

Job Aid: NIMS Capability Assessment

Instructions: Use this job aid to assess whether your jurisdiction's Multiagency Coordination (MAC) Systems capabilities are in accordance with the National Incident Management System (NIMS).

Part 1: Personnel

Do you have policies, procedures, and/or plans for:	Yes	No
▪ Determining the number of personnel required to support the current MAC System organization?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Determining the skills and knowledge required for each position?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Determining the training or cross training needed to maximize personnel performance during a range of emergency situations?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Determining the areas in which personnel shortages exist?	<input type="checkbox"/>	<input type="checkbox"/>
Once personnel shortages have been identified, do you have systems and procedures for:	Yes	No
▪ Identifying one or more strategies for obtaining the needed personnel?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Determining the time required to obtain the needed personnel?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Developing a strategy for continuing operations effectively until the needed personnel arrive?	<input type="checkbox"/>	<input type="checkbox"/>

Recommended Action:

Part 2: Communications and Information Management Systems

Do you have policies, procedures, and/or plans for:	Yes	No
▪ Identifying linkages for critical flows of information and intelligence among the various levels of the MAC System?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Facilitating decision-making via linkages among the various levels of the MAC System?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Acquiring, assigning, and tracking resources via linkages among the various levels of the MAC System?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ensuring that communications and information management systems are interoperable?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ensuring that communications and information management systems are redundant?	<input type="checkbox"/>	<input type="checkbox"/>

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Part 3: Public Information Systems		
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Do you have policies, procedures, and/or plans for the Public Information Officer (PIO) to:	Yes	No
▪ Represent and advise the Incident Command on all public information matters relating to the management of the incident?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Handle functions required to coordinate, clear with appropriate authorities, and disseminate accurate and timely incident-related information? Such functions include handling: <ul style="list-style-type: none"> ▪ Media and public inquiries. ▪ Emergency public information and warnings. ▪ Rumor monitoring and response. ▪ Media monitoring. 	<input type="checkbox"/>	<input type="checkbox"/>
▪ Coordinate public information at or near the incident site?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Serve as a field PIO with links to the Joint Information Center (JIC) during a large-scale operation?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Serve as the on-scene link to the Joint Information System (JIS)?	<input type="checkbox"/>	<input type="checkbox"/>
 Do you have policies, procedures, and/or plans for the JIC and JIS to:	 Yes	 No
▪ Provide an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Encompass all public information operations related to an incident, including all Federal, State, local, tribal, and private organization PIOs, staff, and JICs established to support an incident?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Perform interagency coordination and integration in order to develop and deliver coordinated messages?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Provide for operational security of information?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Provide support for decision-makers?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Be flexible, modular, and adaptable?	<input type="checkbox"/>	<input type="checkbox"/>
 Do you have policies, procedures, and/or plans for the JIC to:	 Yes	 No
▪ Include representatives of each jurisdiction, agency, private-sector organization, and nongovernmental organization involved in incident management activities?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Establish multiple JIC locations when required by the circumstances of an incident?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Communicate and coordinate with other JICs and other appropriate components of the Incident Command System (ICS) organization?	<input type="checkbox"/>	<input type="checkbox"/>

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Part 4: Resource Management

Do you have policies, procedures, and/or plans for:	Yes	No
▪ Determining the kind, types, and quantities of resources available from agencies within the jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Determining the kind, types, and quantities of resources available from mutual aid/Emergency Management Assistance Compact (EMAC) partners?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Determining the kind, types, and quantities of resources available from nongovernmental organizations?	<input type="checkbox"/>	<input type="checkbox"/>

Recommended Action:

Part 5: Policies and Procedures for EOCs and MAC Entities

For your Emergency Operations Center (EOC), have you implemented and institutionalized policies, procedures, and/or plans for coordination of:	Yes	No
▪ Communication?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Resource dispatch and tracking?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Information collection, analysis, and dissemination?	<input type="checkbox"/>	<input type="checkbox"/>

For your Multiagency Coordination (MAC) Entities, have you implemented and institutionalized policies, procedures, and/or plans for:	Yes	No
▪ Ensuring each agency involved in incident management activities provides appropriate situational awareness and resource status information?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Establishing priorities between incidents and/or Area Commands in concert with the Incident Commander or Unified Command(s) involved?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Acquiring and allocating resources required by incident management personnel in concert with the priorities established by the Incident Commander or Unified Command?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Anticipating and identifying future resource requirements?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Coordinating and resolving policy issues arising from the incident(s)?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Providing strategic coordination as required?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ensuring improvements in plans, procedures, communications, staffing, and other capabilities are acted on following the incident(s)?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ensuring necessary improvements are coordinated with appropriate preparedness organizations following the incident(s)?	<input type="checkbox"/>	<input type="checkbox"/>

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Do you have policies, procedures, and/or plans for:	Yes	No
▪ Addressing time-phased activation?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Specifying activation levels?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Identifying specific “triggers” for each activation level?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Training all personnel in the levels of activation?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Exercising the activation portion of your EOP?	<input type="checkbox"/>	<input type="checkbox"/>

Recommended Action:

Part 8: Mutual Aid and Other Assistance

Do you have policies, procedures, and/or plans for:	Yes	No
▪ Specifying “triggers” for requesting mutual aid or other assistance?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Developing procedures for requesting mutual aid or other assistance?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Identifying who (organizationally) can make, and who must approve, requests for assistance?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Assigning responsibility for tracking requests for assistance?	<input type="checkbox"/>	<input type="checkbox"/>

Recommended Action:

Part 9: Long-Term Issues

Do you have policies, procedures, and/or plans for:	Yes	No
▪ Specifying who (organizationally) will be responsible for documenting damage, resources used, costs, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Recording and documenting damage, resources used, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Rotating personnel, both on the scene and at the EOC, to ensure uninterrupted operations?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Providing key personnel with necessary and current information, thus enabling them to remain at the EOC?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Authorizing extraordinary measures within legal parameters to meet emergency needs?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Declaring an emergency, including specifying who is authorized to make the declaration and under what circumstances?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have policies, procedures, and/or plans for:	Yes	No
▪ Developing written delegations of authority and lines of succession for all key	<input type="checkbox"/>	<input type="checkbox"/>

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positions?

- Specifying the manner in which disagreements will be handled?

Recommended Action:

Part 10: MAC System Deactivation

Do you have policies, procedures, and/or plans for:	Yes	No
▪ Determining when the MAC System should begin deactivation?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Specifying who (organizationally) is authorized to deactivate the MAC System?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Developing an orderly way of transferring remaining responsibilities from the MAC Entities to individual departments/organizations?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Testing deactivation procedures through progressive exercises?	<input type="checkbox"/>	<input type="checkbox"/>

Recommended Action: