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	DIVISION OF ADULT INSTITUTIONS **POLICY AND PROCEDURES**	**Original Effective Date:** 07/11/09	**New Effective Date:** 04/15/19
		Supersedes: 600.00.03	**Dated:** 08/01/15
		Administrator's Approval: Makda Fessahaye, Administrator	
		Required Posting or Restricted: ☐ **Inmate** ☒ **All Staff** ☐ **Restricted**	
Chapter: 600 National Incident Management System – Incident Command System			
Subject: NIMS Coordinators			

POLICY
The Division of Adult Institutions shall establish and maintain at least one Incident Command System Coordinator at each facility.

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

DEFINITIONS, ACRONYMS AND FORMS
CEP – Comprehensive Exercise Program

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.

HSEEP – Homeland Security Exercise and Evaluation Program

ICP – Incident Command Post

ICS – Incident Command System

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.

PERS – Preparedness and Emergency Response Section

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PROCEDURE

I.   NIMS Coordinator Appointment

    A. Each Warden/designee shall appoint a primary NIMS Coordinator and a secondary to ensure this coordinator role is always filled.

    B. The NIMS Coordinator appointed shall be sufficiently trained (ICS 100-400 and 700-703) in ICS and serve as the NIMS liaison for their respective facility.

II. The DOC NIMS Steering Committee shall appoint two NIMS Coordinator Chairs to serve as the lead persons for this group and primary conduits to the DOC NIMS Steering Committee.

III.   NIMS Coordinators Shall:

    A. Meet at least quarterly or as needed at the direction of the Co-Chairs.

    B. Ensure their facilities are compliant with DOC NIMS Steering Committee initiatives, to include the CEP requirements and <u>NIMS National Compliance Directives</u>.

    C. Convey issues and concerns regarding NIMS through the Chair to the DOC NIMS Steering Committee.

    D. Serve as the central point of contact for all staff training on NIMS-ICS at their facility.

    E. Ensure the ICP is appropriately equipped, stocked and functional at all times.

    F. Complete an annual review, update and submit to PERS
       1.   the ICS Preparedness Checklist
       2. the Vulnerability Assessment

    G. Participate as designated in NIMS-ICS projects/assignments by the Co-Chairs.

    H. Coordinate with PERS to ensure HSEEP consistent exercises.

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

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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New Effective Date: 00/00/00	**Supersedes Number:**	**Dated:**
Chapter: 600 National Incident Management System – Incident Command System		
Subject: NIMS Coordinators		
Will Implement ☐ As written ☐ With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

I.

    A.

      1.

        a.

    B.

    C.

II.

    A.

    B.

    C.