Sample National Incident Management System Implementation Checklist

CHECKLIST: NATIONAL INCIDENT MANAGEMENT SYSTEM IMPLEMENTATION ACTIVITIES FOR SCHOOLS AND HIGHER EDUCATION INSTITUTIONS (HEIs)		
COMPONENT	IMPLEMENTATION ACTIVITY	Status
ADOPTION	1. Adopt the National Incident Management System at the school district/school level.	Complete ☐ Not Complete ☐ In Progress ☐
COMMAND AND MANAGEMENT	2. Institutionalize the Incident Command System for managing all emergency incidents and pre-planned school district/school events.	Complete ☐ Not Complete ☐ In Progress ☐
	3. Coordinate and support the development and use of integrated Multi-Agency Coordination Systems.	Complete ☐ Not Complete ☐ In Progress ☐
	4. Establish the Public Information System within the Incident Command System framework.	Complete ☐ Not Complete ☐ In Progress ☐
PREPAREDNESS: PLANNING	5. Establish the National Incident Management System strategy and timeline for full implementation.	Complete ☐ Not Complete ☐ In Progress ☐
	6. Develop and implement a system to coordinate and leverage Federal preparedness funding to implement the National Incident Management System.	Complete ☐ Not Complete ☐ In Progress ☐
	7. Update emergency management plans (All Hazards Plan) to incorporate the National Incident Management System and reflect National Response Framework.	Complete ☐ Not Complete ☐ In Progress ☐
	8. Participate in and promote mutual aid agreements.	Complete ☐ Not Complete ☐ In Progress ☐
PREPARENESS: TRAINING	9. Key school district/school personnel complete National Incident Management System training.	Complete ☐ Not Complete ☐ In Progress ☐

PREPAREDNESS: EXERCISES	10. Incorporate the National Incident Management System and Incident Command System into all emergency management training and exercises.	Complete Not Complete In Progress	☐ ☐ ☐
	11. Participate in all-hazard exercise program based on the National Incident Management System that involves emergency management and first responders from multiple disciplines and jurisdictions.	Complete Not Complete In Progress	☐ ☐ ☐
	12. Incorporate corrective actions into preparedness and response plans and procedures.	Complete Not Complete In Progress	☐ ☐ ☐
RESOURCE MANAGEMENT	13. Maintain an inventory of organizational response assets – equipment, resources, and supplies.	Complete Not Complete In Progress	☐ ☐ ☐
	14. 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	☐ ☐ ☐
COMMUNICATION & INFORMATION MANAGEMENT	15. Apply standardized and consistent terminology for school and campus incidents, including the establishment of plain English communication standards across the public safety sector.	Complete Not Complete In Progress	☐ ☐ ☐