

Activity 7.1:

ICS/EOC Readiness Assessment Checklist

Instructions: Place a checkmark next to the actions that your jurisdiction has taken. Highlight or circle any areas where you feel there is a need for improvement.

General NIMS Compliance

- ☐ Has the jurisdiction or organization adopted the National Incident Management System (NIMS) as the system of choice for prevention, protection against, mitigation of, response to and recovery from incidents?
- ☐ Has the jurisdiction or organization designated and maintained a point of contact (POC) to serve as the principal coordinator for the implementation of NIMS?

Resource Management

- ☐ Are deployable incident resources consistently identified and inventoried with national NIMS resource typing definitions and job titles/position qualifications, available through the Resource Typing Library Tool (<http://www.fema.gov/resource-management-mutual-aid>)?
- ☐ Has the jurisdiction adopted NIMS terminology for the qualification, certification, and credentialing of incident personnel? (Developing or participating in a qualification, certification, and credentialing program that aligns with the National Qualification System (NQS) is recommended but optional).
- ☐ Does the jurisdiction follow the NIMS Resource Management Process during incidents (identify, manage, estimate, allocate, order, deploy, and demobilize)?
- ☐ Are mutual aid agreements developed, maintained, and implemented (to include agreements with the private sector and nongovernmental organizations).
- ☐ Are there procedures and systems for:
 - ☐ Activating and dispatching resources?
 - ☐ Managing volunteers?
 - ☐ Demobilization or recalling resources?
 - ☐ Financial tracking, reimbursement, and reporting?

Command and Coordination

- ☐ Is ICS applied as the standard approach to the on-scene command, control, and coordination of incidents?
- ☐ Are Emergency Operations Centers (EOC) and EOC teams organized and managed consistently with pertinent NIMS guidance?
- ☐ Is the Joint Information System (JIS) implemented for the dissemination of incident information to the public, incident personnel, the media, and other stake holders?
- ☐ Does the JIS allows for:
 - ☐ The on-scene Public Information Officer to represent and advise the Incident Command on all public information matters relating to the management of the incident?
 - ☐ The dissemination of accurate and timely information including handling media and public inquires, emergency public information and warnings, rumor response, and media monitoring?
 - ☐ Coordination of public information between the MAC Group, EOC and the Incident Command/ Unified Command?
 - ☐ Proper procedures for handling and safeguarding of sensitive, classified or personally identifiable information?
- ☐ Are MAC Groups/Policy Groups used as the policy-level body during incidents to support resource prioritization and allocation and enable decision making among elected and appointed officials and those responsible for managing the incident.
- ☐ Are procedures in place for:
 - ☐ Ensuring each agency involved in incident management activities is providing appropriate situational awareness and resource status information?
 - ☐ Establishing priorities between Incidents and/or Area Commands?
 - ☐ Acquiring and allocating resources required by incident management personnel in concert with the priorities established by the Incident Command?
 - ☐ Anticipating and identifying future resource requirements?
 - ☐ Coordinating and resolving policy issues arising from the incident(s)?
 - ☐ Providing strategic coordination as required?
 - ☐ Ensuring improvements in plans, procedures, communications, staffing, and other capabilities are acted on following the incident(s)?

Communications and Information Management

- ☐ Are plain language and clear text communications standards applied?
- ☐ Are effective and secure communications enabled within and across jurisdictions and organizations (i.e. can responders from different agencies, fire, police, public works and mutual aid partners, communicate with one another)?
- ☐ Does the jurisdiction develop, maintain, and implement procedures for data collection, analysis, and dissemination to maintain situational awareness to include:
 - ☐ Gathering and analyzing all relevant information and intelligence?
 - ☐ Defining, tracking and disseminating Essential Elements of Information?
 - ☐ Formulating and disseminating appropriate warnings?
 - ☐ Formulating, executing, and communicating operational and policy decisions?
 - ☐ Preparing for potential requirements and requests supporting incident management activities?
- ☐ Do you have a plan/budget for maintaining and replacing your emergency communications systems?

Emergency Operations Plans

- ☐ Are Emergency Operations Plans based on a current threat/hazard analysis and risks?
- ☐ Is ICS integrated into functional and system-wide emergency operations policies, plans, and procedures?
- ☐ Are Incident Command and EOC roles and delegations of authority clear?
- ☐ Is the contact information in EOPs up to date?
- ☐ Are plans updated based on lessons learned from exercises and incidents?

Legal and Financial

- ☐ Do procedures and authorities for emergency purchasing and contracting exist?
- ☐ Have necessary mutual aid and assistance agreements been negotiated?
- ☐ Are coordination procedures among different levels of government (local, county, Tribal, Territory, State, Federal, etc.) specific and clear?

Training, Credentialing, and Exercising

- ☐ Does training for incident personnel incorporate NIMS training that is pertinent to each individual's incident responsibilities in alignment with the NIMS Training Program?
- ☐ Have sufficient qualified personnel been identified, trained, qualified and credentialed to assume incident management positions utilizing a qualification system with Position Task Books (such as the National Qualification System):
 - ☐ Incident Commander/ Unified Command?
 - ☐ ICS Command Staff (Safety, PIO, Liaison)?
 - ☐ ICS General Staff (Operations, Planning, Logistics, Finance/ Administration)?
 - ☐ ICS Intelligence/Investigations Function?
 - ☐ Technical Specialists?
 - ☐ EOC Director?
 - ☐ EOC Staff?
 - ☐ Have you pre-designated and rostered qualified Incident Management Teams to staff the Incident Command and EOC based on incident complexity?
- ☐ Do periodic exercises require the application of NIMS management features along with interfacing with the EOC?

Additional Comments on Areas for Improvement: