CHECKLIST OF FY 2006 NIMS COMPLIANCE ACTIVITIES FOR SCHOOLS

DESCRIPTION OF NIMS ACTIVITY	RESPONSIBLE PARTIES	RESOURCES AND ADDITIONAL INFORMATION[4]	COMPLETE?
Adopt NIMS at the community level	School district administration or school board in partnership with local government	Example community templates: http://www.fema.gov/emergency/nims/nims_toolsandtemplates.shtm.	Yes ❑ No ❑ In Progress ❑
Institutionalize Incident Command System (ICS)	School district crisis team and individual school crisis teams	Institutionalize ICS: Terms and definitions available at http://www.fema.gov/txt/nims/institutionalizing_ics.txt.	Yes ❑ No ❑ In Progress ❑
Formalize a public information system and a joint information system	School district public information officer (PIO) and PIOs from partner agencies	Optional PIO training offered by the Federal Emergency Management Agency (FEMA): Public Information Training (E388, Advanced Public Information Officers and G290, Basic Public Information Officers). Information available at http://www.training.fema.gov/EMIWeb/EMICourses/EMICourse.asp.	Yes ❑ No ❑ In Progress ❑
Update emergency plan to incorporate NIMS	School district crisis team and individual school crisis teams		Yes ❑ No ❑ In Progress ❑
Establish NIMS baseline and current progress	School district administration		Yes ❑ No ❑ In Progress ❑
Complete IS-700 NIMS: An Introduction and IS-800 NRP: An Introduction	Key personnel[5]	These independent study courses are available online at http://training.fema.gov/EMIWeb/IS/is700.asp and http://www.training.fema.gov/emiweb/IS/is800.asp.	Yes ❑ No ❑ In Progress ❑
Complete ICS-200 and ICS-100	Key personnel	These courses are available online at http://www.training.fema.gov/emiweb/IS/is100.asp and http://www.training.fema.gov/emiweb/IS/is200.asp.	Yes ❑ No ❑ In Progress ❑
Utilize ICS and NIMS terminology during all tabletops, exercises, drills, and actual emergencies	Key personnel and all community partners and first responders		Yes ❑ No ❑ In Progress ❑
Incorporate corrective actions and lessons learned into updated emergency plan	School district crisis team and individual school crisis teams	For additional information on conducting exercises, please visit: 1) Department of Homeland Security, Office of Domestic Preparedness: http://www.ojp.usdoj.gov/odp/exercises.htm. 2) ERCMExpress "Emergency Exercises: An Effective Way to Validate School Safety Plans" Newsletter at: http://www.ercm.org.	Yes ❑ No ❑ In Progress ❑

4   All hyperlinks and URLs included in this publication were accessed on July 24, 2006.

5   "Key personnel" include all school district and school employees who have a direct role in emergency preparedness, incident management, or response. This will be different for each LEA. For example, it may include your school district crisis team as well as select members of each individual school-building crisis team.