

**DEPARTMENT OF HOMELAND SECURITY**

**AND EMERGENCY MANAGEMENT**

**National Incident Management System**

**Implementation Self-Assessment Form**

The National Incident Management System (NIMS) allows for interoperability between individual governments and their personnel across the nation spanning all levels of government. The implementation of NIMS is a pre-requisite for the receipt of federal preparedness funds.

The NIMS elements can broadly be sorted into three categories: **Resource Management**, **Command and Coordination**, and **Communication and Information Management**.

The NIMS is a comprehensive system that continues to evolve as lessons learned and new processes are integrated. As such, implementation of NIMS is a continual process. Completion of the NIMS Implementation Self-Assessment Form is due September 30th each year for jurisdictions receiving flow-through federal preparedness funds. Included are links to NIMS documents and other NIMS-supporting guidance and tools which will assist with the completion of the assessment.

When applicable, please include any relevant supporting documentation.

1. Which calendar year is this report for?
2. Has the jurisdiction adopted the National Incident Management System (NIMS) to prevent, protect against, mitigate, respond to, and recover from incidents? Yes/No
   * [National Incident Management System, Third Edition (October 2017)](https://www.fema.gov/emergency-managers/nims)
   * [The NIMS Implementation Objectives for Local, State, Tribal, and Territorial Jurisdictions (2018 Update)](https://www.fema.gov/emergency-managers/nims/implementation-training)
   * [Contact information for the FEMA Regional NIMS Coordinators](https://www.fema.gov/about/contact)
3. Does the jurisdiction have a designated point of contact to serve as the principal coordinator for the implementation of NIMS? Yes/No
   * Provide contact information
4. Does the jurisdiction have a process to ensure that incident personnel receive pertinent NIMS training in alignment with the NIMS Training Program? Yes/No
   * [NIMS Training Program (May 2020)](https://www.fema.gov/emergency-managers/nims/implementation-training)
   * [Emergency Management Institute (EMI)](https://training.fema.gov/)
5. Does the jurisdiction identify and inventory deployable incident resources consistent with national NIMS resource typing definitions and job titles/position qualifications, available through the Resource Typing Library Tool? Yes/No
   * [Resource Typing Library Tool (RTLT)](https://rtlt.preptoolkit.fema.gov/Public)
   * [NIMS Guideline to Resource Management Preparedness](https://www.fema.gov/emergency-managers/nims/components)
   * [Incident Resource Inventory System (IRIS](https://preptoolkit.fema.gov/web/build-sustain-capability/iris))
6. Has the jurisdiction adopted NIMS processes for the qualification, certification, and credentialing of incident personnel? Yes/No
   * [National Incident Management System Guideline for the National Qualification System (November 2017)](https://www.fema.gov/emergency-managers/nims/components/nqs-supplemental-documents)
   * [National Incident Management System National Qualification System Supplemental Guide for Qualification Review Boards (October 2019)](https://www.fema.gov/emergency-managers/nims/components/nqs-supplemental-documents)
   * [National Incident Management System National Qualification System Supplemental Guide for Coaches and Evaluators (December 2019)](https://www.fema.gov/emergency-managers/nims/components/nqs-supplemental-documents)
   * [National Qualification System Implementation Objectives Fact Sheet (fema.gov)](https://www.fema.gov/sites/default/files/documents/fema_nims-nqs-implementation-objectives_fact-sheet.pdf)
   * [OneResponder](https://sso.preptoolkit.fema.gov)
7. Does the jurisdiction use a resource management or qualification tool system to track the qualification, certification and credentialing of incident workforce personnel? Yes/No
   * [National Qualification System Implementation Objectives Fact Sheet (fema.gov)](https://www.fema.gov/sites/default/files/documents/fema_nims-nqs-implementation-objectives_fact-sheet.pdf)
8. Has the jurisdiction developed organizational qualification procedures in alignment with the [NIMS Guideline for the National Qualification System (NQS)](https://www.fema.gov/emergency-managers/nims/components)? Yes/No

These procedures include:

* + Qualification, certification, and credentialing processes for incident management and emergency management personnel;
  + Qualification review board, or equivalent review processes for incident management and emergency management personnel qualifications; and,
  + Individual and team coach and evaluation processes for incident management and emergency management personnel qualifications.

1. Does the jurisdiction conduct exercises in accordance with the [Homeland Security Exercise and Evaluation](https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep) Program? Yes/No
2. Does the jurisdiction use the NIMS Resource Management Process during incidents (identify requirements, order and acquire, mobilize, track and report, demobilize, reimburse and restock)? Yes/No
   * [NIMS Guideline to Resource Management Preparedness](https://www.fema.gov/emergency-managers/nims/components)
3. Does the jurisdiction, develop, maintain, and implement mutual aid agreements (to include agreements with the private sector and nongovernmental organizations). Yes/No
   * [NIMS Guideline to Mutual Aid](https://www.fema.gov/emergency-managers/nims/components)
4. Does the jurisdiction apply ICS as the standard approach to the on-scene command, control, and coordination of incidents? Yes/No
   * [NIMS ICS Forms](https://training.fema.gov/emiweb/is/icsresource/)
   * [NIMS Training Program](https://www.fema.gov/emergency-managers/nims/implementation-training)
5. Does the jurisdiction implement Joint Information Systems (JIS) for the dissemination of incident information to the public, incident personnel, traditional and social media, and other stakeholders? Yes/No
   * [NIMS Basic Guidance for Public Information Officers](https://www.fema.gov/emergency-managers/nims/implementation-training)
   * [NIMS Training Program](https://www.fema.gov/emergency-managers/nims/implementation-training)
6. Does the jurisdiction use MAC Groups/Policy Groups during incidents to enable decision making among elected and appointed officials and support resource prioritization and allocation? Yes/No
   * [NIMS Training Program](https://www.fema.gov/emergency-managers/nims/implementation-training)
7. Does your jurisdiction have an Emergency Operations Center (EOC)?
8. Does the jurisdiction organize and manage EOCs and EOC teams consistent with pertinent NIMS guidance? Yes/No
   * [Emergency Operations Center How-To Quick Reference Guide (fema.gov)](https://www.fema.gov/sites/default/files/documents/fema_eoc-quick-reference_guide.pdf)
   * [EOC Skillsets](https://www.fema.gov/emergency-managers/nims/components)
   * [EOC Skillsets Users Guide](https://www.fema.gov/emergency-managers/nims/components)
   * [Senior Leaders Toolkit](https://www.fema.gov/emergency-managers/nims/components)
   * [NIMS Training Program](https://www.fema.gov/emergency-managers/nims/implementation-training)
9. Does the jurisdiction apply plain language and clear text communications standards? Yes/No
10. Can the jurisdiction enable interoperable and secure communications within and across jurisdictions and organizations? Yes/No
11. Does the jurisdiction develop, maintain, and implement procedures for data collection, analysis, and dissemination to meet organizational needs for situational awareness? Yes/No

*I hereby certify that to the best of my knowledge all of the information herein is true and complete.*

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Print Name Date

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