	DIVISION OF ADULT INSTITUTIONS POLICY AND PROCEDURES	**DAI Policy #:** 600.00.04	**Page** 1 of 4
		Original Effective Date: 07/16/09	**New Effective Date:** 04/15/19
		Supersedes: 600.00.04	**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: Incident Command Post

POLICY
The Division of Adult Institutions shall ensure each facility identifies and uses an Incident Command Post to respond to an event.

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 600.00.06 – DOC Responder Use

DEFINITIONS, ACRONYMS AND FORMS
BTM – Bureau of Technology Management

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC EOC – Department of Corrections Emergency Operations Center

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 DOC on all NIMS initiatives.

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.

PROCEDURE
I.   **ICP Identification and Staffing**
       A. Each Warden/designee shall identify an area that will be used as the primary ICP at their respective facility.

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B. Each Warden/designee shall identify an off-site location for a secondary ICP in the event the primary ICP is compromised. The equipment for the secondary ICP does not need to replicate the primary command post.

C. The ICP shall be staffed in accordance with the directives of the Incident Commander and the ICS concepts.

D. Each Warden/designee shall have procedures in place to provide adequate security staffing for the ICP and ensure controlled entrance and exit.

II. **Minimum Equipment For Each Primary ICP**
Items listed are required for each primary ICP; however, due to physical plant issues, correctional centers are not required to have all items.
A. One – Desktop computer connected to the DOC network.

B. DOC network printer.

C. BTM approved computer projector and screen.

D. One – VHF Base radio programmed with the interoperability channels.

E. One – 800 MHz Base radio programmed with the conventional tactical channels.

F. Twenty-four hour outside news source (radio, TV or internet).

G. One – Dedicated telephone for each Section Chief and Incident Commander.

H. One – Telephone with direct outside dialing capacity.

I. One – Fax machine.

J. One – Clock.

K. Sufficient vests, signage and Identification badges, in accordance with an extended version of the ICS organization chart in the appropriate colors:
1. Incident Command – White.
2. Operations – Blue.
3. Planning – Yellow.
4. Logistics – Brown.
5. Finance – Green.

L. The purchase of any other equipment for use within an ICP not listed in Section II above, shall be approved by the DOC NIMS Steering Committee.

M. The facility NIMS Coordinators are responsible to ensure the ICP is appropriately equipped, stocked and functional at all times.

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III. ICP Activation

A. When activated, the ICP alone coordinates response actions to the incident/event and is responsible for all tactical operations involving the response.

B. The DOC EOC may also be activated as a result of an ICP activation. The DOC EOC provides assistance to the ICP to include resource coordination, communication, media contact and supports policy guidance and inquiries.

C. When the DOC EOC or a facility ICP is activated, a new site shall be created in DOC Responder.

IV. Non-DAI Use of the ICP

A. ICP may be available to other government agencies, when the facility is not affected by the immediate incident.

B. If allowing other agencies to use the ICP, the facility Warden/Center Superintendent/designee shall establish protocols for staff and outside agencies to follow for utilizing the ICP.

Administrator's Approval: _____**Date Signed:**_____

Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	**DAI Policy Number:** 600.00.04	**Page** 4 of 4
New Effective Date: 00/00/00	**Supersedes Number:**	**Dated:**
Chapter: 600 National Incident Management System – Incident Command System		
Subject: Incident Command Post		
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.