

From: "Raemisch, Rick F DOC" <Rick.Raemisch@doc.state.wi.us>
To: DOC Deputy Directors <deputy-dirs@www.nicic.org>
Date: 6/13/2005 10:36:10 AM
Subject: FW: [deputy-dirs] RE: Nat'l Incident Management System

 Wisconsin is in the process of adopting NIMS. Our current system is not based upon ICS. In November, 2004 Secretary Frank appointed a Task Force to develop and implement NIMS in our Department by the end of 2005. We learned that the Ohio Department of Rehabilitation and Corrections has been utilizing NIMS in their system for over 10 years. Members of our Task Force went to Ohio and spent time learning their structure. They have an excellent system, training curriculums, lesson plans, etc. and graciously have provided them to us.

The Ohio contact is Mr.. O'dell Wood tel. 614-728-1903. He is an excellent resource and willing to share anything and everything they have.

The Task Force is in the process of finalizing lesson plans now and have a Timeline to roll out NIMS this year. The Wisconsin Emergency Management Department has been working with us and providing resources, but the actual coordination is being done through the Task Force and our Planning and Operations Unit. We will gladly share anything we have so far and in the future as it is being developed.

If you have any more questions please feel free to contact our coordinator:

Jeff Wydeven, Director
 WDOC Planning and Operations Unit
 3099 E. Washington Ave.
 P.O. Box 7925
 Madison, WI. 53707-7925
 608-240-5180
 Jeffrey.Wydeven@doc.state.wi.us

Please also see the attachments.

 From: bounce-deputy-dirs-4429@www.nicic.org
 [mailto:bounce-deputy-dirs-4429@www.nicic.org] On Behalf Of Ray Hobbs
 Sent: Tuesday, June 07, 2005 3:46 PM
 To: DOC Deputy Directors
 Subject: [deputy-dirs] RE: Nat'l Incident Management System

Jim Doyle
Governor

Matthew J. Frank
Secretary



Mailing Address

3099 E. Washington Ave.
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 240-5000
Fax (608) 240-3300

State of Wisconsin Department of Corrections

MEMORANDUM

Date: November 17, 2004
To: Division Administrators
From: Matt Frank, Secretary
Subject: Incident Command System Task Force

The Incident Command System (ICS) has been adopted and implemented in many federal, state, local and private agencies. It has been proven effective for responding to all types of incidents and is compatible with other agencies. The federal authorities are mandating some agencies adopt the ICS and strongly encouraging others to do so. In fact, agencies that do not adopt the ICS will no longer be eligible for Homeland Security federal funds.

I am hereby directing that the Division of Adult Institutions and the Division of Juvenile Corrections adopt the ICS at all of our facilities system-wide, and to develop a plan for implementation and training. To accomplish this, I am appointing the following individuals to serve on an ICS Task Force:

Charles Tubbs, DJC (co-chair)
John Paquin, JCI (co-chair)
Jeff Wydeven, DAI
Jayne Dunham, CTC
Sam Schneider, DAI
Kristy Dietz, MSDF
Steve Houser, DAI
Mike McDermott, CTC
Todd Sawinski, WSPF
Kyle Davidson, EAS
Sylvia Jackson, DJC
Judy Barbian, DJC (recorder)

I am asking this Task Force to complete their objective and implement ICS statewide by the end of 2005.

Cc: R. Raemish, SEC
J. Clark, SEC
Task Force Members
All Wardens/Superintendents
File

DRAFT

**Incident Management System
Master Plan**



**Conversion of the Division of Adult institutions
and Division of Juvenile Corrections in 2005**

**Submitted by the IMS Task Force
_____, 2005**

Table of Contents

1.	Introduction/Background	Page ____
2.	Wisconsin DOC and IMS	Page ____
3.	Scope of IMS	Page ____
4.	Task Force Assignments	Page ____
5.	Conversion Tasks	Page ____
6.	JCI Pilot	Page ____
7.	DAI/DJC Conversion	Page ____
8.	Time Line	Page ____
9.	Verification of Compliance/Next Step	Page ____
10.	List of Other Resources	Page ____
11.	Attachments	Page ____

Introduction and Background

The Incident Management System (IMS) is a proven management system used on any kind or size of incident. It can also be used as a management system for planned, non-emergency events. Some examples of incidents where IMS should be used include:

- Fire, HAZMAT, and multi-casualty incidents.
- Single and multi-agency law enforcement incidents.
- Multi-jurisdictional, multi-agency disaster responses.
- Search and rescue missions.
- Oil spill response and recovery incidents.
- Air, rail, water or ground transportation accidents.
- Prison or jail disturbances.
- Planned events, e.g., celebrations, parade, sporting events, concerts, etc.
- Private sector emergency response and management programs.

IMS was developed in the 1970's in response to a series of major wildland fires in southern California. In attempting to combat these fires, Federal fire authorities identified several recurring problems involving multi-agency responses, such as:

- Nonstandard terminology among responding agencies.
- Lack of capability to expand and contract as required by the situation.
- Nonstandard and nonintegrated communications.
- Lack of consolidated action plans.
- Lack of designated facilities.

Efforts to address these problems resulted in the development of the original IMS model for effective incident management. Although originally developed in response to wildfires, IMS has evolved into an all-risk system that is appropriate for all types of fire and non-fire emergencies by providing a common organizational structure and key management principles in a standardized way. In February 2003, President George W. Bush signed Homeland Security Presidential Directive/HSPD-5 (attachment 1). The purpose of this directive is to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (IMS).

In March 2004, the Department of Homeland Security issued IMS and mandated that all Federal departments and agencies (attachment 2). Moreover, beginning in federal fiscal year 2006, all federal funding for homeland security monies for state, local and tribal are tied to compliance with IMS. ***In other words, the***

Wisconsin Department of Corrections (DOC) will no longer be eligible for federal funding assistance under this auspices if it does not comply with IMS.

Wisconsin DOC and IMS

In November 2004 four DOC staff members from the Division of Adult Institutions (DAI) attended a training session at the Federal Emergency Management Agency (FEMA) training center in Emmitsburg, MD. The basis of this training revolved around the IMS concept, and it was strongly recommended for handling all non-routine and emergency situations. At the session, the benefits of IMS were presented, and the staff members were placed in a reality-based emergency exercise using IMS.

The staff that attended this session developed a Proposal Paper (attachment 3), and recommended the DOC appoint a Task Force to undergo a transformation process, adopting the IMS.

On November 21, 2004, Secretary Frank appointed a 14 member Task Force comprised of DOC staff from DAI, DJC, and the Training Centers. He charged this Task Force with DAI and DJC to adopt the IMS at all of our facilities statewide, and develop a plan for implementation and training. Secretary Frank directed this charge be completed, and IMS implemented statewide by the end of calendar year 2005. Further, the Ohio Department of Rehabilitation and Corrections has already adopted the IMS and enhanced it to be specific to corrections. Secretary Frank called upon Ohio to provide consultation and training to members of the Task Force. In April 2005 six member of the Task Force went to Ohio to view their operations and materials.

Scope of IMS

IMS is not solely a task that needs to be completed to achieve a desired result and used only in emergency situations. It is part of larger effort to manage incidents that is compatible with other jurisdictions. IMS should be thought of as a philosophy; a way to do business. It should be part of the normal operating procedures within the DOC and familiar to each employee. IMS is to be implemented for non-routine, non-emergency situations, for example:

- Private agencies use IMS to manage out-of-the-ordinary activities (e.g. semi-annual retail sales events).
- The UW-Police activates IMS on Thursday prior to each Saturday home football game. It is used to manage the event from that time until demobilized after the game.

Some examples where IMS would be pertinent to DOC would be:

- Events where a number of non-DOC staff were entering the institution and a large number of inmates would be present (e.g., Brother Bob, Volunteer Recognition, etc.)
- In-house events (e.g., Institution-wide recreation tournaments, concerts, etc.)

IMS is also a means to manage an event prior to it becoming an emergency situation. For example, if a shift supervisor is briefed that there are a considerable number of inmates upset over the evening meal, (s)he should activate IMS immediately. Doing so will manage the event in an organized fashion, but moreover, staff will already be in an emergency mode if it escalates.

IMS is a philosophy. It must be used extensively and engrained in each employee's mind as part of his or her daily routine. As staff experience their roles in non-routine IMS events, they become familiar and comfortable with their roles, and more capable of handling an emergency situation.

Task Force Assignments

The charge of getting DAI and DJC compliant with IMS statewide in 2005 is daunting. Early in the Task Force process, the group decided the optimal way to manage this charge was to use the IMS process itself.

The Task Force was divided into the IMS model (see Figure 1).

Conversion Tasks

The Task Force identified a number of tasks that need to be accomplished for a successful statewide conversion. The tasks were organized under the appropriate IMS Sector. The Section Chief has the responsibility for accomplishing the assigned tasks and keeping their respective staff on track with the timeline.

The following tasks were identified as necessary and charged to the respective Section:

- **Operations Section:**
 - Revise/distribute Emergency Preparedness Manuals.
 - Standardize language
 - Training/curriculum development and delivery
 - JCI Pilot implementation
 - Begin transition to IMS into DAI 2005 exercises
 - DAI conversion/implementation
 - DJC conversion/implementation
 - Central Office conversion/implementation

- **Planning Section:**
 - Develop Task Force action plan
 - Develop Task Force timelines
 - Develop and implement training programs
 - Continually revise as needed
- **LogistIMS Section:**
 - Develop list of resources
 - Purchase needed equipment (e.g. vests, signs, command post folders, etc.)
 - Develop standard forms
- **Finance Section:**
 - Develop budgets
 - Explore outside funding/grants
 - Develop cost analysis

JCI Pilot

The Jackson Correctional Institution (JCI) volunteered to do become the pilot for the IMS process and serve as a testing site as we progress in 2005. The intent is to address and resolve any problem issues that may arise.

(John: Elaborate)

IMS Conversion

DAI Conversion (All)

DJC Conversion (All)

Central Office Conversion (All)

Timeline

The Task Force established a timeline based upon the tasks assigned and timeframe given (see Figure 2). This time frame was used to keep staff members on task and coordinate.

(Elaborate)

Verification of Compliance and Next Step

(Elaborate – send confirmation of compliance to federal authorities (??)
-Get verification of compliance from them
-Next step for Task Force?)

List of Other Resources

1. **FEMA Emergency Management Institute.**
<http://training.fema.gov/EMIWeb/>
Home page; Information; Virtual Campus; On-line accredited training courses; Resource library; etc.
2. **Wisconsin Emergency Management**
<http://emergencymanagement.wi.gov>
Home page; Information; Training schedule; etc.
3. **Department of Homeland Security**
<http://dhs.gov>
4. **Google Search Engine**
Over 1,800,00 hits on *Incident Management System*
5. **Ohio Department of Rehabilitation and Corrections**
<http://www.drc.state.oh.us>
1050 Freeway Drive North, Columbus, Ohio 43229
6. **Pennsylvania**
7. **New Hampshire**
- 8.
- 9.

10.

11.

12.

13.

14.

15.

(Kristi/Todd /Sam – All)

Attachments

FIGURE 1
**DOC IMS TASK FORCE
ORGANIZATIONAL CHART**

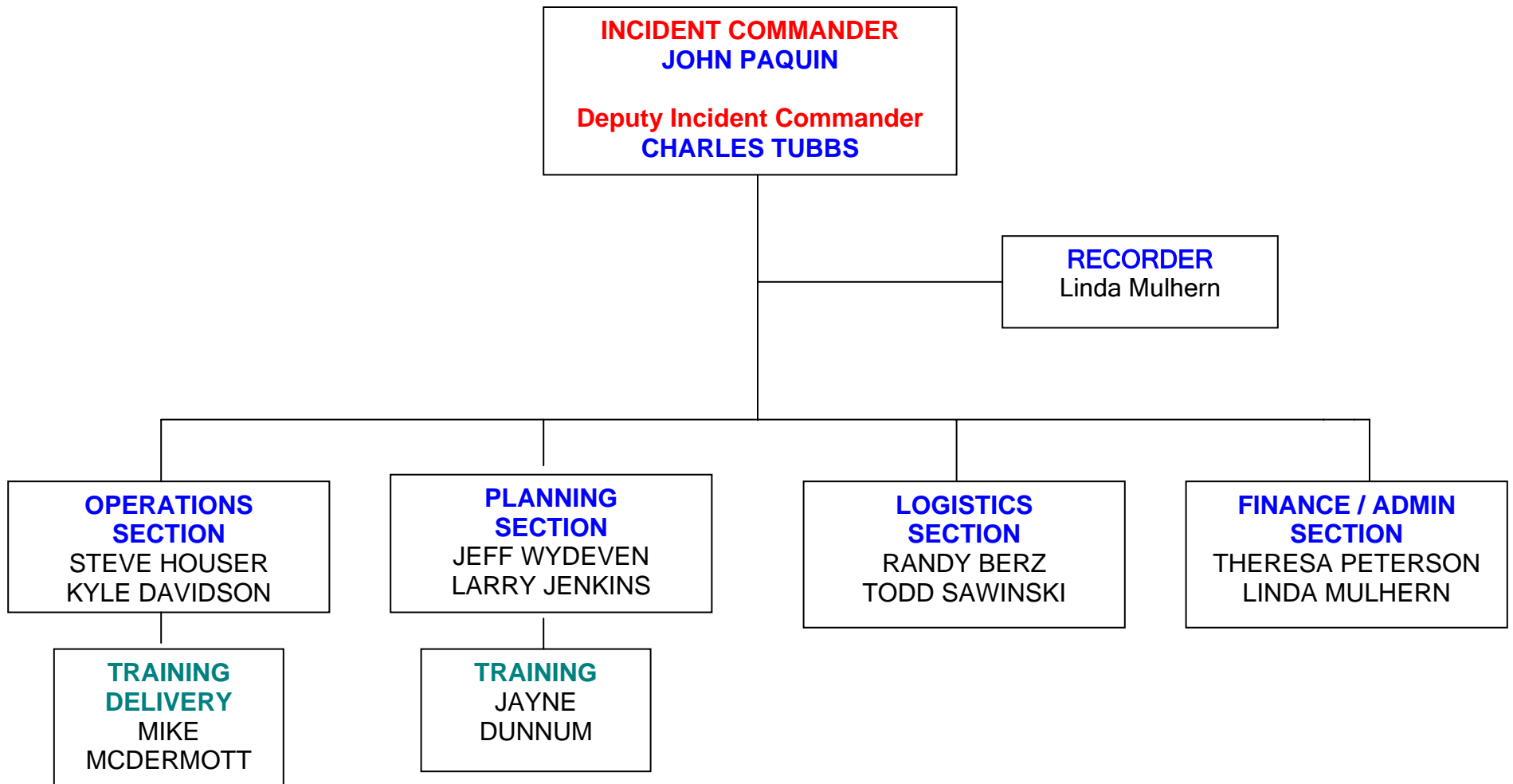


FIGURE 2
IMS TASK FORCE TIMELINE – 2005

<u>TASK</u>	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Ohio Visit/Incorp.Plan				X	X	X						
Revise EPM's			X	X	X	X	X	X				
Training Curriculum Development			X	X	X	X						
Training Plan					X	X	X					
Training Implementation					X	X	X	X	X	X	X	On-going
JCI Pilot						X	X	X	X	X		
DAI/CO EOP Exercise Transition						X	X	X	X	X	X	On-going
DAI/CO Practice Drills								X	X	X	X	
DJC/CO Practice								X	X	X	X	
DAI Conversion											X	X
DJC Conversion											X	X
CO Conversion											X	X
Action Plan Timeline and revisions		X	X	X	X	X	X	X	X	X	X	X
List of Resources			X	X	X	X	X	X	X	X	X	X
Detail and Purchasing Equipment			X	X	X	X	X	X	X	X	X	X
Forms			X	X	X	X	X					
Budget/Grants			X	X	X	X	X	X	X	X	X	X
Cost Analysis			X	X	X	X	X					

[illegible]

DAI Incident Management System Institution Coordinator List

Institution	Coordinator	Telephone Number	E-mail
CCI	Tony Ashworth Captain		
GBCI	Pat Brandt Captain		
DCI			
TCI			
WCI			
SPF			
FLCI			
JCI	Nancy Tierny Security Director		
KMCI			
NLCI			
SCI			
OSCI			
RCI			
RYOC			
RGCI			
OCI			
CVTF			
WCCS			