

<Graphics or Logos>

<State Name>
State Preparedness Report

<State Name>
<Name of Agency>
<Submittal Date>

<State or Agency Logo>

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Template Instructions

[delete this page after you have read the instructions]

The purpose of the State Preparedness Report template is to provide an easy to use formatted template States can use when developing their State Preparedness Report. Each State Preparedness Report, at a minimum, must contain four sections: Executive Summary, State Overview, Compliance, and Priorities. States can add additional text, tables, charts and graphics. Guidelines and instructions have been included below for States who wish to use the template.

Instructions:

- A word or phrase within a bracket indicates a placeholder with brief instructions. The bracketed text should be deleted when States enter data into the template. [Example: <Insert Narrative Description Here>]
- States may add graphics and logos, a placeholder has been provided for a State insignia on the cover sheet of the report.
- A specific font style and size is not required. States may choose to use the style and fonts included in the template or change the style and size as they wish. See the graphic below for a summary of the font size and style used in the template.

Template Formatting:

- Title Page Header – Franklin Gothic Book font size 28
- Title Page Text – Franklin Gothic Book font size 14
- Document Headers - Franklin Gothic Book font size 16
- Document Sub-Headers – Franklin Gothic Book font size 14
- Document Text – Times New Roman font size 11

Tables:

- In order to type directly into the tables, simply place the cursor in the cell you would like to type and begin typing
- The table will automatically expand as you type
- To hide or display the table's gridlines simply select **Table > Hide/Show Gridlines** from the main menu

I. Executive Summary

<Text>

<Text>

<Text>

II. State Overview

State Background

<Text>

<Text>

<Text>

Stakeholder Input

<Text>

<Text>

<Text>

III. Compliance

NIMSCAST Report

Enclosed please find the NIMS Compliance Status Report for <Insert State Name>. This report reflects the State's implementation of all required ("Tier 1") activities and affirmative responses to the associated performance measurement metrics. Compliance determinations are based on the State's ability to respond affirmatively to metrics associated with Tier 1 activities. Tier 2 activities represent possible future year activities and are not considered critical for current year compliance. Where appropriate, the State has referenced the Corrective Action Plan (CAP) to address weaknesses in implementation activities. Resolution of all CAPs must be provided to the FEMA Regional NIMS Point of Contact (POC) and to the Incident Management Systems Division (IMSD) by January 28, 2008.

<Insert NIMSCAST Summary Roll-up from the FEMA Secure Portal>

IV. Priorities

<Text>

<Text>

<Text>

National Priority 1: Implement the NIMS and NRF

A. Accomplishments

<Text>
<Text>
<Text>

B. Current Capabilities

NIMS/NIMSCAST:

See Compliance section of this State Preparedness Report.

C. One-Year Targets

NIMS/NIMSCAST:

For “National Priority 1: Implement the NIMS and NRF”, States and Territories must only provide One-Year Targets. The One-Year Targets for NIMS Implementation reflect those activities that must be completed by the end of FY 2008 (September 30, 2008). As currently projected, the FY 2008 required NIMS activities are as follows:

Target Description	Projected Completion Year	Status
Designate a single point of contact within each of the jurisdiction's Departments and Agencies	2008	Open
Monitor and assess outreach and implementation of NIMS Requirements	2008	Open
Establish public information system to gather, verify, coordinate, and disseminate information during an incident	2008	Open
Complete training—ICS-300, ICS-400	2008	Open
Validate that inventory of response assets conforms to FEMA Resource Typing Standards	2008	Open
Utilize response asset inventory for Emergency Management Assistance Compact (EMAC) requests, exercises, and actual events	2008	Open
Develop systems and processes to ensure that incident managers at all levels share a common operating picture of an incident	2008	Open
Adopted NIMS for all government departments and agencies; as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs) and private sector incident management and response organizations	2008	Open
Monitor formal adoption of NIMS by all tribal and local jurisdictions	2008	Open
Establish a planning process to ensure the communication and implementation of NIMS requirements, providing a means for measuring progress and facilitate reporting	2008	Open
Designate a single point of contact to serve as the principal coordinator for NIMS implementation	2008	Open

Target Description	Projected Completion Year	Status
To the extent permissible by law, ensure that federal preparedness funding to State and territorial agencies and tribal and local jurisdictions is linked to satisfactory progress in meeting FY2006 NIMS implementation requirements	2008	Open
To the extent permissible by state and territorial law and regulations, audit agencies and review organizations routinely included NIMS implementation requirements in all audits associated with federal preparedness grant funds, validating the self-certification process for NIMS compliance	2008	Open
Manage all emergency incidents and pre-planned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans	2008	Open
Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems , i.e. develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs), the state EOC and regional and/ federal EOCs and /NRP organizational elements.	2008	Open
Institutionalize, within the framework of ICS, the Public Information System (PIS), comprising of the Joint Information System (JIS) and a Joint Information Center (JIC).	2008	Open
Establish NIMS baseline against the FY 2005 and FY 2006 implementation requirements	2008	Open
Develop and implement a system to coordinate and leverage all federal preparedness funding to implement the NIMS	2008	Open
Revise and update plans and SOPs to incorporate NIMS and National Response Plan (NRP) components, principles and policies, to include planning, training, response, exercises, equipment, evaluation and corrective actions	2008	Open
Participate in and promote intrastate and interagency mutual aid agreements, to include agreements with the private sector and non-governmental organizations	2008	Open
Leverage training facilities to coordinate and deliver NIMS training requirements in conformance with the NIMS National Standard Curriculum	2008	Open
Complete training—IS-700 NIMS: An Introduction, Complete IS-800 NRP: An Introduction; ICS-100 and ICS-200	2008	Open
Incorporate NIMS/ICS into training and exercises.	2008	Open
Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions	2008	Open
Incorporate corrective actions into preparedness and response plans and procedures	2008	Open
Inventory response assets to conform to FEMA Resource Typing standards	2008	Open

Target Description	Projected Completion Year	Status
Develop state plans for the receipt and distribution of resources as outlined in the National Response Plan (NRP) Catastrophic Incident Annex and Catastrophic Incident Supplement	2008	Open
To the extent permissible by state and local law, ensure that relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into state and local acquisition programs	2008	Open
Apply standardized and consistent terminology, including the establishment of plain language communications standards across public safety sector	2008	Open
Support the successful adoption and implementation of the NIMS	2008	Open
To the extent permissible by law, ensure that Federal preparedness funding, including DHS Homeland Security Grant Program and the Urban Areas Security Initiative (UASI), support NIMS implementation at the State and local levels Incorporate NIMS into existing training programs and exercises	2008	Open
Coordinate and provide technical assistance to local entities regarding NIMS institutionalized used of ICS	2008	Open
Incorporate NIMS into Emergency Operations Plans (EOP)	2008	Open
Promote intrastate mutual aid agreements, to include agreements with private sector and non-governmental organizations	2008	Open

D. Initiatives

NIMS/NIMSCAST:

<Narrative Description of Initiatives>

E. Resources

Resources Expended in FY 2007

<Text>

<Text>

<Text>

Future Resources Required

<Text>

<Text>

<Text>

National Priority 2: Enhanced Regional Collaboration

A. Accomplishments

<Text>
<Text>
<Text>

B. Current Capabilities

Inter-State Regional Collaboration:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

Intra-State Regional Collaboration:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

C. Three-Year Targets

Inter-State Regional Collaboration:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

Intra-State Regional Collaboration:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

D. Initiatives

Inter-State Regional Collaboration:

<Narrative Description of Initiatives>

Intra-State Regional Collaboration:

<Narrative Description of Initiatives>

E. Resources

Resources Expended in FY 2007

<Text>

<Text>

<Text>

Future Resources Required

<Text>

<Text>

<Text>

<Text>

National Priority 3: Implement the NIPP

A. Accomplishments

<Text>
<Text>
<Text>

B. Current Capabilities

Critical Infrastructure Protection Program:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

C. Three-Year Targets

Critical Infrastructure Protection Program:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

D. Initiatives

Critical Infrastructure Protection Program:

<Narrative Description of Initiatives>

E. Resources

Resources Expended in FY 2007

<Text>
<Text>
<Text>

Future Resources Required

<Text>
<Text>
<Text>

National Priority 4: Strengthen Information Sharing and Collaboration

A. Accomplishments

<Text>

<Text>

<Text>

B. Current Capabilities

Intelligence and Information Sharing and Dissemination Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

Counter-Terror Investigations and Law Enforcement Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

C. Three-Year Targets

Intelligence and Information Sharing and Dissemination Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

Counter-Terror Investigations and Law Enforcement Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

D. Initiatives

Intelligence and Information Sharing and Dissemination Capability:

<Narrative Description of Initiatives>

Counter-Terror Investigations and Law Enforcement Capability:

<Narrative Description of Initiatives>

E. Resources

Resources Expended in FY 2007

<Text>

<Text>

<Text>

Future Resources Required

<Text>

<Text>

<Text>

National Priority 5: Strengthen Communications Capabilities

A. Accomplishments

<Text>
<Text>
<Text>

B. Current Capabilities

Communications Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

Emergency Public Information and Warning Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

C. Three-Year Targets

Communications Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

Emergency Public Information and Warning Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

D. Initiatives

Communications Capability:

<Narrative Description of Initiatives>

Emergency Public Information and Warning Capability:
<Narrative Description of Initiatives>

E. Resources

Resources Expended in FY 2007

<Text>
<Text>
<Text>

Future Resources Required

<Text>
<Text>
<Text>

National Priority 6: CBRNE Detection Capability

A. Accomplishments

<Text>
<Text>
<Text>

B. Current Capabilities

CBRNE Detection Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

Explosive Device Response Operations Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

WMD/Hazardous Materials Response and Decontamination Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

C. Three-Year Targets

CBRNE Detection Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

Explosive Device Response Operations Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

WMD/Hazardous Materials Response and Decontamination Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

D. Initiatives

CBRNE Detection Capability:

<Narrative Description of Initiatives>

Explosive Device Response Operations Capability:

<Narrative Description of Initiatives>

WMD/Hazardous Materials Response and Decontamination Capability:

<Narrative Description of Initiatives>

E. Resources

Resources Expended in FY 2007

<Text>

<Text>

<Text>

Future Resources Required

<Text>

<Text>

<Text>

National Priority 7: Strengthen Medical Surge and Mass Prophylaxis Capabilities

A. Accomplishments

<Text>

<Text>

<Text>

B. Current Capabilities

Mass Prophylaxis Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

Medical Surge Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

C. Three-Year Targets

Mass Prophylaxis Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

Medical Surge Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

D. Initiatives

Mass Prophylaxis Capability:

<Narrative Description of Initiatives>

Medical Surge Capability:

<Narrative Description of Initiatives>

E. Resources

Resources Expended in FY 2007

<Text>

<Text>

<Text>

Future Resources Required

<Text>

<Text>

<Text>

National Priority 8: Strengthen Planning and Citizen Preparedness Capabilities

A. Accomplishments

<Text>
<Text>
<Text>

B. Current Capabilities

Planning Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

Citizen Evacuation and Shelter-in-Place Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

Mass Care (Sheltering, Feeding, and Related Services) Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

Community Preparedness and Participation Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

Continuity of Operations / Continuity of Government:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

Critical Resource Logistics and Distribution Capability:

<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

C. Three-Year Targets

Planning Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open

	2010	Open
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Citizen Evacuation and Shelter-in-Place Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

Mass Care (Sheltering, Feeding, and Related Services) Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

Community Preparedness and Participation Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

Continuity of Operations / Continuity of Government:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

Critical Resource Logistics and Distribution Capability:

<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

D. Initiatives

Planning Capability:

<Narrative Description of Initiatives>

Citizen Evacuation and Shelter-in-Place Capability:

<Narrative Description of Initiatives>

Mass Care (Sheltering, Feeding, and Related Services) Capability:

<Narrative Description of Initiatives>

Community Preparedness and Participation Capability:

<Narrative Description of Initiatives>

Continuity of Operations / Continuity of Government:

<Narrative Description of Initiatives>

Critical Resource Logistics and Distribution Capability:

<Narrative Description of Initiatives>

E. Resources

Resources Expended in FY 2007

<Text>

<Text>

<Text>

Future Resources Required

<Text>

<Text>

<Text>

State Priority: <Insert State Priority Name>

A. Accomplishments

<Text>
<Text>
<Text>

B. Current Capabilities

<Insert Capability Name>
<Narrative Current Capabilities, including responses to appropriate Appendix E prompts>

C. Three-Year Targets

<Insert Capability Name>
<Overview of future activities>

Target Description	Projected Completion Year	Status
	2010	Open
	2010	Open
	2010	Open

D. Initiatives

<Insert Capability Name>
<Narrative Description of Initiatives>

E. Resources

Resources Expended in FY 2007

<Text>
<Text>
<Text>

Future Resources Required

<Text>
<Text>
<Text>