



**2011**  
National Incident Management System  
(NIMS)

Implementation and Resource Manual

**Oklahoma Tribal Governments**

Oklahoma Office of Homeland Security (OKOHS)

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**Attachment Tabs**

- Sample Tribal Adoption Documents
- NIMS Course Descriptions
- 2011 NIMS Compliance Objectives
- 2011 NIMSCAST User Guide

## 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 DHS preparedness funds and Oklahoma State Department of Health (OSDH) funds require a demonstrated adoption of NIMS.

### **Issue**

The implementation of NIMS requires a coordinated effort across state and local government. Similar efforts will be required in the private sector.

### **Intent**

The intent of this document is to provide guidance to local governments in NIMS adoption and compliance.

### **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 the end of FY 2011.

## NIMS Compliance

Beginning in FY 2007, all federal preparedness funding was conditioned upon full compliance with the NIMS Compliance Metrics. By completing the **FY 2011** activities, local agencies can still achieve what is considered to be full NIMS implementation for FY 2011. Local jurisdictions will achieve what is considered to be full NIMS implementation by completing the **FY 2011** activities outlined in the 2011 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**. A sample list of preparedness grants requiring NIMS implementation and compliance is as follows:

• Assistance to Firefighters Grant	• Homeland Security Grant Program (HSGP)
• Buffer Zone Protection Program	• Intercity Bus Security Grant Program
• Chemical Stockpile Emergency Preparedness Program	• Intercity Passenger Rail (Amtrak)
• Citizen Corps Program Commercial Equipment Direct Assistance Program (CEDAP)	• Interoperable Emergency Communications Grant Program (IECGP)
• Community Assistance Program, State Support Services Element (CAP-SSSE)	• Map Modernization Management Support
• Community Disaster Loan Program	• Metropolitan Medical Response System
• Comprehensive Environmental Response, Compensation, and Liability Act	• National Fire Academy Education and Training
• Cooperating Technical Partners	• National Flood Insurance Program
• Critical Infrastructure Security Programs	• Operation Stonegarden Grant Program
• Driver's License Security Grant Program	• Port Security Grant Program
• Emergency Food and Shelter Program	• Pre-Disaster Mitigation Program
• Emergency Management Institute	• Public Assistance Grant Program
• Emergency Management Performance Grant (EMPG)	• Regional Catastrophic Planning Grant Program
• Emergency Operations Center (EOC) Grant Program	• Reimbursement for Firefighting on Federal Property
• Emergency Operations Center Grant Program	• Repetitive Flood Claims Program
• Fire Management Assistance Grant Program	• State Homeland Security Program
• Flood Mitigation Assistance Program	• Transit Security Grant Program
• Freight Rail Security Grant Program	• UASI Nonprofit Security Grant Program
• Hazard Mitigation Grant Program	• Urban Areas Security Initiative

## 2011 NIMS Implementation Guidance

### 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 Tribal 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 jurisdiction's signatory officials(s). This formal adoption will be recorded with your Tribe's file 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. Below is a sample adoption document for a tribe

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF COUNTY, OKLAHOMA, ESTABLISHING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE STANDARD FOR INCIDENT MANAGEMENT IN \_\_\_\_\_ COUNTY, OKLAHOMA.

WHEREAS, The President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedure for managing personnel, communications, facilities and resources will improve the county's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the county, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and

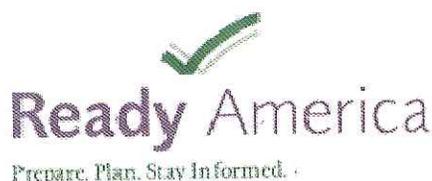
WHEREAS, a specific individual needs to be designated as Local Point of Contact (LPOC) to coordinate NIMS activities and to ensure compliance;

A sample Tribal adoption document may be found in this manual or you may download one 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)

## NIMS Point of Contact (POC) Responsibilities

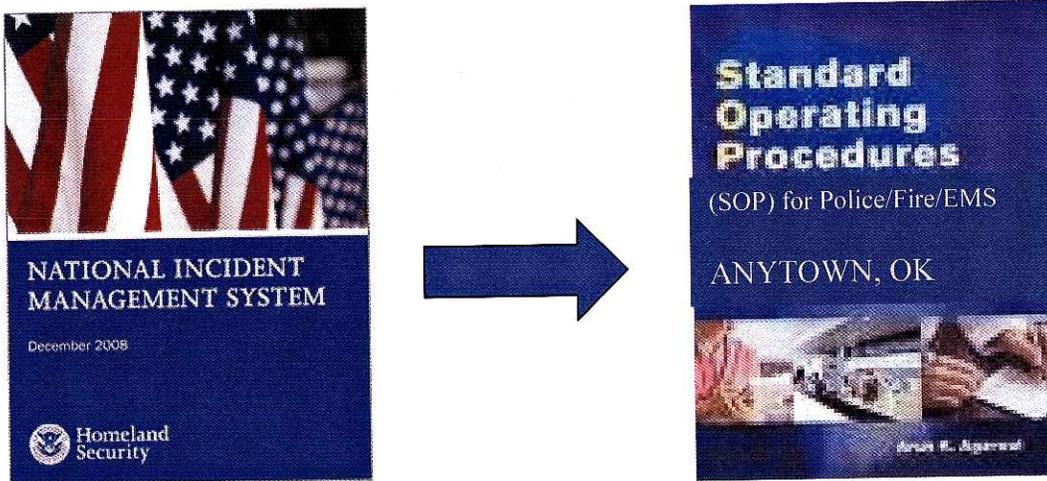
One of the requirements of NIMS is to have a single designated Point of Contact who coordinates and documents the NIMS compliance activities of each Agency or Department within the Tribe. Items below are required by Tribal Point of Contacts (POCs).

- If not done previously, complete the Formal Adoption/Resolutions or Letter adopting NIMS for your jurisdiction. Your previous adoption document is adequate unless it included an expiration date.
- If necessary, identify a NIMS Point of Contact (POC) for all agencies and departments within your Tribe.
- Maintain an accurate Resource inventory
- Enter all appropriate Employee / Volunteer NIMS/ICS Training Records in NIMSCAST. (This must be updated each year).
- Complete the **NIMSCAST** assessment once all NIMS Compliance activities are completed no later than September 30, 2011.
- Ensure that all emergency operation plans (EOPs) and standard operating procedures (SOPs) conform to the principles of NIMS and the National Response Framework (NRF).
- If your local agency has no public safety, send only your formal adoption document along with updated Public Safety Agencies that respond to your jurisdiction.
- 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.



## 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.

## **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 and tribal 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 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.

## **NIMS Training Requirements**

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

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**.*

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***

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

***Intermediate Level***

FEMA IS-700: NIMS, an Introduction  
FEMA IS-800: National Response Framework, An Introduction  
ICS-100: Introduction to ICS or equivalent  
ICS-200: Basic ICS or equivalent  
ICS-300: Intermediate ICS or equivalent

***Advanced Level***

FEMA IS-700: NIMS, an Introduction  
FEMA IS-800: National Response Framework, an Introduction  
ICS-100: Introduction to ICS or equivalent  
ICS-200: Basic ICS or equivalent  
ICS-300: Intermediate ICS or equivalent  
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 or Information Technology:** FEMA IS-704:  
NIMS Communication and Information Management

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.

### **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. OSU-FST will bring a custom delivery to your local jurisdiction that will be delivered to your availability and/or working schedule. You can schedule a course for your tribal jurisdiction by calling OSU-FST at 1-800-304-5727. To see the latest schedule, and register online visit the following website: <http://www.osufst.org/>

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-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.

*Example: 10 people were identified as needing ICS 200, but only 6 have completed thus far.  
(This meets NIMS compliance standard)*

## Transcript Requests and Verification of Training

It is possible that a tribal responder 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, Tribal Agency Heads, and Department POCs 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 the following address: <http://training.fema.gov/EMIWeb/downloads/tranrqst1.pdf>

Individuals can mail a completed transcript request to:

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

Former students can phone directly the Emergency Management Institute at the following number: **(301) 447-1200** and request information for their own transcript. Because this is a recognized university, you must be prepared to give EMI your social security 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

## **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

## **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 Tribal 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.

## **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.

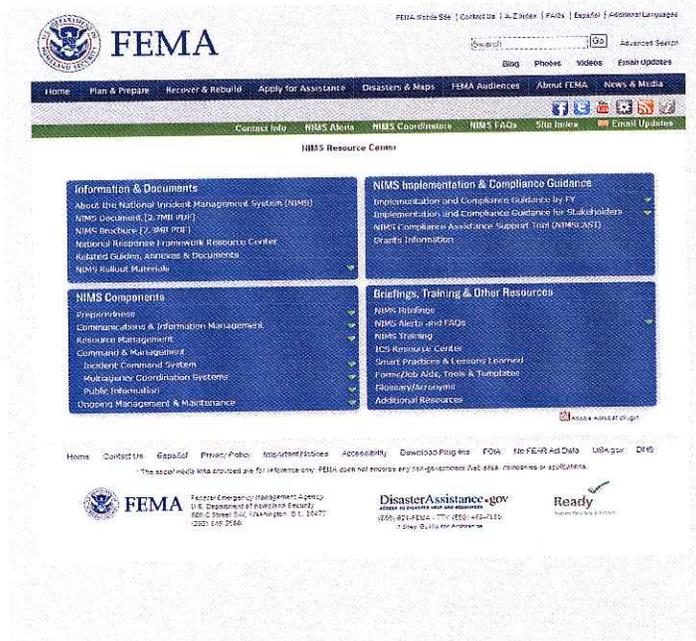
Realizing several jurisdictions have begun building ID/Credentialing systems, every effort will be made to incorporate this data into the global solution. Further regulatory guidance explaining the standard can be obtained by accessing the NIMS Integration Center, which is developing a national credentialing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

## **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 2011, 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 Tribal jurisdictions, including cities, towns, counties, Title 18 rural fire departments, with emergency response capabilities 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/NimscastUsersGuide.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 following number:  
405-425-7296.

**Whether or not the Tribe has completed their compliance activities, the NIMSCAST assessment should be completed and rolled up no later than September 30, 2011.**

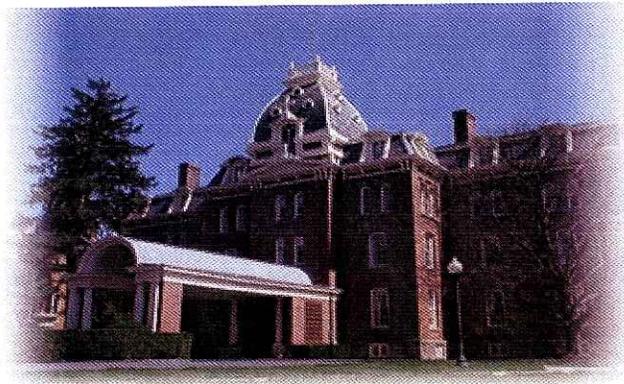


## NIMS COURSE DESCRIPTIONS

### 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)



## NIMS Courses Descriptions

### 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)

FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
For Volunteer/Non-governmental Agencies

**NIMS ADOPTION**

**Compliance Objective 1: Adopt NIMS for all Volunteer/Non-governmental agency departments/agencies; as well as promote and encourage NIMS Adoption by associations, utilities, nongovernmental organizations (NGOs) and private sector emergency management and incident response organizations.**

**1.1 Has the Volunteer/Non-governmental agency formally adopted the NIMS National Incident Management System as its all-hazards incident management system? This includes any adoption submitted in past years.**

Explanation: Has your Volunteer/non-governmental agency ever sent OKOHS a legal document stating you have adopted NIMS? If so, check the legal document initially used by your Volunteer/non-governmental agency to formally adopt NIMS.

**Yes**

**No**

What legal authority was used to formally adopt NIMS: [Check all that apply.]

- Executive Order
- Proclamation
- Resolution
- Other legal authority

Date that NIMS formally adopted? \_\_\_\_\_

**1.2 Does the formal adoption of NIMS expire?**

Explanation: Does the formal adoption letter your Volunteer/non-governmental agency sent to OKOHS have an expiration date? If yours does expire, it must be renewed each year. Most formal adoption documents do not require an expiration date.

**Yes** (Complete Below)

**No** (Skip to 1.3)

If So When? \_\_\_\_\_

Is there is a process for renewing/maintaining the formal adoption of NIMS?

**Yes**

**No**

If Yes, how? \_\_\_\_\_

**1.3 Does the Volunteer/Non-governmental agency promote NIMS adoption by associations, utilities, private sector, and nongovernmental organizations?**

Explanation: Whenever possible, does your organization promote the use of NIMS by attending meetings, emergency planning, and training with Non Governmental utility companies, private companies, and other Non Governmental groups that assist you during an emergency?

**Yes**

**No**

FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
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**Compliance Objective 3: Designate and maintain a single point of contact within the Volunteer/non-governmental agency to serve as principle coordinator of NIMS implementation jurisdiction-wide (to include principal coordinator for NIMS implementation within each Department/Agency).**

**3.1 Has Volunteer/Non-governmental agency designated a single point of contact with the authority to serve as the principal coordinator for overall jurisdiction-wide NIMS implementation?**

Explanation: Has one person been designated to represent the Volunteer/non-governmental agency and coordinate the NIMS requirements for your jurisdiction? If so what is his/her name and contact information? Include all the departments

**Yes**

**No**

Identify the individual.  
(Include: Name, Title, Email Address, Phone Number, and Mailing Address)

Identify the date of designation: \_\_\_\_\_

**3.2 Have the appropriate Volunteer/Non Governmental 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?**

Explanation: If available, has the Non Governmental fire, law enforcement, EMS, or any other emergency response agencies in your jurisdiction designated one person each to coordinate the NIMS requirements? If so, include all departments or agencies within the jurisdiction.

**Yes** (Answer below)

**No** (Skip to 4.1)

Total number of Non Governmental Departments/Agencies?

[    ]

Total Number of Non Governmental Departments/Agencies that have designated

a

point of contact?

[    ]

FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
For Volunteer/Non-governmental Agencies

**Compliance 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 Volunteer/non-governmental agencies, support all required NIMS compliance requirements.**

**4.1 Does the Volunteer/Non-governmental agency ensure that Federal Preparedness Awards [including DHS Homeland Security Grant Program and Urban Area Security Initiative (UASI) Funds] support NIMS compliance?**

Explanation: Does your government officials ensure that funding acquired through grants help support NIMS training functions, equipment purchases, and compliance requirements?

Yes

No

N/A

**Compliance 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 Volunteer/Non-governmental agency audit agencies and review organizations include required NIMS compliance activities in all audits associated with Federal Preparedness Awards?**

Explanation: Does Volunteer/non-governmental agency officials or private auditing companies review responding agencies for NIMS compliance during audits for preparedness grants?

Yes

No

N/A

FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
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**PREPAREDNESS: PLANNING**

**Compliance Objective 7: Revise and update Volunteer/non-governmental agency 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 Volunteer/Non-governmental agency review and revise the following plans to incorporate NIMS components, principles, and policies?**

Explanation: Does Volunteer/non-governmental agency officials review, and rewrite if necessary, your policies in order to incorporate NIMS standards? If so, do you call your policies Emergency Operations Plans, (EOPs), Standard Operating Procedures (SOPs), or Standard Operating Guidelines (SOGs)? Select the appropriate terminology.

	<b>Yes</b>	<b>No</b>
EOPs	[ ]	[ ]
SOPs	[ ]	[ ]
SOGs	[ ]	[ ]

**7.2 Does the Volunteer/Non-governmental agency review and revise the following plans to incorporate NRF components, principles, and concepts?**

Explanation: Does Volunteer/non-governmental agency officials review, and rewrite if necessary, your policies in order to incorporate the NRF components, principles and policies? If so, do you call your policies Emergency Operations Plans, (EOPs), Standard Operating Procedures (SOPs), or Standard Operating Guidelines (SOGs)? Select the appropriate terminology.

	<b>Yes</b>	<b>No</b>
EOPs	[ ]	[ ]
SOPs	[ ]	[ ]
SOGs	[ ]	[ ]

FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
For Volunteer/Non-governmental Agencies

**Compliance 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 Volunteer/Non-governmental agency promote and/or develop intrastate mutual aid agreements and assistance agreements throughout the jurisdiction?**

Explanation: Does the Volunteer/non-governmental agency have mutual aid agreements with surrounding response agencies, within Oklahoma, that would respond with you in an emergency? If so, do they include agreements with private companies, (such as Joe's Wrecker Service), civic groups, churches, clubs, or other Non Governmental Organizations (NGOs) that might also provide resources to assist before, during, or after an emergency?

Yes  No

Do these include agreements with the private sector?

Yes  
 No

Do these include agreements with NGOs?

Yes  
 No

**8.2 Does the Volunteer/Non-governmental agency promote and/or develop interagency mutual aid agreements and assistance agreements throughout the jurisdiction?**

Explanation: Does the Volunteer/non-governmental agency have mutual aid agreements with Non Governmental response agencies in your jurisdiction, (such as neighboring fire, law enforcement, public works, or EMS agencies), that would respond with you in an emergency? If so, do they include agreements with private companies, (such as Joe's Wrecker Service), civic groups, churches, clubs, or other Non Governmental Organizations (NGOs) that might also provide resources to assist before, during, or after an emergency?

Yes  No

Do these include agreements with the private sector?

Yes  
 No

Do these include agreements with NGOs?

Yes  
 No



**FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
For Volunteer/Non-governmental Agencies**

**Compliance Objective 11 : Implement IS-701 NIMS: “Multiagency Coordination Systems” (MACS) training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008)**

**11.1 Has the Volunteer/Non Governmental Jurisdiction implemented a training program to ensure that the appropriate personnel, as identified in the Five-Year Training Plan, receive IS 701 training?**

Explanation: Has the Non Governmental jurisdiction began the process of completing, attending, or scheduling IS 701 training for first responders, middle and senior supervisors, emergency management personnel and possible incident command staff on either the internet, in the classroom, with OSU-FST, or any other training institution? If so, how many responders in each category were trained?

**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 Volunteer/Non-governmental agency document IS-701 training status of personnel from:**

Explanation: Does the Volunteer/non-governmental agency have a way to keep records of IS-701 Training for the following organizations?

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Volunteer/non-governmental agencies	<input type="checkbox"/>	<input type="checkbox"/>	
Other emergency response organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
For Volunteer/Non-governmental Agencies**

**Compliance Objective 12: Implement IS-702 NIMS: "Public Information" training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008)**

**12.1 Has the Volunteer/Non Governmental Jurisdiction implemented a training program to ensure that the appropriate personnel, as identified in the Five-Year Training Plan, receive IS 702 training?**

Explanation: Has the Non Governmental jurisdiction began the process of completing, attending, or scheduling IS 702 training for first responders, middle and senior supervisors, emergency management personnel and possible incident command staff on either the internet, in the classroom, with OSU-FST, or any other training institution? If so, how many responders in each category were trained?

**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 Volunteer/Non-governmental agency document IS-702 training status of personnel from:**

Explanation: Does the Volunteer/non-governmental agency have a way to keep records of IS-702 Training for the following organizations?

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Volunteer/non-governmental agencies	<input type="checkbox"/>	<input type="checkbox"/>	
Other emergency response organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
For Volunteer/Non-governmental Agencies**

**Compliance Objective 14: Implement IS-704 NIMS: “Communication and Information Management” training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008)**

**14.1 Has the Volunteer/Non Governmental Jurisdiction implemented a training program to ensure that the appropriate personnel, as identified in the Five-Year Training Plan, receive IS 704 training?**

Explanation: Has the Non Governmental jurisdiction began the process of completing, attending, or scheduling IS 704 training for first responders, middle and senior supervisors, emergency management personnel and possible incident command staff on either the internet, in the classroom, with OSU-FST, or any other training institution? If so, how many responders in each category were trained?

**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
[ ]	[ ]	[ ]	[ ]

**14.2 Does the Volunteer/Non-governmental agency document IS-704 training status of personnel from:**

Explanation: Does the Volunteer/non-governmental agency have a way to keep records of IS-704 Training for the following organizations?

	Yes	No	N/A
Volunteer/non-governmental agencies	[ ]	[ ]	
Other emergency response organizations	[ ]	[ ]	[ ]

**FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
For Volunteer/Non-governmental Agencies**

**Compliance Objective 15: Implement IS-800 “National Response Framework: an Introduction” or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008)**

**15.1 Has the Volunteer/Non Governmental Jurisdiction implemented a training program to ensure that the appropriate personnel, as identified in the Five-Year Training Plan, receive IS-800 training?**

Explanation: IS-800 is an internet only course. Has the Non Governmental jurisdiction began the process of completing, attending, or scheduling IS-800 training for appropriate first responders, middle or senior supervisors with emergency planning duties, emergency management personnel, and possible incident command staff? If so how many responders in each category were trained?

**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 Volunteer/Non-governmental agency document IS-800 training status of personnel from:**

Explanation: Does the Volunteer/non-governmental agency have a way to keep records of IS-800 Training for the following organizations?

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Volunteer/non-governmental agencies	[ ]	[ ]	
Other emergency response organizations	[ ]	[ ]	[ ]

**FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
For Volunteer/Non-governmental Agencies**

**Compliance Objective 16: Implement ICS-100 "Introduction to ICS" training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008).**

**16.1 Has the Volunteer/Non Governmental Jurisdiction implemented a training program to ensure that the appropriate personnel, as identified in the Five-Year Training Plan, receive ICS 100 training?**

Explanation: Has the Non Governmental jurisdiction began the process of completing, attending, or scheduling ICS 100 training for first responders, middle and senior supervisors, emergency management personnel and possible incident command staff on either the internet, in the classroom, with OSU-FST, or any other training institution? If so, how many responders in each category were trained?

**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 in middle management	Emergency Management and response personnel in command and general staff
[ ]	[ ]	[ ]	[ ]

**16.2 Does the Volunteer/Non-governmental agency document ICS-100 training status of personnel from:**

Explanation: Does the Volunteer/non-governmental agency have a way to keep records of ICS-100 Training for the following organizations?

	Yes	No	N/A
Volunteer/non-governmental agencies	[ ]	[ ]	
Other emergency response organizations	[ ]	[ ]	[ ]

**FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
For Volunteer/Non-governmental Agencies**

**Compliance Objective 17: Implement ICS-200 “ICS for Single Resources and Initial Action Incidents” or equivalent training is completed by appropriate personnel (as identified in the Five-Year NIMS Training Plan).**

**17.1 Has the Volunteer/Non Governmental Jurisdiction implemented a training program to ensure that the appropriate personnel, as identified in the Five-Year Training Plan, receive ICS-200 training?**

Explanation: Has the Non Governmental jurisdiction began the process of completing, attending, or scheduling ICS 200 training for first responders, supervisors, Emergency Management personnel and possible incident command staff on either the internet, in the classroom, with OSU-FST or any other training institution? If so, how many responders in each category were trained?

**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 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"/>

**17.2 Does the Volunteer/non-governmental agency document ICS-200 training status of personnel from:**

Explanation: Does the Volunteer/non-governmental agency have a way to keep records of ICS-200 Training for the following organizations?

	Yes	No	N/A
Volunteer/non-governmental agencies	<input type="checkbox"/>	<input type="checkbox"/>	
Other emergency response organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
For Volunteer/Non-governmental Agencies**

**Compliance Objective 19: Implement ICS-400 “Intermediate ICS” training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008).**

**19.1 Has the Volunteer/Non Governmental Jurisdiction implemented a training program to ensure that the appropriate personnel, as identified in the Five-Year Training Plan, receive ICS-400 training?**

Explanation: Has the Non Governmental jurisdiction began the process of completing, attending, or scheduling ICS 400 training for senior emergency management personnel and personnel with incident command or incident planning duties, at State Career Tech, with OSU-FST or any other training institution? If so, how many responders in each category were trained?

**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 in middle management  [ ]	Emergency Management and response personnel in command and general staff  [ ]	Personnel as ICS Trainers  [ ]
--------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	-----------------------------------------

**19.2 Does the Volunteer/Non-governmental agency document ICS-400 training status of personnel from:**

Explanation: Does the Volunteer/non-governmental agency have a way to keep records of ICS-400 Training for the following organizations?

	Yes	No	N/A
Volunteer/non-governmental agencies	[ ]	[ ]	
Other emergency response organizations	[ ]	[ ]	[ ]

## PREPAREDNESS: EXERCISES

**Compliance 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?

Explanation: During class-room training, meetings, or inter-agency training functions, do you use the principles your organization learned in the NIMS courses. If so, which NIMS concepts do you use, (incorporate).

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

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

Explanation: During training scenarios, drills, or inter-agency activities, do you use the principles you learned in the NIMS courses. If so, which NIMS concepts do you use, (incorporate).

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

FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
For Volunteer/Non-governmental Agencies

**Compliance 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 Volunteer/Non-governmental agency plan for an all-hazards exercise program?**

Explanation: Does your Volunteer/non-governmental agency help plan, coordinate, and host training drills, table-top exercises, functional exercises, or full scale exercises? If so, do they involve more than one jurisdiction, or more than one discipline (fire, EMS, law enforcement, public works etc...)?

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 Volunteer/Non-governmental agency plan to participate in an all-hazards exercise program in FY 2011?**

Explanation: Does your Volunteer/non-governmental agency participate in emergency response training drills, table-top exercises, functional exercises, or full scale exercises? If so, do these exercises involve more than one jurisdiction, or more than one discipline, (fire, EMS, law enforcement, public works etc...)?

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

**FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
For Volunteer/Non-governmental Agencies**

**21.3 In FY 2011, will the Volunteer/Non-governmental agency 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

**Compliance 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 Volunteer/Non-governmental agency incorporate corrective actions into preparedness and response plans and procedures?**

Explanation: Following an emergency response training drill, table-top exercise, functional exercise, or full scale exercise, do the agencies involved have a plan to meet together and discuss ways to improve their procedures for the next time an emergency happens?

Yes

No

**COMMUNICATIONS AND INFORMATION MANAGEMENT**

**Compliance 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 Volunteer/Non-governmental agency apply the following communication standards:**

Explanation: Has your Volunteer/non-governmental agency applied NIMS communication standards by using clear text during responses to emergencies with other organizations, and adopting the NIMS terms and references when making reference to people, places, or objects on or off the radio.

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



**FY 2011 NIMS Compliance Objectives and Metrics with Explanations  
For Volunteer/Non-governmental Agencies**

**Compliance Objective 26: Utilize Volunteer/non-governmental agency 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 Volunteer/Non-governmental agency use the response asset inventory for:**

Explanation: When requesting, dispatching, or making reference to equipment, does your Volunteer/non-governmental agency use the common terminology, as outlined by the NIMS National Resource Typing Definitions, during any of the following events?

	<b>Yes</b>	<b>No</b>
All-Hazards Exercise Program	[ ]	[ ]
Interstate Mutual Aid and Assistance	[ ]	[ ]
Training	[ ]	[ ]
Incidents/Planned Events	[ ]	[ ]

**Compliance Objective 27: Ensure that equipment, communications and data systems acquired through Non Governmental acquisition programs are interoperable.**

**27.1 Volunteer/Non-governmental agency acquisition programs require the following to be interoperable throughout the jurisdiction when purchased:**

Explanation: When ordering response equipment, radios, communications and data systems, does someone in your Volunteer/non-governmental agency ensure that it will interoperate with the other emergency response agencies within your jurisdiction?

(E.g. when you order fire hose, does a responsible person in your Volunteer/non-governmental agency make sure the threads will match other agencies in your response jurisdiction?)

	<b>Yes</b>	<b>No</b>
Equipment	[ ]	[ ]
Communications	[ ]	[ ]
Data Systems	[ ]	[ ]

**27.2 If the Volunteer/Non-governmental agency is providing funds for equipment, communications and data systems does it ensure Non Governmental acquisition programs require the following to be interoperable when purchased:**

Explanation: When purchasing response equipment, radios, communications, and data systems, does someone in your Volunteer/non-governmental agency ensure that it will interoperate with the other emergency response agencies within your jurisdiction?

(E.g. when you purchase a new radio system, does a responsible person in you Volunteer/non-governmental agency make sure the radio will communicate with other agencies in your response jurisdiction?)

	<b>Yes</b>	<b>No</b>
Equipment	[ ]	[ ]
Communications	[ ]	[ ]
Data Systems	[ ]	[ ]

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For Volunteer/Non-governmental Agencies

**Compliance Objective 28: Initiate development of a jurisdiction-wide system to credential emergency management/response personnel to ensure proper authorization and access to an incident, including those involving mutual aid agreements and/or assistance agreements.**

**28.1 Has the Volunteer/Non-governmental agency initiated the development of a jurisdiction-wide system to credential emergency management/response personnel?**

Explanation: The credentialing process as accepted by a Federal, state, tribal, or Non Governmental jurisdictions as well as private agencies, is an objective evaluation and documentation of a person's current licensure or degree; training or experience; competence or certification, and the ability to meet a nationally accepted minimum standard; to provide particular services; and/or functions or perform particular procedures during an incident. Part of the credentialing system is participation in required training, planning, and functional ability. If members of your Volunteer/non-governmental agency have participated in required training and exercises in the past then you are currently involved in the credentialing process.

(Note: The OKOHS is in the process of developing a state-wide credentialing process.)

Yes

No

If Yes, is the credentialing system based upon an existing State-wide system?

Yes

No

If Yes, what disciplines does the credential system encompass?

Animal Health/ Rescue	<input type="checkbox"/>
Emergency Management	<input type="checkbox"/>
EMS	<input type="checkbox"/>
Fire	<input type="checkbox"/>
Hazardous Materials	<input type="checkbox"/>
Incident Management	<input type="checkbox"/>
Law Enforcement/ Public Safety	<input type="checkbox"/>
Medical/Hospital	<input type="checkbox"/>
Public Health	<input type="checkbox"/>
Public Works	<input type="checkbox"/>
Other	<input type="checkbox"/>

If yes, does the Volunteer/non-governmental agency credentialing conform to current NIMS national credentialing criteria and guidance? [Note: Credentialing should include the means for validating the identity, qualification, and deployment authorization that allows for the granting of access to an incident, including preparedness-related exercises and training activities.]

Yes

No

## COMMAND AND MANAGEMENT

**Compliance 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 Volunteer/Non-governmental agency implement ICS for all-hazards emergency management and incident response/planned events?**

Explanation: Does your Volunteer/non-governmental agency implement the Incident Command System according to the NIMS compliance standards on all emergency incidents and non-emergency planned events?

**Yes, for all incidents/planned events.**     **No**

**29.2 Does ICS implementation include the following concepts?**

Explanation: Not every one of the following concepts will apply to every incident however compliance is based on the fact that your Volunteer/non-governmental agency has the ability to implement each of the following if necessary. Select "yes" for all the NIMS components you implement for emergency incidents as well as non-emergency planned events.

	<b>Yes</b>	<b>No</b>
Common Terminology	[ ]	[ ]
Modular Organization	[ ]	[ ]
Management by Objectives	[ ]	[ ]
Incident Action Planning	[ ]	[ ]
Manageable Span of Control	[ ]	[ ]
Incident Facilities and Locations	[ ]	[ ]
Comprehensive Resource Management	[ ]	[ ]
Integrated Communications	[ ]	[ ]
Establishment and Transfer of Command	[ ]	[ ]
Chain of Command and Unity of Command	[ ]	[ ]
Unified Command	[ ]	[ ]
Accountability	[ ]	[ ]
Dispatch/Deployment	[ ]	[ ]
Information and Intelligence Management	[ ]	[ ]

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For Volunteer/Non-governmental Agencies

**29.3 Does the Volunteer/non-governmental agency implement Incident Action Plans (IAPs) during incidents/planned events, as appropriate?**

Explanation: Does a member of the Volunteer/Non-governmental agency institute either a written or verbal plan for managing an emergency incident or non-emergency planned event whenever appropriate?

Yes

No

**29.4 Does the Volunteer/non-governmental agency implement common communication plans during incidents/planned events, as appropriate?**

Explanation: Does your Volunteer/Non-governmental agency have a plan to use common communication procedures as well as interoperable equipment, with common channels or talk groups while managing emergency incidents or planned events?

Yes

No

**Compliance 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 Non Governmental Incident Command Posts (ICP), Non Governmental 911 Centers, Non Governmental Emergency Operations Centers (EOCs), the State/Territorial EOC, and Regional and Federal EOCs and NRF organizational elements]**

**30.1 Does the Volunteer/Non-governmental agency use integrated MACS, where appropriate, during incidents/planned events?**

Explanation: Does multiple members of different departments or agencies, inside or outside of your Volunteer/non-governmental agency, meet together during an emergency incident or planned event to coordinate, plan, or requisition equipment, in an effort to support the incident commander.

Yes

No

Which of the following primary functions is coordinated by a Volunteer/non-governmental agency MACS: [Check all that apply.]

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





**2011**

## **NIMSCAST Basic User Guide**

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

## I. NIMSCAST OVERVIEW

### What is the NIMSCAST?

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

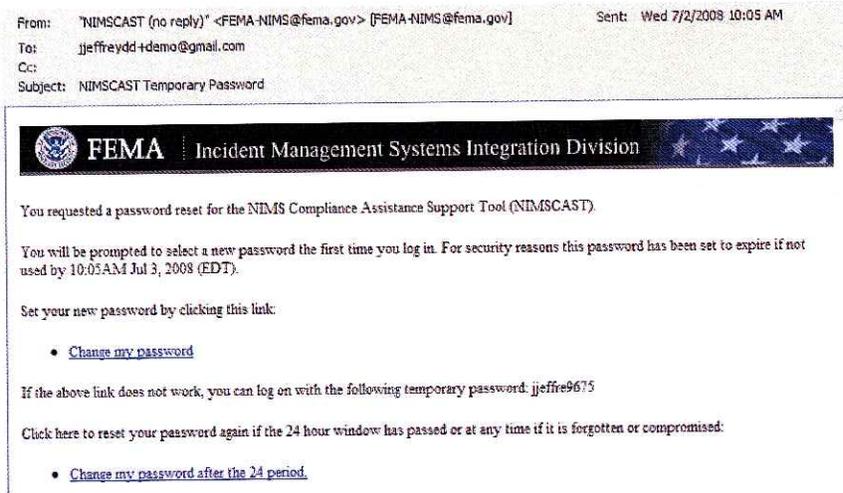
### In this section you will learn how to:

- \*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 sample e-mail below:



### 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)

Example: "Football#66" or "terUim%11" etc...

Select the "Change Password" button to accept the new password.

## 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.

The screenshot shows the FEMA The NIMS Integration Center website. The header includes the FEMA logo and the text 'The NIMS Integration Center' and 'NIMS Compliance Assistance Support Tool'. A navigation menu on the left lists 'About NIMSCAST', 'Change Password', 'Reset Password', and 'Log In'. The main content area is titled 'Reset Your Password' and contains the following text: 'If you already have a NIMSCAST account but have forgotten your password, please enter the email address registered with your NIMSCAST account and a new password will be sent to you.' Below this text is a form with a label 'Reset Password' and an 'Email:' field. At the bottom of the form are 'Reset Password' and 'Cancel' buttons.

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. 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"

The screenshot shows the FEMA The NIMS Integration Center website. The header includes the FEMA logo and the text 'The NIMS Integration Center' and 'NIMS Compliance Assistance Support Tool'. A navigation menu on the left lists 'About NIMSCAST', 'Change Password', 'Reset Password', and 'Log In'. The main content area is titled 'Change Your Password' and contains the following text: 'Complete this page and click Change Password.' Below this text is a form with a label 'Change Password' and four input fields: 'Email:', 'Old Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of the form are 'Change Password' and 'Cancel' buttons. Below the form, there are password requirements: 'Passwords must be at least 8 characters long and must contain at least one of each of the following character types' followed by a bulleted list: 'lower case character (a-z)', 'upper case character (A-Z)', 'special character (!, @, #, \$, %, etc ...)', and 'digit (0-9)'. Below this, there is a note: 'In addition, the Department of Homeland Security recommends that you select a strong password using the following guidelines:' followed by a bulleted list: '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.', and '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

**FEMA** Incident Management Systems Integration Division  
NIMS Compliance Assistance Support Tool SampleState - Jeff Davis [Admin]

[Current Account] > USA > DEMO > SampleState Questions/Comments

**Navigation**

- About NIMSCAST
- Change Password
- Assessment
  - Manage CAPs
  - Manage Snapshots
  - Edit State Guidance
  - Submit for Rollup
- Reports
  - Rollup Reports
  - Review Rollup CAPs
- Manage Sub-Accounts
  - Manage Permissions
- User Search
  - Account Search
  - User Activity Log Search
- Email Users
  - Edit this Account
  - Edit User Profile
  - Feedback
  - Log Out
- Resources
  - User's Guide (pdf)
  - Acronyms
  - Glossary
  - Announcements
  - Frequently Asked Questions

**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 rollup.

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 rollup my responses. (recommended)

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

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.

**Navigation**

- Home
- Short NIMSCAST Change Password
- Assessment
- Manage CAPs
- Manage Snapshots
- Get Case Guidance
- Submit for Review
- Reports
- Rollup Reports
- Review Rollup CAPs
- Manage Sub Accounts
- Manage Permissions
- User Search
- Account Search
- User Activity Log Search
- Email Users
- Edit this Account
- Edit User Profile
- Feedback
- Log Out

**Resources**

- User's Guide
- Glossary
- Announcements
- Frequently Asked Questions
- Metrics / Legacy Assessment
- NIMS NIMS Fact Sheet
- NIMS Document
- NATIONAL INCIDENT MANAGEMENT SYSTEM

**FY2008 NIMS Compliance Objectives for States and Territories**

Sections	Complete	FY2008	FY2009
NIMS Advisory Compliance Objectives	1 / 5 (16%)	1 / 6 (17%)	
Preparedness: Planning Compliance Objectives	0 / 2 (0%)	0 / 2 (0%)	
Preparedness: Training Compliance Objectives	0 / 7 (0%)	0 / 8 (0%)	0 / 1 (0%)
Preparedness: Exercises Compliance Objectives	0 / 3 (0%)	0 / 3 (0%)	
Communications and Information Management Compliance Objectives	0 / 2 (0%)	0 / 2 (0%)	
Resource Management Compliance Objectives	0 / 4 (0%)	0 / 4 (0%)	
Command and Management Compliance Objectives	0 / 4 (0%)	0 / 4 (0%)	
<b>Overall</b>	<b>1 / 26 (2%)</b>	<b>1 / 27 (3%)</b>	<b>0 / 1 (0%)</b>

**FY2007 NIMS Compliance Metrics: State/Territory**

	Complete	Tier 1	Tier 2
<b>Overall</b>	<b>5 / 53 (9%)</b>	<b>4 / 25 (16%)</b>	<b>2 / 34 (6%)</b>

**FYs 2005-2006 NIMS Baseline (NIMSCAST)**

	Complete	Yes / Rated
<b>Overall</b>	<b>0 / 75 (0%)</b>	<b>0 / 75 (0%)</b>

#### 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

FEMA Incident Management Systems Integration Division  
 NIMS Compliance Assistance Support Tool

Current Account: UGA > DCMO > SampleState

Navigation: About NIMS/ICAT, Change Password, Assessment, Manage CAPs, Manage State/territories, Edit State Guidance, Submit for Rollup, Reports, Rollup Reports, Renew Rollup CAPs, Manage Sub-Accounts, Manage Permissions, User Search, Account Search, User Activity Log Search, Email Users, Call this Account, Edit User Profile, Feedback, Log Out

Resources: User's Guide/ICAT, Acronyms, Glossary, Announcements, Frequently Asked Questions, Metrics Legacy Assessment Tool, NIMS Fact Sheet, NIMS Document List, NATIONAL INCIDENT MANAGEMENT SYSTEM

Search: Search FEMA, Go, Advanced Search

Questions/Comments

### FY2009 NIMS Compliance Objectives for States and Territories

Objective	Compliance Status	
	FY2008	FY2009
<input type="checkbox"/> <b>NIMS Adoption Compliance Objectives</b>	X	
1. Adoption	✓	✓
2. Communicate, Monitor and Implement all NIMS requirements across the State/Territory	X	
3. Point of Contact	X	
4. Implementation Strategy	X	
5. Ensure Federal Preparedness Funding support I/NIMS	X	
6. Assist Tribal Nations with NIMS Implementation as appropriate	X	
<input type="checkbox"/> <b>Preparedness: Planning Compliance Objectives</b>	X	
7. Review and update plans	X	
8. Promote and develop intrastate and interstate mutual aid agreements	X	
<input type="checkbox"/> <b>Preparedness: Training Compliance Objectives</b>	X	
9. Utilize existing resources to coordinate and deliver NIMS training	X	
10. Complete IS-700 NIMS: An Introduction	X	
11. Complete IS-BUEABS I/NR: An Introduction	X	
12. Complete ICS-100 Introduction to ICS	X	
13. Complete ICS-200 ICS for Single Resources and Initial Action/Incidents	X	
14. Complete ICS-300 Intermediate ICS	X	
[new] Complete ICS-400 Advanced ICS	X	
<input type="checkbox"/> <b>Preparedness: Exercises Compliance Objectives</b>	X	
15. Incorporate NIMS concepts and principles into all State/Territorial training and exercises	X	
16. Plan and/or Participate in all-hazards exercise program	X	
17. Incorporate corrective actions into preparedness and response plans and procedures	X	
<input type="checkbox"/> <b>Communications and Information Management Compliance Objectives</b>	X	
18. Apply Common and Consistent Terminology	X	
19. Utilize Systems, Tools and Process to present consistent and accurate information	X	
<input type="checkbox"/> <b>Resource Management Compliance Objectives</b>	X	
20. Inventory response assets to conform to NIMS National Resource Typing Definitions	X	
21. Utilize response asset inventory	X	
22. Ensure Interoperability	X	
23. Initiate development of State/Territory-wide credentialing system	X	
<input type="checkbox"/> <b>Command and Management Compliance Objectives</b>	X	
24. Manage incidents/planned events in accordance with ICS	X	
25. Multi-agency Coordination System	X	
26. Public Information	X	
27. Public Information: Ensure information is gathered, verified, coordinated and disseminated	X	

Complete Legend:

Complete	Status
✓ Completed	✓ Strength
X Not Completed	! Weakness
NA Not Applicable	(Blank) Not Completed or No Criteria Established

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.

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.

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.

**FEMA** Incident Management Systems Integration Division  
NIMS Compliance Assistance Support Tool

Current Account » USA » DEMC » Sample State

Navigation  
 About NIMSCAST  
 Change Password  
 Assessment  
 Manage CAPs  
 Manage Snapshots  
 Edit State Guidance  
 Submit for Rollup  
 Reports  
 Rollup Reports  
 Review Rollup CAPs  
 Manage Sub Accounts  
 Manage Permissions  
 User Search  
 Account Search  
 User Activity Log Search  
 Email Users  
 Edit this Account  
 Edit User Profile  
 Feedback  
 Log Out

Resources  
 Users Guide [pdf]

Activities  
 Glossary  
 Announcements  
 Frequently Asked Questions  
 Metrics / Legacy Assessment [pdf]

NIMS  
 NIMS Fact Sheet  
 NIMS Document [pdf]

Search  
 Search FEMA  
 Go  
 x Advanced Search

**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 NIMC requirements across the State/Territory (including within Departments/Agencies), including local government. 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:

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

**Associations, utilities, private sector, and nongovernmental organizations?**

Yes  
 No

If yes, does that planning process:

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

Notes:

Save & Continue >> Skip >> Cancel

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### 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 shows the FEMA Incident Management Systems Integration Division NIMS Compliance Assistance Support Tool. The user is logged in as 'SampleState - NIMS Admin'. The current account is 'USA > DEMO > SampleState'. A yellow warning banner states: 'Your response has not affirmed this critical metric, please provide a corrective action plan below.' The main content area is titled 'NIMS Adoption Compliance Objectives' and displays '2. Communicate, Monitor and implement all NIMS requirements across the State/Territory'. Below this, the 'Compliance Objective 2' is described. The form includes fields for 'Reason for Non-Compliance', 'Corrective Action', 'Expected Date of Compliance' (with a date picker), and 'Point of Contact'. A checkbox asks if the corrective action has been completed. At the bottom, there is a question: '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?' with radio buttons for 'Yes' and 'No'. A red banner at the bottom of the form states: 'To affirm this metric, "Yes" must be selected.' Navigation and resource menus are visible on the left side of the interface.

### 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.

Prior to logging-out you will notice a Roll-Up button to the left of your screen. Rolling up responses saves and sends your data to the State and Federal System. When you are completed with your assessment, the program may ask you if you want to Roll-Up responses. Always click YES even if you have not completed your assessment. You may Roll-up responses several times; which may be necessary if you are logging in and updating your information multiple times over the course of the year.

The screenshot displays the NIMSCAST web application interface. On the left is a navigation menu with categories: Reports, Manage Sub-Accounts, User Search, Email Users, Edit this Account, Feedback, Log Out, Resources, Announcements, Frequently Asked Questions, and NIMS. A callout box labeled "Remember to Roll-up reports prior to logging off." has an arrow pointing to the "Rollup Reports" link in the Reports section. Another callout box labeled "Log Out" has an arrow pointing to the "Log Out" link in the main menu. The main content area shows a "NIMS Adoption Compliance Objectives" form for "2. Communicate, Monitor and Implement all NIMS requirements across the State/Territory". A yellow warning box at the top of the form states: "Your response has not affirmed this critical metric, please provide a corrective action plan below." The form includes fields for "Reasons for Non-Compliance", "Corrective Action", "Expected Date of Compliance", and "Point of Contact". At the bottom, there are radio buttons for "Yes" and "No" to indicate if a planning process was developed, with a red note stating "To affirm this metric, 'Yes' must be selected." Buttons for "Save & Continue >>", "Stop >>", and "Cancel" are also visible.

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.