NATIONAL INCIDENT MANAGEMENT SYSTEM

NIMS

FEMA
What? ... NIMS provides a consistent nationwide template ...

Who? ... to enable Federal, State, tribal, and local governments, the private sector, and nongovernmental organizations to work together ...

How? ... to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location, or complexity ...

Why? ... in order to reduce the loss of life and property, and harm to the environment.
What Is an Incident?

An incident is . . .

. . . an occurrence or event, natural or manmade, that requires a response to protect life or property.
The Incident Command System:

- Is a standardized, on-scene, all-hazard incident management concept.
- Allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
Using management best practices, ICS helps to ensure:

- The safety of responders and others.
- The achievement of tactical objectives.
- The efficient use of resources.
ICS Benefits

ICS:

- Meets the needs of incidents of any kind or size.
- Allows personnel from a variety of agencies to meld rapidly into a common management structure.
- Provides logistical and administrative support to operational staff.
- Is cost effective by avoiding duplication of efforts.
In the ICS organization:

- There is **no** correlation with the administrative structure of any single agency or organization.
- Someone who serves as a Department Head every day may not hold that title when deployed under an ICS structure.
ICS expands or contracts to meet the needs of the incident, so each of the primary ICS Sections can be subdivided as needed.

The person at the top of the organization is responsible until the authority is delegated to another person. The Incident Commander performs all functions until they are delegated.
Every incident or event requires that certain management functions be performed. The problem must be identified and assessed, a plan to deal with it developed and implemented, and the necessary resources procured and paid for.

Regardless of the size of the incident, these management functions will still apply.
Incident Command: Sets the incident objectives, and has overall responsibility at the incident or event.

Operations: Conducts tactical operations and directs all tactical resources.

Planning: Prepares and documents the Incident Action Plan, collects and evaluates information, maintains resource status and documentation.

Logistics: Provides support, resources, and all other services needed to meet the operational objectives.

Finance/Administration: Provides accounting, procurement, time recording, and cost analyses.
Use of Position Titles

Using specific ICS position titles:

- Provides a common standard for all users.
- Helps to ensure that qualified individuals fill positions.
- Standardizes communication and requests for qualified personnel.
## ICS Supervisory Position Titles

<table>
<thead>
<tr>
<th>Organizational Level</th>
<th>Title</th>
<th>Supported By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Command</td>
<td>Incident Commander</td>
<td>Deputy</td>
</tr>
<tr>
<td>Command Staff</td>
<td>Officer</td>
<td>Assistant</td>
</tr>
<tr>
<td>General Staff (Section)</td>
<td>Chief</td>
<td>Deputy</td>
</tr>
<tr>
<td>Branch</td>
<td>Director</td>
<td>Deputy</td>
</tr>
<tr>
<td>Division/Group</td>
<td>Supervisor</td>
<td>N/A</td>
</tr>
<tr>
<td>Unit</td>
<td>Leader</td>
<td>Manager</td>
</tr>
<tr>
<td>Strike Team/Task Force</td>
<td>Leader</td>
<td>Single Resource Boss</td>
</tr>
</tbody>
</table>
The Incident Commander:

- Provides overall leadership for incident response.
- Delegates authority to others.
- Takes general direction from the President and his cabinet.
- Is responsible for all activities and functions until delegated and assigned to staff.
- Assesses need for staff.
- Establishes incident objectives.
- Directs staff to develop the Incident Action Plan.
The Incident Commander is specifically responsible for:

- Ensuring incident safety.
- Providing information services to internal and external stakeholders.
- Establishing and maintaining liaison with other agencies participating in the incident.
Command may change to meet the needs of the incident when incidents:

- Expand or contract.
- Change in jurisdiction or discipline.
- Become more or less complex.

*Remember:* Formal transfer of command always requires a transfer of command briefing for the incoming Incident Commander and notification to all personnel that a change in command is taking place.
The Incident Commander performs all major ICS command and staff responsibilities unless the ICS functions are delegated and assigned.
Command Staff

- Provide information, liaison, and safety services for the entire organization.
- Report directly to the Incident Commander.
Advises Incident Commander on information dissemination and media relations. Incident Commander approves information that the PIO releases.

Obtains information from and provides information to Planning Section.

Obtains information from and provides information to community and media.
Advises Incident Commander on issues regarding incident safety.

Works with Operations to ensure safety of field personnel.

Ensures safety of all incident personnel.
Liaison Officer

Assists Incident Commander by serving as point of contact for agency representatives who are helping to support the operation.

Provides briefings to and answers questions from supporting agencies.

Incident Commander

Liaison Officer

Agency Representative
K-State’s Emergency Management Plan is located at

<http://www.k-state.edu/safety/pdf/ksu_emergency_management_plan.pdf>

This plan is available to the public and is modified as necessary to reflect changes in personnel. All key personnel should be familiar with the plan.
All key personnel should, as a minimum, take ICS 402, Incident Command System Overview for Executives/Senior Officials.

All personnel who take an active role in the Emergency Operations Center should, as a minimum, take ICS 100, ICS 200, ICS 700 and ICS 800.

All personnel who are in management in the EOC must also take ICS 300 and ICS 400.
K-State
Emergency Operations Center

Incident Commander
Ronnie Grice

Public Information Officer
Cheryl May

Safety Officer
Steve Galitzer

External Liaison
Don Stubbings

Operations Section Chief
Steve Broccolo

Planning Section Chief
Ed Rice

Logistics Section Chief
Ed Heptig

Finance/Administration Section Chief
Fran Wilbrandt
K-State Finance/Administration

Finance/ Administration
Section Chief
Fran Wilbrandt

Budget Unit Leader
TBA

Procurement Unit Leader
TBA

Risk Management/ FEMA Liaison
TBA

Time Unit
TBA

Comp/Claims Unit Leader
TBA
President’s Cabinet

President Kirk Schulz

Vice President for Administration & Finance Bruce Shubert

Interim Provost Ruth Dyer

Chief of Staff and Deputy to the President Charles Reagan

Vice President for Student Life and Dean of Students Pat Bosco

Vice President for Research Ron Trewyn

Director, Governmental Relations Sue Peterson

Director, Media Relations Cheryl May

President, KSU Foundation Gary Hellebust

President, Alumni Association Amy Button Renz

Director, Intercollegiate Athletics John Currie