NIMS Implementation *Tips of the Week*

Hospital NIMS Implementation Activities

The following **four** required actions must be completed by September 30, 2007, for hospitals to be considered compliant with NIMS and therefore eligible for Federal Preparedness grant funds:

1. Complete *ICS 100* and *ICS 200* Training or equivalent courses;
2. Complete *IS-700: NIMS: An Introduction* or equivalent;
3. Complete *IS-800.A: NRP: An Introduction* or equivalent; and
4. Revise and update plans [i.e. Emergency Operations Plan (EOPs)] and standard operating procedures (SOPs)] to incorporate NIMS components, principles and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.

By September 30, 2008, hospitals also must complete the following **17** activities:

1. Track NIMS implementation annually as part of the organization's emergency management program;
2. Adopt the National Incident Management System (NIMS) at the organizational level for all appropriate departments and business units, as well as promote and encourage NIMS adoption by associations, utilities, partners and suppliers;
3. Develop and implement a system to coordinate appropriate hospital preparedness funding to employ NIMS across the organization;
4. Manage all emergency incidents, exercises and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine, and procedures, as defined in NIMS. ICS implementation must include consistent application of Incident Action Planning and Common Communication Plans;
5. Coordinate and support emergency incident and event management through the development and use of integrated multiagency coordination systems (MACS). That is, develop and coordinate connectivity capability with Hospital Command Center (HCC) and local Incident Command Posts (ICPs), local 911 centers, local Emergency Operations Centers (EOCs), the state EOC and others as applicable;
6. Implement processes and/or plans to communicate timely accurate information through a Joint Information System (JIS) and Joint Information Center (JIC);
7. Participate in and promote interagency mutual-aid agreements, to include agreements with public and private sector and/or nongovernmental organizations;
8. Incorporate NIMS/ICS into internal and external local, regional, and state emergency management training and exercises;
9. Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines, multiple agencies and organizations;
10. Incorporate corrective actions into preparedness and response plans and procedures.
11. Maintain an inventory of organizational response assets;
12. Apply standardized and consistent terminology, including the establishment of plain English communication standards across the public safety sector;
13. To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into acquisition programs.

NEW NIMSCAST Features

The following features were added to the NIMSCAST to assist NIMS stakeholders with their FY 2007 NIMS implementation assessment:

- **Frequently Asked Questions (FAQs) – Answers to commonly asked** questions are now available on NIMSCAST. Users can find information on how to log into the system, how to receive a temporary password, and how to establish and reset passwords. Additional FAQs will be added in the future. A link to FAQs is located in the Resources menu on the lower, left side of the screen.

- **Announcements** – Announcements can now be posted on the NIMSCAST. Administrators can create new announcements to be viewed by users with permissions at or below the parent account. To access this feature, click on Announcements in the Resources menu on the lower, left side of the screen. Announcements can be created by Admin users only.

- **Identification of non-reporting jurisdictions/agencies/departments** – Admin users can now identify sub-accounts that remain in the account hierarchy but will not be reporting compliance through the NIMSCAST. This feature allows you to quickly identify in the Account Statistics report any accounts that will not be completing FY 2007 assessment information. The feature is located in the edit account page, by un-checking the "Jurisdiction Uses NIMSCAST to Measure NIMS Implementation Metrics" option.

- **Update to the User Activity Log Search** – The start date for a search now defaults to the current date. The date can be changed to search further back in the account log.

- **Account Statistics report enhancement** – A FY 2007 account "Percentage Completed" column has been added to the account statistics report. This new feature allows users to view all of the sub-accounts and to determine if any assessment data was entered and to identify the percentage of progress made in the assessment.

- **Change of Email Address Confirmation** – The NIMSCAST now requires a confirmation to correct email addresses. When an existing email address is changed, the NIMSCAST will send an email to new/updated email address. The user will need to click on a web link in the email to indicate that the email address is valid. Once the confirmation email is received in the system the user will be able to log in with the new/updated email address.

Previous *Tips of the Week* include:

July 11/18
- FY 2007 Resource Typing Activity and Metrics
- NIMSCAST Account Progression

July 4
- NIMSCAST Account Migration

June 20
- NIMS IRIS
- NIMS Revision Affect on ICS-700

June 13
- Institutionalizing ICS
- Discipline-specific ICS Courses