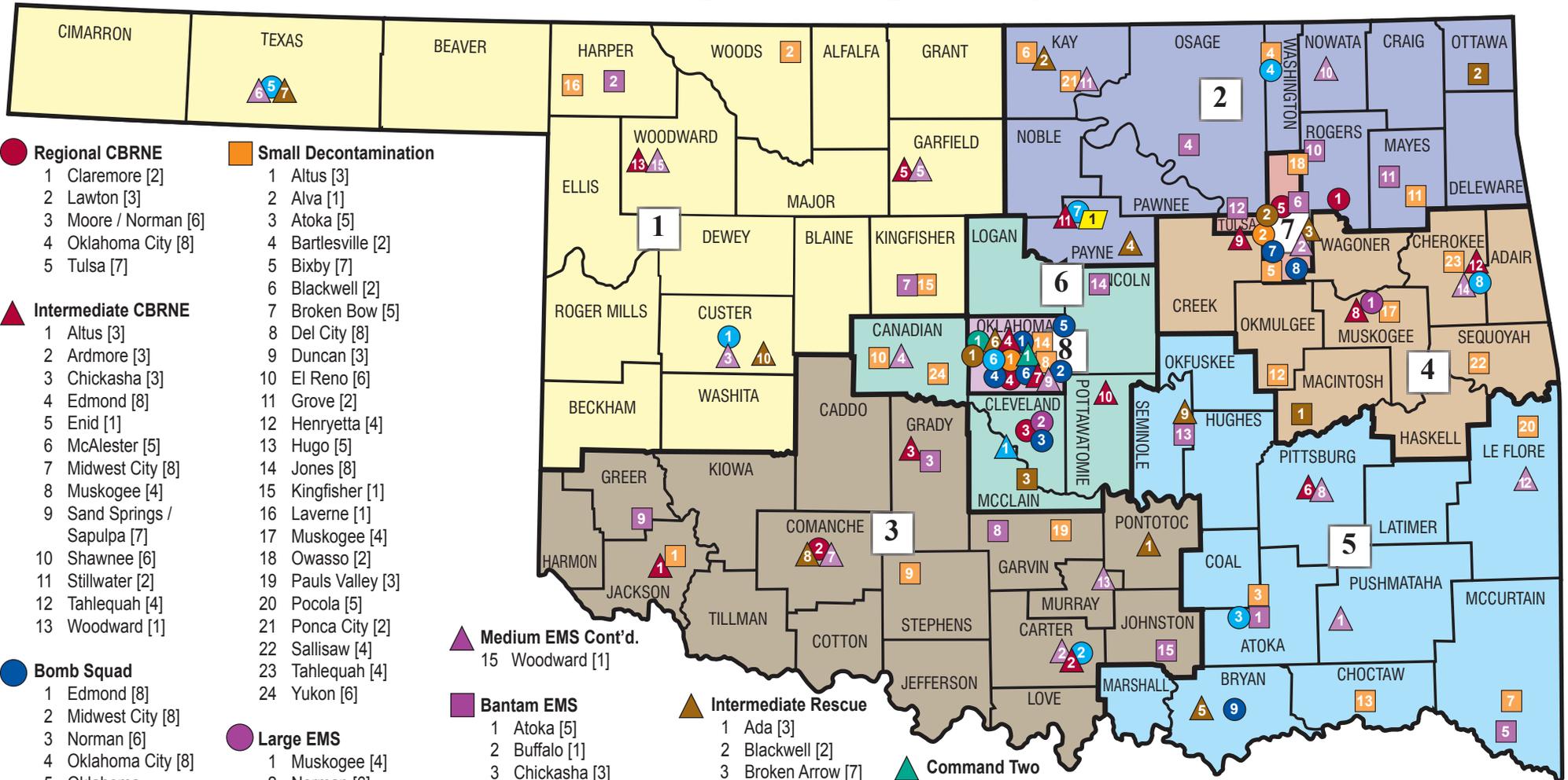
Once logged in to NIMSCAST, the user is guided through the assessment and submission, (Roll-up), process. For complete instruction on how to use the NIMSCAST tool visit: <https://www.fema.gov/nimscast/img/pdf/NimcastUsersGuide.pdf>

Additional information about NIMS implementation can be found at the NIMS Resource and Integration page at: <http://www.fema.gov/emergency/nims/>

If you still have questions, please contact the NIMS Compliance team at the 405-425-7296.

**\*\* NIMSCAST assessment must be rolled up no later than September 30, 2012. Jurisdictional POCs can log in as many times as necessary during the compliance year to update information in NIMSCAST. Please roll up each time additional information is added.**

# Oklahoma Regional Response System



## Regional CBRNE

- 1 Claremore [2]
- 2 Lawton [3]
- 3 Moore / Norman [6]
- 4 Oklahoma City [8]
- 5 Tulsa [7]

## Intermediate CBRNE

- 1 Altus [3]
- 2 Ardmore [3]
- 3 Chickasha [3]
- 4 Edmond [8]
- 5 Enid [1]
- 6 McAlester [5]
- 7 Midwest City [8]
- 8 Muskogee [4]
- 9 Sand Springs / Sapulpa [7]
- 10 Shawnee [6]
- 11 Stillwater [2]
- 12 Tahlequah [4]
- 13 Woodward [1]

## Bomb Squad

- 1 Edmond [8]
- 2 Midwest City [8]
- 3 Norman [6]
- 4 Oklahoma City [8]
- 5 Oklahoma County [8]
- 6 Oklahoma Highway Patrol [8]
- 7 Tulsa [7]
- 8 Oklahoma Highway Patrol [7]
- 9 Oklahoma Highway Patrol [5]

## Mass Decontamination

- 1 Oklahoma City [8]
- 2 Tulsa [7]

## Small Decontamination

- 1 Altus [3]
- 2 Alva [1]
- 3 Atoka [5]
- 4 Bartlesville [2]
- 5 Bixby [7]
- 6 Blackwell [2]
- 7 Broken Bow [5]
- 8 Del City [8]
- 9 Duncan [3]
- 10 El Reno [6]
- 11 Grove [2]
- 12 Henryetta [4]
- 13 Hugo [5]
- 14 Jones [8]
- 15 Kingfisher [1]
- 16 Laverne [1]
- 17 Muskogee [4]
- 18 Owasso [2]
- 19 Pauls Valley [3]
- 20 Pocola [5]
- 21 Ponca City [2]
- 22 Sallisaw [4]
- 23 Tahlequah [4]
- 24 Yukon [6]

## Large EMS

- 1 Muskogee [4]
- 2 Norman [6]

## Medium EMS

- 1 Antlers [5]
- 2 Ardmore [3]
- 3 Clinton [1]
- 4 El Reno [6]
- 5 Enid [1]
- 6 Guymon [1]
- 7 Lawton [3]
- 8 McAlester [5]
- 9 Midwest City [8]
- 10 Nowata [2]
- 11 Ponca City [2]
- 12 Poteau [5]
- 13 Sulphur [3]
- 14 Tahlequah [4]

## Medium EMS Cont'd.

- 15 Woodward [1]

## Bantam EMS

- 1 Atoka [5]
- 2 Buffalo [1]
- 3 Chickasha [3]
- 4 Cleveland [2]
- 5 Idabel [5]
- 6 Jenks [7]
- 7 Kingfisher [1]
- 8 Lindsay [3]
- 9 Mangum [3]
- 10 Owasso [2]
- 11 Pryor [2]
- 12 Sand Springs [7]
- 13 Seminole [5]
- 14 Stroud [6]
- 15 Tishomingo [3]

## Urban Search & Rescue

- 1 Oklahoma City [8]
- 2 Tulsa [7]

## Intermediate Rescue

- 1 Ada [3]
- 2 Blackwell [2]
- 3 Broken Arrow [7]
- 4 Cushing [2]
- 5 Durant [5]
- 6 Edmond [8]
- 7 Guymon [1]
- 8 Lawton [3]
- 9 Seminole [5]
- 10 Weatherford [1]

## Small Rescue

- 1 Eufaula [4]
- 2 Miami [2]
- 3 Purcell [6]

## Command One

- 1 Oklahoma City [8]

## Command Two

- 1 Oklahoma City [8]

## RRS Logistics

- 1 Stillwater [2]

## Agriculture Response

- 1 Arapaho [1]
- 2 Ardmore [3]
- 3 Atoka [5]
- 4 Bartlesville [2]
- 5 Guymon [1]
- 6 Oklahoma City [8]
- 7 Stillwater [2]
- 8 Tahlequah [4]

## Mobile Agriculture Lab

- 1 Goldsby [6]



OKLAHOMA OFFICE OF HOMELAND SECURITY



## NIMS COURSE DESCRIPTIONS

### Listed Courses:

**IS 700: NIMS: An Introduction**

**IS 701: NIMS Multiagency Coordination Systems (MACS)**

**IS 702: NIMS Public Information**

**IS 703: NIMS Resource Management**

**IS 704: NIMS Communications and Information Management**

**IS 800: National Response Framework**

**ICS 100: Introduction to the Incident Command System**

**ICS 200: Basic ICS**

**ICS 300: Intermediate ICS**

**ICS 400: Command and General Staff**

The following courses can be accessed by visiting the Emergency Management Institute's website: [www.training.fema.gov](http://www.training.fema.gov)



## **Internet Courses:**

### **IS 700: NIMS: An Introduction**

This is an awareness level course that introduces NIMS and takes approximately three hours to complete. It explains the purpose, principles, key components and benefits of NIMS. The internet course contains a "Planning Activity" screens giving you an opportunity to complete some emergency planning tasks during this course. The planning activity screens on the internet are printable so that you can use them for you own agency after you complete the course.

<http://www.training.fema.gov/emiweb/is/is700.asp>

### **IS-701: NIMS Multiagency Coordination Systems (MACS)**

The National Incident Management System (NIMS) identifies MACS as a key system of the Command & Management Component (IV) that integrates directly with the National Response Framework. This course will prepare students to participate as a member of an activated MAC group in the event of a significant incident. The course focuses on understanding individual roles in multi-agency coordination, understanding the multi-agency process as it relates to incident management, & how MAC integrates with other NIMS components. The materials are presented through a combination of inter-active presentations, case studies & table top exercises **Prerequisites: None (Completion of IS-700 & ICS courses through I-400 is recommended)**

<http://training.fema.gov/emiweb/is/IS701a.asp>

### **IS-702 NIMS Public Information**

This course is designed for experienced PIOs. It will touch on the fundamentals of effective public information programs, but only to illustrate or provide examples for the details of NIMS Public Information. The public information systems described in NIMS are designed to effectively manage public information at an incident, regardless of the size and complexity of the situation or the number of entities involved in the response. The goal of this course is to facilitate NIMS compliance by providing the basic information and tools needed to apply the NIMS public information systems and protocols during incident management.

<http://www.training.fema.gov/EMIWeb/IS/is702.asp>

### **IS-703: NIMS Resource Management**

This is an interactive computer-based course that explains resource management components, concepts, and principles. The course is divided into six lessons, which each take 10 to 60 minutes to complete. A passing grade on the post-test at the completion of Lesson 6 is required for course credit.

Although IS-703 is designed to be taken online interactively, course materials may be downloaded and used in a classroom setting.

<http://www.training.fema.gov/emiweb/is/is703a.asp>

### **IS-704 NIMS Communications and Information Management**

This interactive computer-based course introduces you to the Communications and Information Management component of the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. Effective emergency management and incident response activities rely on flexible communications and information systems that provide a common operating picture to emergency management/response personnel and their affiliated organizations. Establishing and maintaining a common operating picture and ensuring accessibility and interoperability are the principal goals of the Communications and Information Management component of NIMS. Properly planned, established, and applied communications enable the dissemination of information among command and support elements and, as appropriate, cooperating agencies and organizations.

<http://training.fema.gov/EMIWeb/IS/IS704.asp>

### **IS 800: National Response Framework (NRF), an Introduction**

This course introduces the student to the NRF, including the concept of operations upon which the framework is built, roles and responsibilities of the key players, and the organizational structures used to manage these resources. The NRF retains the same core principles of the National Incident Management System (NIMS) in which first responders from different jurisdictions and disciplines can work together more closely to effectively respond to natural disasters and emergencies, including acts of terrorism. This course is designed for federal department/agency staff responsible for implementing the NRF, as well as state, local and private sector emergency management professionals whose primary responsibility is emergency management.

<http://training.fema.gov/EMIweb/IS/is800b.asp>

### **ICS 100: Introduction to the Incident Command System**

This course introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

<http://training.fema.gov/is/nims.asp>

From this site select one of the 8 different courses listed below that best describes your occupation.

IS-100.b - (ICS 100) Introduction to Incident Command System

IS-100.FDA Introduction to Incident Command System (ICS 100) for Food and Drug Administration

IS-100.HCb Introduction to the Incident Command System for Healthcare/Hospitals

IS-100.HE Introduction to the Incident Command System for Higher Education

IS-100.FWa Introduction to the Incident Command System for Federal Workers

IS-100.LEb Introduction to the Incident Command System for Law Enforcement

IS-100.PWb Introduction to the Incident Command System for Public Works Personnel

IS-100.SCa Introduction to the Incident Command System for Schools

### **ICS 200: Basic ICS**

ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. ICS-100 is a pre-requisite to the ICS-200 course.

<http://training.fema.gov/emiweb/is/is200b.asp>

## **Classroom Courses:**

### **ICS 300: Intermediate ICS**

ICS 300 is a 2 or 3 day, 18 hour minimum instructor led course for all Mid-level Management Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include should take ICS-300, including: Persons serving as command staff, section chiefs, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff. ICS 300 training includes the following topical areas:

- \* ICS Staffing and organization to include: reporting and working relationships and information flow.
- \* Transfer of Command
- \* Unified Command functions in a multi-jurisdictional or multi-agency incident
- \* ICS forms
- \* Resource Management
- \* Interagency mission planning and procurement

[http://www.osufst.org/calendar/main.php?view=upcoming&categoryfilter\[\]=22](http://www.osufst.org/calendar/main.php?view=upcoming&categoryfilter[]=22)

### **ICS 400: Command and General Staff**

ICS 400 is a 2-day, 16 hour minimum instructor led only course for all Federal/State/Local/Tribal/Private Sector & Nongovernmental personnel who will serve as command or general staff in an ICS organization, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and multi-agency coordination system/emergency operations center managers. ICS 400 training includes the following topical areas:

- \*Command and General Staff
- \*Deputies and assistants
- \*Unified command
- \*Organizational relationships between Area Command, Unified Command, Multi Entity Coordination Systems, and Emergency Operations centers (EOCs)

[http://www.osufst.org/calendar/main.php?view=upcoming&categoryfilter\[\]=22](http://www.osufst.org/calendar/main.php?view=upcoming&categoryfilter[]=22)



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**3.2 Have the appropriate local Departments/Agencies or those with emergency management and incident response responsibilities designated a single point of contact within each of the Departments/Agencies with the authority to serve as the principal coordinator for NIMS implementation?**

**Yes** (Answer below)                       **No** (Skip to 4.1)

Total number of local Departments/Agencies? \_\_\_\_\_  
Total Number of local Departments/Agencies that have designated a POC \_\_\_\_\_

**Implementation Objective 4: Ensure that Federal Preparedness Awards (to include, but not limited to, DHS Homeland Security Grant Program and Urban Area Security Initiative Funds) to local governments, support all required NIMS compliance requirements.**

**4.1 Does the local government ensure that Federal Preparedness Awards [including DHS Homeland Security Grant Program and Urban Area Security Initiative (UASI) Funds] support NIMS compliance?**

**Yes**                                       **No**                                       **N/A**

**Implementation Objective 5: Audit agencies and review organizations should routinely include NIMS Compliance Objectives, (requirements) in all audits associated with Federal Preparedness Awards.**

**5.1 Do local government audit agencies and review organizations include required NIMS compliance activities in all audits associated with Federal Preparedness Awards?**

**Yes**                                       **No**                                       **N/A**

**PREPAREDNESS: PLANNING**

**Implementation Objective 7: Revise and update Local Government emergency operations plans (EOPs), standard operating procedures (SOPs), and standard operating guidelines (SOGs) to incorporate NIMS and National Response Framework (NRF) components, principles and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.**

**7.1 Does the local government review and revise the following plans to incorporate NIMS components, principles, and policies?**

	Yes	No
EOPs	<input type="checkbox"/> [ ]	<input type="checkbox"/> [ ]
SOPs	<input type="checkbox"/> [ ]	<input type="checkbox"/> [ ]
SOGs	<input type="checkbox"/> [ ]	<input type="checkbox"/> [ ]

**7.2 Does the local government review and revise the following plans to incorporate NRF components, principles, and concepts?**

	Yes	No
EOPs	<input type="checkbox"/> [ ]	<input type="checkbox"/> [ ]
SOPs	<input type="checkbox"/> [ ]	<input type="checkbox"/> [ ]
SOGs	<input type="checkbox"/> [ ]	<input type="checkbox"/> [ ]

**Implementation Objective 8: Promote and/or develop intrastate and interagency mutual aid agreements and assistance agreements (to include agreements with the private sector and NGOs).**

**8.1 Does the local government promote and/or develop intrastate mutual aid agreements and assistance agreements throughout the jurisdiction?**

Yes
  No

Do these include agreements with the private sector?      Yes ( ) No ( )

Do these include agreements with NGOs?                      Yes ( ) No ( )

**8.2 Does the local government promote and/or develop interagency mutual aid agreements and assistance agreements throughout the jurisdiction?**

Yes
  No

Do these include agreements with the private sector?      Yes ( ) No ( )

Do these include agreements with NGOs?                      Yes ( ) No ( )

**PREPAREDNESS: TRAINING**

**Implementation Objective 9: Use existing resources such as programs, personnel and training facilities to coordinate and deliver NIMS training requirements.**

**9.1 Does the local government use the following resources for NIMS training?**

Explanation: Does your government have existing paid or volunteer personnel, training programs, or access to a building that will function as a classroom, in order to train individuals to NIMS?

	<b>Yes</b>	<b>No</b>
Programs	[ ]	[ ]
Personnel	[ ]	[ ]
Facilities	[ ]	[ ]

**Implementation Objective 10: Implement IS-700 NIMS: “An Introduction” or equivalent by appropriate personnel.**

**10.1 Has the Local Jurisdiction implemented a training program to ensure that the appropriate personnel receive IS-700 training?**

[ ] **Yes**                      [ ] **No**

Number of appropriate personnel who are required to complete IS-700: \_\_\_\_\_  
 Number of appropriate personnel who have completed IS-700: \_\_\_\_\_

*The number of appropriate personnel who have completed IS-700 for the following categories:*

Entry-level first responders	First line supervisors	Emergency Management and response personnel in middle management	Emergency Management and response personnel in command and general staff
[ ]	[ ]	[ ]	[ ]

**10.2 Does the local government document IS-700 training status of personnel from:**

() **Yes**                      () **No**

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**Implementation Objective 11 : Implement IS-701 NIMS: “Multiagency Coordination Systems” (MACS) training or equivalent by appropriate personnel.**

**11.1 Has the Local Jurisdiction implemented a training program to ensure that the appropriate personnel receive IS 701 training?**

Yes  No

Number of appropriate personnel who are required to complete IS-701: \_\_\_\_\_

Number of appropriate personnel who have completed IS-701: \_\_\_\_\_

*The number of appropriate personnel who have completed IS-701 for the following categories:*

Entry-level first responders	First line supervisors	Emergency Management and response personnel in middle management	Emergency Management and response personnel in command and general staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**11.2 Does the local government document IS-701 training status of personnel from:**

Yes  No

**Implementation Objective 12: Implement IS-702 NIMS: “Public Information” training or equivalent by appropriate personnel.**

**12.1 Has the Local Jurisdiction implemented a training program to ensure that the appropriate personnel, receive IS 702 training?**

Yes  No

Number of appropriate personnel who are required to complete IS-702: \_\_\_\_\_

Number of appropriate personnel who have completed IS-702: \_\_\_\_\_

*The number of appropriate personnel who have completed IS-702 for the following categories:*

Entry-level first responders	First line supervisors	Emergency Management and response personnel in middle management	Emergency Management and response personnel in command and general staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**12.2 Does the local government document IS-702 training status of personnel from:**

Yes  No

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**Implementation Objective 13: Implement IS-703 NIMS: “Resource Management” training or equivalent by appropriate personnel.**

**13.1 Has the Local Jurisdiction implemented a training program to ensure that the appropriate personnel, receive IS 703 training?**

Yes       No

Number of appropriate personnel who are required to complete IS-703: \_\_\_\_\_

Number of appropriate personnel who have completed IS-703: \_\_\_\_\_

*The number of appropriate personnel who have completed IS-703 for the following categories:*

Entry-level first responders	First line supervisors	Emergency Management and response personnel in middle management	Emergency Management and response personnel in command and general staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**13.2 Does the local government document IS-703 training status of personnel from:**

Yes       No

**Implementation Objective 14: Implement IS-704 NIMS: “Communication and Information Management” training or equivalent by appropriate personnel.**

**14.1 Has the Local Jurisdiction implemented a training program to ensure that the appropriate personnel, receive IS 704 training?**

Yes       No

Number of appropriate personnel who are required to complete IS-704: \_\_\_\_\_

Number of appropriate personnel who have completed IS-704: \_\_\_\_\_

*The number of appropriate personnel who have completed IS-704 for the following categories:*

Entry-level first responders	First line supervisors	Emergency Management and response personnel in middle management	Emergency Management and response personnel in command and general staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**14.2 Does the local government document IS-704 training status of personnel from:**

Yes       No

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**Implementation Objective 15: Implement IS-800 “National Response Framework: an Introduction” or equivalent by appropriate personnel.**

**15.1 Has the Local Jurisdiction implemented a training program to ensure that the appropriate personnel receive IS-800 training?**

Yes

No

Number of appropriate personnel who are required to complete IS-800: \_\_\_\_\_

Number of appropriate personnel who have completed IS-800: \_\_\_\_\_

*The number of appropriate personnel who have completed IS-800 for the following categories:*

Emergency Management and response personnel in (middle management) \_\_\_\_\_

Emergency Management and response personnel in command and general staff \_\_\_\_\_

**15.2 Does the local government document IS-800 training status of personnel from:**

Yes

No

**Implementation Objective 16: Implement ICS-100 “Introduction to ICS” training or equivalent by appropriate personnel.**

**16.1 Has the Local Jurisdiction implemented a training program to ensure that the appropriate personnel receive ICS 100 training?**

Yes

No

Number of appropriate personnel who are required to complete ICS-100: \_\_\_\_\_

Number of appropriate personnel who have completed ICS-100: \_\_\_\_\_

*The number of appropriate personnel who have completed ICS-100 for the following categories:*

Entry-level first responders \_\_\_\_\_

First line supervisors \_\_\_\_\_

Emergency Management and response personnel (middle management) \_\_\_\_\_

Emergency Management and response personnel (command and general staff) \_\_\_\_\_

**16.2 Does the local government document ICS-100 training status of personnel from:**

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Yes       No

**Implementation Objective 17: Implement ICS-200 “ICS for Single Resources and Initial Action Incidents” or equivalent training is completed by appropriate personnel.**

**17.1 Has the Local Jurisdiction implemented a training program to ensure that the appropriate personnel receive ICS-200 training?**

Yes       No

Number of appropriate personnel who are required to complete ICS-200: \_\_\_\_\_

Number of appropriate personnel who have completed ICS-200: \_\_\_\_\_

*The number of appropriate personnel who have completed ICS-200 for the following categories:*

Entry-level first responders \_\_\_\_\_

First line supervisors \_\_\_\_\_

Emergency Management and response  
personnel (middle management) \_\_\_\_\_

Emergency Management and response  
personnel (command and general staff) \_\_\_\_\_

**17.2 Does the local government document ICS-200 training status of personnel from:**

Yes       No

**Implementation Objective 18: Implement ICS-300 “Intermediate ICS” training or equivalent by appropriate personnel.**

**18.1 Has the Local Jurisdiction implemented a training program to ensure that the appropriate personnel receive ICS-300 training?**

Yes       No

Number of appropriate personnel who are required to complete ICS-300: \_\_\_\_\_

Number of appropriate personnel who have completed ICS-300: \_\_\_\_\_

*The number of appropriate personnel who have completed ICS-300 for the following categories:*

Emergency Management and response  
personnel: (middle management) \_\_\_\_\_

Emergency Management and response  
personnel: (command and general staff) \_\_\_\_\_

Personnel as ICS Trainers \_\_\_\_\_

**18.2 Does the local government document ICS-300 training status of personnel from:**

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Yes       No

**Implementation Objective 19: Implement ICS-400 “Intermediate ICS” training or equivalent by appropriate personnel.**

**19.1 Has the Local Jurisdiction implemented a training program to ensure that the appropriate personnel receive ICS-400 training?**

Yes       No

Number of appropriate personnel who are required to complete ICS-400: \_\_\_\_\_  
 Number of appropriate personnel who have completed ICS-400: \_\_\_\_\_

*The number of appropriate personnel who have completed ICS-400 for the following categories:*

Emergency Management and response personnel (middle management)	_____
Emergency Management and response personnel (command and general staff)	_____
Personnel as ICS Trainers	_____

**19.2 Does the local government document ICS-400 training status of personnel from:**

Yes       No

**PREPAREDNESS: EXERCISES**

**Implementation Objective 20: Incorporate NIMS concepts and principles into all appropriate training and exercises.**

**20.1 Have the following NIMS concepts and principles been incorporated into all appropriate training?**

	Incorporated	Not Incorporated
Flexibility	[ ]	[ ]
Scalability	[ ]	[ ]
Standardization	[ ]	[ ]
Interoperability & Compatibility	[ ]	[ ]
Resource Management	[ ]	[ ]
Incident Command	[ ]	[ ]
Multiagency Coordination	[ ]	[ ]
Public Information	[ ]	[ ]

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**20.2 Have the following NIMS concepts and principles been incorporated into all appropriate exercises?**

	<b>Incorporated</b>	<b>Not Incorporated</b>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>
Scalability	<input type="checkbox"/>	<input type="checkbox"/>
Standardization	<input type="checkbox"/>	<input type="checkbox"/>
Interoperability & Compatibility	<input type="checkbox"/>	<input type="checkbox"/>
Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
Incident Command	<input type="checkbox"/>	<input type="checkbox"/>
Multiagency Coordination	<input type="checkbox"/>	<input type="checkbox"/>
Public Information	<input type="checkbox"/>	<input type="checkbox"/>

**Implementation Objective 21: Plan for and/or participate in an all-hazards exercise program ( for example, Homeland Security Exercise and Evaluation Program) that involves emergency management/response personnel from multiple disciplines and/or multiple jurisdictions.**

**21.1 Does the local government plan for an all-hazards exercise program?**

**Yes**

**No**

If yes, is the all-hazards exercise program multidisciplinary?  Yes

No

If yes, is the all-hazards exercise program multi-jurisdictional?  Yes

No

**21.2 Does the local government plan to participate in an all-hazards exercise program in FY 2012?**

**Yes**

**No**

Is the all-hazards exercise program multidisciplinary?

Yes

No

Is the all-hazards exercise program multi-jurisdictional?

Yes

No

Which of the following NIMS components are evaluated through program exercises: (Check all that apply.)

- Preparedness
- Communication and Information Management
- Resource Management
- Command and Management
- Mutual Aid and Assistance
- Interoperability
- Participation of NGOs and Private Sector

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**21.3 In FY 2012, will the local government participate in all-hazards:**

Drills	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Table-top Exercises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Functional Exercises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Full-scale Exercises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

**Implementation Objective 22: Incorporate corrective actions into preparedness and response plans and procedures.**

**22.1 After conducting and/or participating in an all-hazards exercise program, does the local government incorporate corrective actions into preparedness and response plans and procedures?**

Yes

No

**COMMUNICATIONS AND INFORMATION MANAGEMENT**

**Implementation Objective 23: Apply common and consistent terminology as used in NIMS, including the establishment of plain language (clear text) communications standards.**

**23.1 Does the local government apply the following communication standards:**

	Yes	No
Plain Language (Clear Text)	<input type="checkbox"/>	<input type="checkbox"/>
Common and Consistent Terminology	<input type="checkbox"/>	<input type="checkbox"/>

**Implementation Objective 24: Utilize systems, tools, and processes to present consistent and accurate information (e.g., common operating picture) during an incident/planned event.**

**24.1 Does the local government utilize the following to present consistent and accurate information during an incident/planned event?**

	Yes	No
Systems	<input type="checkbox"/>	<input type="checkbox"/>
Tools	<input type="checkbox"/>	<input type="checkbox"/>
Processes	<input type="checkbox"/>	<input type="checkbox"/>

## RESOURCE MANAGEMENT

**Implementation Objective 25: Inventory response assets to conform to NIMS National resource Typing Definitions, as defined by FEMA's Incident Management Systems Integration Division.**

**25.1 Has the local government inventoried its emergency management/incident response assets to conform to NIMS National Resource Typing Definitions?**

Yes

No

**25.2 Has the local government typed its response assets to conform to NIMS National Resource Typing Definitions? .**

Yes

No

**25.3 Does the local government have a process to determine availability of emergency management/incidents response assets in accordance with "Tier One" NIMS National Resource Typing Definitions?**

Yes

No

**Implementation Objective 26: Utilize local government response asset inventory for intrastate and interstate mutual aid requests [such as Emergency Management Assistance Compact (EMAC)], training exercises, and incidents/planned events.**

**26.1 Does the local government use the response asset inventory for:**

	Yes	No
All-Hazards Exercise Program	<input type="checkbox"/>	<input type="checkbox"/>
Interstate Mutual Aid and Assistance	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>
Incidents/Planned Events	<input type="checkbox"/>	<input type="checkbox"/>

**Implementation Objective 27: Ensure that equipment, communications and data systems acquired through local acquisition programs are interoperable.**

**27.1 Local government acquisition programs require the following to be interoperable throughout the jurisdiction when purchased:**

	Yes	No
Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Communications	<input type="checkbox"/>	<input type="checkbox"/>
Data Systems	<input type="checkbox"/>	<input type="checkbox"/>



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**Implementation Objective 29: Manage all incidents/ planned events in accordance with Incident Command System (ICS) organizational structures, doctrine and procedures. ICS implementation must include the consistent application of Incident Action Planning (IAP) and common communications plans, as appropriate.**

**29.1 Does the local government implement ICS for all-hazards emergency management and incident response/planned events?**

Yes  No

**29.3 Does the local government implement Incident Action Plans (IAPs) during incidents/planned events, as appropriate?**

Yes  No

**29.4 Does the local government implement common communication plans during incidents/planned events, as appropriate?**

Yes  No

**Implementation Objective 30: Coordinate and support emergency management and incident response activities through the development and use of integrated Multiagency Coordination System (MACS) [i.e., develop and maintain connectivity between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs), the State/Territorial EOC, and Regional and Federal EOCs and NRF organizational elements].**

**30.1 Does the local government use integrated MACS, where appropriate, during incidents/planned events? .**

Yes  No

Which of the following primary functions is coordinated by a local government MACS: [Check all that apply.]

- Situation assessment
- Critical resource acquisition and allocation
- Other State/Territory, Tribal Nation, Local, and Federal MACS
- Coordination with elected and appointed officials
- Coordination of summary information
- Incident priority determination
- Other functions

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**Implementation Objective 31: Institutionalize, within the framework of ICS, Public Information, [e.g., Joint Information System (JIS) and a Joint Information Center (JIC)] during an incident/planned event.**

**31.1 Do emergency plans, within the framework of ICS, include processes and procedures for Public Information during incidents/planned events as appropriate?**

**Yes**

**No**

Can Public Information establish a JIS during incidents/planned events, as appropriate?

Yes

No

Can Public Information establish a JIC during incidents/planned events, as appropriate?

Yes

No

Can Public Information identify individuals to serve as Public Information Officers (PIOs) during an incident/planned event, as appropriate?

Yes

No

**Implementation Objective 32: Ensure that Public Information procedures and processes can gather, verify, coordinate, and disseminate information during an incident/planned event.**

**32.1 During an incident/planned event can the Public Information system:**

	<b>Yes</b>	<b>No</b>
Gather information	[ ]	[ ]
Verify information	[ ]	[ ]
Coordinate information	[ ]	[ ]
Disseminate information	[ ]	[ ]



**2012**

## **NIMSCAST Basic User Guide**

**OKLAHOMA OFFICE OF HOMELAND SECURITY (OKOHS)**

## I. NIMSCAST OVERVIEW

### What is the NIMSCAST?

The NIC developed and maintains NIMS Compliance Assistance Support Tool (NIMSCAST) as the premier self-assessment instrument for Federal, State, territorial, tribal, and local jurisdictions to evaluate and report achievement of NIMS implementation objectives (activities). NIMSCAST reflects implementation objectives and metrics in support of national preparedness goals, including standards for preparedness assessments and strategies and a system for assessing the Nation's overall ability to prepare for all-hazards incident management.

The NIMS Compliance Assistance Support Tool (NIMSCAST) is designed as a free, web-based self-assessment tool for State, territorial, tribal, and local governments to evaluate and report their jurisdiction's achievement of all NIMS Compliance Objectives (Implementation Activities) released since fiscal year (FY) 2005 by National Preparedness Directorate's Incident Management Systems Integration Division (IMSI).

The NIMSCAST is designed for jurisdictions to complete a comprehensive self-assessment based on the latest NIMS Compliance Objectives and Metrics. Through use of NIMSCAST, jurisdictions will be able to assess their compliance and implementation with NIMS requirements and identify successes and shortfalls. At the end of each fiscal year, IMSI will have the ability to assess NIMS implementation at the National, FEMA region, State, territory, tribal, and local jurisdictions. This information will allow the National Integration Center to provide information to Congress, identify best practices, and shortfalls so that appropriate technical assistance can be provided.

Additionally, Homeland Security Presidential Directive (HSPD)-5 requires Federal Departments and agencies to make adoption of the NIMS by State and local organizations a condition for Federal preparedness assistance. The NIMSCAST facilitates the adoption of the NIMS by State, territory, tribal, and local governments in order to meet the requirement established in HSPD-5.

**Completed assessments will allow Federal Departments and agencies to review awardees reports prior to monitoring for assistance programs and target best practices and short falls for future award years.**

## II. ACCESSING NIMSCAST

### In this section you will learn how to:

- \*Log into the NIMSCAST
- \*Choose a Strong Password
- \*Obtain a Lost/Forgotten Password
- \*Change a Password

The NIMSCAST is a web-based application and can be located at [www.fema.gov/nimscast](http://www.fema.gov/nimscast). In Oklahoma, a user can access the NIMSCAST in one way only—official invite. You are invited to the site by an authorized user who has registered your information within the NIMSCAST and given you access to a particular account that is located within an account hierarchy. Users will be registered in NIMSCAST through the Oklahoma Office of Homeland Security. The only type of account access allowed in Oklahoma is referred to as State/Territory Authorized Account Access. Public Accounts will not allow the necessary functions to fulfill the NIMS Compliance Requirement.

## Logging into the NIMSCAST

Once you have been registered as a first-time NIMSCAST user an e-mail will be sent that contains a temporary password link to the e-mail address that was used in the New User registration. (See Image )

### Temporary passwords expire within 24 hours.



#### Less than 24 Hours:

If it is **less than 24 hours** from the time that the e-mail was sent, the user can click on the first link provided to access the tool and establish a permanent password. The link will take a user into their account where they will create a strong password and enter it twice.

#### Greater than 24 Hours:

If it has **been more than 24 hours** since the e-mail was sent, the temporary password has expired. If your temporary password has expired, click on the second link in the e-mail to reset or renew your temporary password. Another e-mail will be sent to the user with a password link.

## Choosing a Strong Password

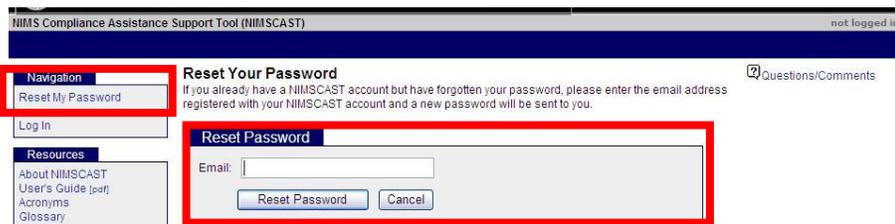
Once a user clicks on the first link in the password e-mail, they will be taken into their account to create a new password. When choosing a password, create a password that contains a minimum of eight (8) characters to include each one of the following:

- 1 Lower case character (a-z)
- 1 Upper case character (A-Z)
- 1 Special character (!@#\$%^,etc...)
- 1 digit (0-9)

Examples: "Football#66" or "terUim%11", Lawton\*21 , etc...

## Forgotten/Lost Password

If you have forgotten or lost your current password, you can select the Reset Password link located on the login screen, as displayed below.



After you enter your e-mail address, a new temporary password will be e-mailed to you. Your current password will no longer be valid.

## Temporary passwords expire within 24 hours.

If it is **less than 24 hours** from the time that the e-mail was sent, you can use the first link provided to access the tool and reset your password. The link will take a user into their account where they will create a strong password and enter it twice. If it has been more than 24 hours since the e-mail was sent, your temporary password has expired. Click on the second link in the e-mail to reset or renew your temporary password.

## Changing Your Password

If you need to change your password you can either generate a new temporary password as described previously or you can use the “Change Password” screen to enter a new password. You will need to provide both your old password as well as your new password to complete the change. Strong password requirements are enforced for the new password you select.

## Instructions to Change a Password

1. From the Log In Screen click on “Change Password”
2. Enter e-mail address
3. Enter current password
4. Enter new password twice
5. Click “Change Password”

**Change Your Password**  
Complete this page and click Change Password.

**Change Password**

Email:

Old Password:

New Password:

Confirm New Password:

Passwords must be at least 8 characters long and must contain at least one of each of the following character types:

- lower case character (a-z)
- upper case character (A-Z)
- special character (., @, #, \$, %, etc. . .)
- digit (0-9)

In addition, the Department of Homeland Security recommends that you select a strong password using the following guidelines:

- Passwords should be changed every 90 days or less.
- Passwords should not be identical to any of the previous six passwords.
- Passwords should not contain any dictionary word or proper noun in any language.
- Passwords should not contain any simple pattern of letters, such as 'qwerty'.

## Updating User Profile

The NIMSCAST stores basic contact information that was provided during the registration process or supplied by an administrator who invited you to access the NIMSCAST. You can update this information through the “Edit User Profile” link on the left navigation menu, pictured below

**Edit User Information**  
To edit your user information, enter the information requested and click on Save.

**Please note:**

- If you change your email address, an email will be sent to the new address with instructions on how to complete the email change. The change will not take place until the instructions are completed.
- If you change your email address to an address that already exists, once you complete the email change process all of your existing permissions will be migrated to the new address.

**Edit User**

Name:

Organization:

Email:

Confirm Email:

Phone:

Receive email when new permissions are assigned.

Receive email when sub-account submits a rollop.

When I make changes to my completed responses, or when my assessment has been completed for the first time:

I want to be asked to rollop my responses. (recommended)

I do NOT want to be asked to rollop my responses.

Enter Name,  
Organization,  
Email and Phone

The screen above provides the user with the ability to modify the information about their user account. The e-mail address that you use to login with can be changed in the e-mail section of the “Edit User Profile” link located in the Navigation menu. Once the new e-mail address is saved, an e-mail confirmation message will be sent to the new e-mail address.

To complete the e-mail address change, the user must acknowledge this message by clicking on the link contained in the e-mail message.

Once an e-mail address is modified, it will become the user's new login (password will not change). The user has the ability to tailor which system generated e-mail messages you wish to receive. To opt-out of a particular message, uncheck the box next to the description of the e-mail message. As additional system messages are added to the system, the messages available to opt-out of will be updated. The final section deals with the behavior of the system while you are completing the metrics. By default the system will remind you (on-screen) to perform a rollup after you complete the questions.

**Instructions to Updating User Information:**

1. Click on "Edit User Profile" located in the Navigation menu
2. Chose the field(s) to be edited
3. Enter correct information
4. Click the box to the left as to whether or not you would like to receive the supported notifications.
5. Click "Save" to keep changes

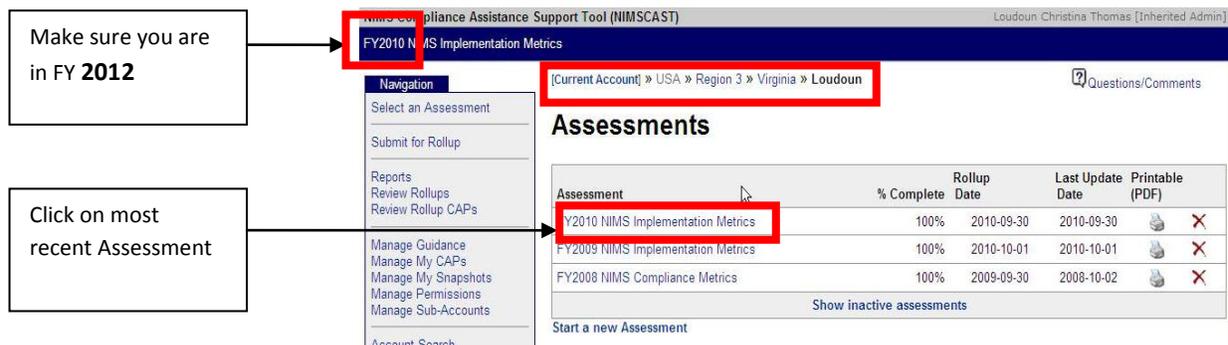
### III. ASSESSMENT MODULES

**In this section you will learn to:**

- \*Select an Assessment Module
- \*Begin Entering Data into the Assessment Module
- \*Enter Corrective Action Plan Information

**Selecting an Assessment Module**

The "Assessment" link, located in the Navigation menu, is used to select the NIMSCAST module for which the assessment will be completed.



**Accessing NIMS Compliance Metrics:**

The assessment overview page, shown on the next page, displays each section containing a series of metric questions related to the particular section. In addition, the user can track completion progress of the account which is displayed in the three columns to the right. As the user answers each question the columns will auto fill with the appropriate symbol.

To access an assessment,

1. Verify the "Current Account"
2. Click "Assessment"
3. Click on the assessment to be completed (Listed in Blue)
4. Follow directions on the screen to access the assessment questions

To answer each metrics question, begin from the metrics overview summary and select the desired question. A question can be selected by:

1. Click on the “+” next to the section title to open the list of questions.

2. Click on the question statement in blue, to open up a question.

Sections	Complete	FY2010	FY2010+
NIMS Adoption Implementation Objectives	2 / 4 (50%)	1 / 4 (25%)	
1. Adoption	✓	✓	
3. Point of Contact	✓	!	
4. Implementation Strategy	✗		
5. Ensure Federal Preparedness Funding support NIMS	✗		
Preparedness: Planning Implementation Objectives	0 / 2 (0%)	0 / 2 (0%)	
Preparedness: Training Implementation Objectives	0 / 11 (0%)	0 / 7 (0%)	0 / 4 (0%)
Preparedness: Exercises Implementation Objectives	0 / 3 (0%)	0 / 3 (0%)	
Communications and Information Management Implementation Objectives	0 / 2 (0%)	0 / 2 (0%)	
Resource Management Implementation Objectives	0 / 4 (0%)	0 / 4 (0%)	
Command and Management Implementation Objectives	0 / 4 (0%)	0 / 4 (0%)	
<b>Overall</b>	<b>2 / 30 (6%)</b>	<b>1 / 26 (3%)</b>	<b>0 / 4 (0%)</b>

At the top of each question, the Compliance Objective is displayed. At the end of each metrics question a “Notes” box to enter additional information is provided. The user can determine what additional information can be entered. Once the user is finished filling out the metric question(s) on the page there are four (4) options at the bottom of the page:

**Save & Continue** – saves all information that was entered for the metrics question and takes the user to the next question.

**Save Incomplete and Continue** – the user will see this option if “Save & Continue” is clicked and not all of the questions have been answered. The user will be able to save any answers entered and return to complete at a later time.

**Skip** – allows the user to skip to the next question. This option will not save any entered answers.

**Cancel** - returns the user back to the list of assessment questions.

**NIMS Adoption Compliance Objectives**

**2. Communicate, Monitor and implement all NIMS requirements across the State/Territory**

Compliance Objective 2: Establish and maintain a planning process to communicate, monitor and implement all NIMS requirements across the State/Territory (including within Departments/Agencies), including local governments. This process must provide a means for measuring progress and facilitate reporting.

2.1 Has the State/Territory developed a planning process to communicate, monitor, and implement all NIMS compliance objectives to State/Territorial Departments and Agencies?

Yes  
 No

If yes, does that planning process:

- Communicate required NIMS activities
- Monitor required NIMS activities
- Implement required NIMS activities
- Measure progress
- Facilitate reporting

Local Governments?

Yes  
 No

If yes, does that planning process:

Once the question(s) has been answered, responses are saved to the database by selecting the “Save & Continue”. If only partial responses are present the system will highlight those areas which still require responses. If the responses are incomplete, an additional option to “Save as Incomplete” is provided to allow the user to continue with the survey and return to the partially completed question at a later time.

## Corrective Action Planning

When a non-compliant response to a metric question has been recorded, a corrective action plan must be developed and recorded in order for the metrics response to be complete. When a user marks a metric that indicates it is non-complaint and then clicks save and continue the corrective action plan (as section below) will appear at the top of the metric. The system will also highlight the responses in the metric that were evaluated as non-compliant. A user can save a non-compliant response as incomplete and return to it later. A user can not submit for rollup until all fields of the corrective action(s) are filled in.

A corrective action plan captures the following information:

**Reason for Non-Compliance:** identify the reason(s) why the particular activity and/or metric cannot be met.

**Corrective Action:** identify the actions or steps to be taken correct the reason for non-compliance.

**Expected Date of Compliance:** identify the date that corrective action should be implemented or achieved.

**Point of Contact:** identify

The screenshot displays the FEMA Incident Management Systems Integration Division NIMS Compliance Assistance Support Tool interface. The page header includes the FEMA logo and the text 'Incident Management Systems Integration Division'. Below the header, there is a navigation menu on the left with options like 'About NIMSCAST', 'Assessment', 'Reports', and 'Log Out'. The main content area features a yellow warning banner that reads: 'Your response has not affirmed this critical metric, please provide a corrective action plan below.' Below this banner, the 'NIMS Adoption Compliance Objectives' section is visible, specifically '2. Communicate, Monitor and Implement all NIMS requirements across the State/Territory'. This section contains a text area for 'Reason for Non-Compliance', another for 'Corrective Action', and input fields for 'Expected Date of Compliance' and 'Point of Contact'. There are also 'Save & Continue >>', 'Skip >>', and 'Cancel' buttons. At the bottom of the form, a red banner states: 'To affirm this metric, "Yes" must be selected.'

### Instructions to submit a Corrective Action Plan:

1. Answer the metric question(s) on the screen.
2. Click "Save & Continue". Corrective Action Plan will appear at bottom of page.
3. Fill in all Corrective Action Plan fields. Click "Save & Continue".
4. If a user would like to fill out the Corrective Action Plan later, click "Save Incomplete & Continue".

### Key Points to Remember:

**A corrective action plan must be documented for a non-compliant answer.**

**All corrective action plan fields must be filled in before submitting the assessment.**

## VI. ROLL-UP and LOGGING OUT

### Reporting and Rollup

The NIMSCAST provides two different types of reports to aid users in understanding their NIMSCAST assessments. The “Reports” link provides a detailed look at the assessments for a single account. The “Rollup Reports” link provides the user the ability to view reports based on aggregating multiple accounts that will be represented by sub- accounts.

NIMS Compliance Assistance Support Tool (NIMSCAST) Bedford City Christina Thomas [Inherited Admin]  
FY2010 NIMS Implementation Metrics

[Current Account] » USA » Region 3 » Virginia » Bedford City [?] Questions/Comments

Responses successfully saved. << Go Back.

### Edit Account and Rollup Responses

You have completed the assessment. Do you want to roll up your responses to your parent account?

Yes, roll up my responses  
 No, I will roll up my responses at a later time

If 'Yes' above, you must provide the missing, required information shown below.  
A rollup can only be performed on an account with required information completed.

Disciplines\*

- Agriculture/Natural Resources
- Animal Control & Care
- Amateur Radio
- Coroner/Medical Examiner
- Community Group/Volunteer Agency
- Emergency Management
- Educational Institution
- Emergency Medical Services
- Firefighting
- Hospital
- HazMat
- Law Enforcement
- Non-Governmental Organization
- Public Administration
- Public Health
- Private Industry
- Public Safety Communications
- Public Works/Utilities
- Search & Rescue
- Transportation Authorities
- Other

Urban Area for UASI To add an urban area designation, you must be an administrator of an urban area.

Save and Continue >>

It is important to log out after each session to ensure the security of your account. To log out, click the Log Out button in the Navigation menu. You will be automatically transferred to the NIMSCAST introduction screen. A yellow box at the top of the page will indicate that your log out was successful.