DIVISION OF ADULT INSTITUTIONS **POLICY AND PROCEDURES**	**DAI Policy #:** 600.00.05	**Page** 1 of 6	
	Original Effective Date: 07/21/09	**New Effective Date:** 05/06/19	
	Supersedes: 600.00.05	**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:	Training – Incident Command System

POLICY

The Division of Adult Institutions shall ensure staff are trained in emergency preparedness and the Incident Command System, in compliance with State and Federal mandates.

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 600.00.01 – National Incident Management System in the Division of Adult Institutions

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 600.00.06 – DOC Responder Use

DEFINITIONS, ACRONYMS AND FORMS

CTC – Corrections Training Center

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 DOC on all NIMS initiatives.

DOC-1042 – Training Conference Approval Request

EOC – Emergency Operation Center

FEMA – Federal Emergency Management Agency

ICS – Incident Command System

MACS – Multi-Agency Coordination System

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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

SEOC – State Emergency Operation Center

WEM – Wisconsin Emergency Management

PROCEDURE
I.   General Guidelines
   A. ICS training shall be coordinated and scheduled through the NIMS Steering Committee and PERS.

   B. The PERS shall maintain a list of instructors to utilize for scheduled courses.

   C. All ICS instructors shall maintain certification in accordance with FEMA/WEM standards.

   D. Facility Wardens/designee shall be responsible for monitoring training and compliance.

   E. Staff shall participate to the level of their training in the ICS structure.

II.   ICS Courses
   A. IS/ICS 100 – Introduction to ICS
      This course shall be taken via the FEMA website either individually online or in a classroom setting.

   B. IS/ICS 200 – ICS for Single Resources and Initial Action Incidents
      This course shall be taken via the FEMA website either individually online or in a classroom setting.

   C. ICS 300 – Intermediate ICS
      This course shall be taken in a classroom setting.

   D. ICS 400 – Advanced ICS
      This course shall be taken in a classroom setting.

   E. IS/ICS 700 Series
      1. IS/ICS 700 – NIMS – An Introduction
         a. This course shall be taken via the FEMA website either individually online or in a classroom setting.
      2. IS 702 – NIMS- Public Information Systems
         IS 703 – NIMS- Resource Management.
         a. These courses shall be taken online via the FEMA website.

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F. IS 800 – National Response Framework – An Introduction
   1. This course shall be taken online via FEMA website.

G. There are also a variety of NIMS-ICS online courses offered at the following Web site: https://training.fema.gov/IS/crslist/aspx.

H. A record of completion of all IS/ICS training certificates shall be submitted to the facility training coordinator for updating.

III. **Recommended Targeted Staff**
   A. IS 100
      1. All DOC staff shall complete IS 100.
      2. Offered via the FEMA website.

   B. IS/ICS 200
      1. Available either online via FEMA website or via instructor led training.
      2. Target staff for this course:
         a. All first-line supervisors.
         b. Emergency Response Unit staff and individuals designated as first-responders.
         c. Mid-level management.
         d. Staff designated as Command and General Staff.
         e. NIMS Steering Committee.
         f. NIMS Coordinator

   C. ICS 300
      1. Available via instructor led training only.
      2. Target staff for this course:
         a. Any staff designated as Command Staff.
         b. Section Chiefs.
         c. Strike Team Leaders.
         d. Task Force Leaders.
         e. Unit Leaders.
         f. Division/Group Supervisors.
         g. Branch Directors.
         h. Multi-Agency System/Emergency Operations Center Staff.
         i. NIMS Steering Committee.
         j. NIMS Coordinator

   D. ICS 400
      1. Available via instructor led training only.
      2. Target staff for this course are any designated staff likely to serve as:
         a. Command and General Staff,
         b. Select Department Heads with Multi-Agency Coordination System responsibilities.
         c. Area Managers.
         d. Multi-Agency/Emergency Operations Center Managers.

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e. NIMS Steering Committee.
f. NIMS Coordinator.

E. IS/ICS 700
1. Available either online via FEMA website or via instructor led training.
2. Target staff for this course:
a. Any staff designated as Command Staff.
b. Section Chiefs.
c. Strike Team Leaders.
d. Task Force Leaders.
e. Unit Leaders.
f. Division/Group Supervisors.
g. Branch Directors.
h. Multi-Agency System/Emergency Operations Center Staff.
i. NIMS Steering Committee.
j. NIMS Coordinator.

F. IS 702, 703
1. Available online via FEMA website.
2. Target staff for this course:
a. All personnel with a significant resources management role in emergency management and incident response at all levels.
b. All personnel designated as a PIO.
c. NIMS Steering Committee.
d. ICS Trainers and Coordinators.
e. All designated DOC-EOC or State EOC staff.

G. IS 800
1. Offered via the FEMA website.
2. Target staff for this course are any designated staff likely to serve as:
a. Command and General Staff.
b. Select Department Heads with Multi-Agency Coordination System responsibilities.
c. Area Managers.
d. Multi-Agency/Emergency Operations Center Managers.
e. NIMS Steering Committee.
f. NIMS Coordinator.

IV.   Staff Training Records
Facility training staff shall maintain records of all staff who complete ICS training in their training database.

V.   Non-DOC Sponsored Training
A. Only NIMS/ICS training listed on the FEMA/WEM training website and offered at various locations throughout the Nation and State of Wisconsin may be attended and considered to meet the requirements listed above for DAI staff.

B. Staff shall submit and achieve approval via the DOC-1042 prior to attending any non-DOC sponsored, in-person NIMS/ICS training.

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

Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	**DAI Policy Number:** 600.00.05	**Page** 6 of 6
New Effective Date: 00/00/00	**Supersedes Number:**	**Dated:**
Chapter: 600 National Incident Management System – Incident Command System		
Subject: Training – Incident Command System		
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.

      B.

          1.

          2.

              a.

              b.

              c.

          3.

      C.

II.

III.

RESPONSIBILITY

I.   Staff

II.   Inmate

III.   Other