

September 23, 2005

**Checklist for a NIMS – Compliant EOP
Based on Template from NIMS Implementation Plan**

Plan Element	Checklist Complete	Adoption Date	EOP Page or Section	Comment
Defines the scope of preparedness and incident management activities necessary for the jurisdiction.				
Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support.				
Facilitates response and short-term recovery activities.				
Is flexible enough to use in all emergencies.				
Describes the EOP purpose.				
Describes the EOP situation and assumptions.				
Describes the EOP concept of operations.				
Describes the EOP organization and assignment of responsibilities.				
Describes the administration and logistics of the EOP.				
Describes EOP development and maintenance.				
Describes the EOP authorities and references.				
Contains functional annexes.				
Contains hazard-specific appendices.				
Contains a glossary				
Pre-designates jurisdictional and/or functional area representatives to the Incident Commander (IC) or Unified Command (UC) whenever possible.				
Includes pre-incident and post-incident public awareness, education, and communications plans and protocols.				

Checklist for a NIMS-Compliant EOP from the Template for NIMS Implementation Plan

NOTE: This checklist was adapted from the National Incident Management System Implementation Plan Template that is based on the National Incident Management System Capability Assessment Support Tool (NIMCAST), which in turn is based on the U.S. Department of Homeland Security Document "National Incident Management System," March 1, 2004. The items listed are taken directly from the NIMCAST items listed as supporting assessment III-B-2-a-1 regarding EOP's.

The source document may be accessed through FEMA NIMS compliance website at: http://www.fema.gov/nims/nims_compliance