Checklist: NIMS Implementation Activities For Schools and Institutions of Higher Education

NIMS COMPONENT	NIMS IMPLEMENTATION ACTIVITY	STATUS
ADOPTION	1. Adopt NIMS at the school and campus community level.	☐ Complete ☐ Not Complete ☐ In Progress
	2. Designate and maintain a *Single Point of Contact* to serve as principal coordinator for NIMS implementation at the school- and campus-community level.	☐ Complete ☐ Not Complete ☐ In Progress
	3. Ensure that Federal preparedness awards to the school- and campus-community level support the implementation of NIMS.	☐ Complete ☐ Not Complete ☐ In Progress
	4. Routinely include NIMS implementation activities in all audits associated with Federal preparedness awards.	Not Applicable
PREPAREDNESS: PLANNING	5. Develop, implement, and refine emergency management plans to incorporate NIMS and reflect the National Response Framework (NRF).	☐ Complete ☐ Not Complete ☐ In Progress
	6. Participate in and promote mutual aid agreements.	☐ Complete ☐ Not Complete ☐ In Progress
PREPAREDNESS: TRAINING	7. Use existing resources such as programs, personnel, partners, and training facilities to coordinate and deliver NIMS training requirements.	☐ Complete ☐ Not Complete ☐ In Progress
	8-13. Activities 8-13: School and campus "key personnel" complete NIMS training.	☐ Complete ☐ Not Complete ☐ In Progress
PREPAREDNESS: EXERCISES	14. Incorporate NIMS and ICS into all emergency management training and exercises.	☐ Complete ☐ Not Complete ☐ In Progress
	15. Participate in an all-hazard exercise program based on NIMS that involves first responders from multiple disciplines, agencies, and organizations.	☐ Complete ☐ Not Complete ☐ In Progress
	16. Incorporate corrective actions into preparedness and response plans and procedures with community partners.	☐ Complete ☐ Not Complete ☐ In Progress
COMMUNICATION AND INFORMATION MANAGEMENT	17. Apply standardized and consistent terminology for school and campus incidents, including the establishment of plain language communication standards.	☐ Complete ☐ Not Complete ☐ In Progress
	18. Utilize systems, tools, and processes to present consistent and accurate information (e.g., common operating picture) during an incident/planned event.	☐ Complete ☐ Not Complete ☐ In Progress
RESOURCE MANAGEMENT	19. Maintain an inventory of organizational response assets—equipment, resources, and supplies.	☐ Complete ☐ Not Complete ☐ In Progress
	20. 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.	☐ Complete ☐ Not Complete ☐ In Progress
	21. Utilize response asset inventory for intrastate/interstate mutual aid requests [such as Emergency Management Assistance Compact (EMAC)], training, exercises, and incidents/planned events.	☐ Complete ☐ Not Complete ☐ In Progress
	22. Initiate development of a State/Territory/Tribal-wide system (that incorporates local jurisdictions) 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.	☐ Complete ☐ Not Complete ☐ In Progress
COMMAND AND MANAGEMENT	23. Institutionalize the Incident Command System (ICS) for managing all emergency incidents and pre-planned school and campus events.	☐ Complete ☐ Not Complete ☐ In Progress
	24. Coordinate and support the development and use of integrated Multi-agency Coordination Systems (MACS).	☐ Complete ☐ Not Complete ☐ In Progress
	25. Establish the Public Information System (PIS) within the ICS framework.	☐ Complete ☐ Not Complete ☐ In Progress
	26. Ensure PIO procedures can gather, verify, coordinate, and disseminate information during an incident or planned event.	☐ Complete ☐ Not Complete ☐ In Progress

For use with NIMS Implementation Guidance for 2009-2010 REMS and 2009-2010 EMHE Grantees.