

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 600.00.01	Page 1 of 3
	Original Effective Date: 07/06/09	New Effective Date: 05/06/19
	Supersedes: 600.00.01	Dated: 08/01/15
	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 600 National Incident Management System – Incident Command System		
Subject: National Incident Management System in the Division of Adult Institutions		

POLICY

The Division of Adult Institutions shall use the National Incident Management System as the basis for incident management.

REFERENCES

Homeland Security Presidential Directive #5 – (HSPD 5) Management of Domestic Incidents

Wisconsin Executive Order #81 – Designation of the National Incident Management System (NIMS) as the Basis for Incident Management in the State of Wisconsin

Executive Directive 73 – National Incident Management System (NIMS)

DAI Policy 600.00.02 – Emergency Operations Center

DAI Policy 600.00.03 – NIMS Coordinators

DAI Policy 600.00.04 – Incident Command Post

DAI Policy 600.00.05 – Training – Incident Command System

DAI Policy 600.00.06 – DOC Responder Use

DEFINITIONS, ACRONYMS, AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC NIMS Steering Committee – A multidivisional group that operates at the authority of the Secretary and is delegated to provide oversight and guidance to the Department on all NIMS initiatives.

ICS – Incident Command System

Inter-Agency Workgroup – A group of individuals designated by the Department of Military Affairs, Wisconsin Emergency Management to review and make policy decisions on NIMS for the entire state, local and tribal governments, statewide, in accordance with federal guidelines.

National Incident Management System (NIMS) Coordinators – A group comprised of ICS trained individuals that serve as the liaison to the NIMS Steering Committee and subject matter expert at their respective DAI facility.

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PROCEDURE

- I. **NIMS and the ICS structure shall be used for planned events within DAI when the DAI designee so directs.**
- II. **NIMS and ICS shall be the exclusive emergency response system used within DAI when responding to a planned or unplanned incidents/events.**
- III. **The Secretary of the DOC shall appoint and maintain a multidivisional NIMS Steering Committee. This committee shall conduct regularly scheduled meetings and is responsible for NIMS compliance with federal guidelines on a DOC-wide scale.**
- IV. **The NIMS Steering Committee shall take direction and guidance regarding NIMS from the State of Wisconsin Inter-Agency Workgroup.**
- V. **At the direction and oversight of the DOC NIMS Steering Committee, DAI shall maintain trained NIMS Coordinators at each facility.**
- VI. **NIMS initiatives shall be directed to the NIMS Coordinators from the NIMS Steering Committee.**
- VII. **It is the responsibility of the NIMS Coordinators to disseminate NIMS information to their respective facility staff, serve as the subject matter ICS expert at their respective DAI facility, and ensure facility compliance with NIMS guidelines as directed by the NIMS Steering Committee.**

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 600.00.01	Page 3 of 3
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 600 National Incident Management System – Incident Command System		
Subject: National Incident Management System in the Division of Adult Institutions		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

I.

A.

B.

1.

2.

a.

b.

c.

3.

C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other