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Dave Bujak   644-7055
Emergency Management Coordinator

FSU is a NWS certified...

StormReady UNIVERSITY

Policy Statement

The Florida State University Comprehensive Emergency Management Plan (CEMP), Policy OP-G-9.1, formally adopts the National Incident Management System (NIMS), as developed by the U.S. Department of Homeland Security (DHS), as the official incident management system for any emergency or disaster to occur on campus.

Designated emergency management personnel on campus are required to complete the level of NIMS training commensurate with their position within six-months of issuance of this policy or start date of employment, whichever comes first.

Proof of training completion by each identified individual shall be submitted to the Department of Environmental Health & Safety (EHS), Emergency Management Section within 30 days of completion.

Objective

The National Incident Management System (NIMS) was developed by the U.S. Department of Homeland Security (DHS), under Homeland Security Presidential Directive (HSPD)-5 issued by President George W. Bush on February 28, 2009. It is designed to be a structured framework used nationwide for both governmental and non-governmental agencies to respond to natural disasters and or terrorist attacks at the local, state, and federal levels of government.

It is the objective of Florida State University to be consistent with the same incident management system that is utilized by our community and emergency response partners. FSU emergency responders need to possess a working understanding of how NIMS works in order to be able to operate effectively within it should an emergency occur on campus.

Authority

Homeland Security Presidential Directive #5, Management of Domestic Incidents, issued by President George W. Bush on February 28, 2003, directed the Secretary of Homeland Security to develop and administer a structured framework used nationwide for both governmental and non-governmental agencies to respond to natural disasters and or terrorist attacks at the local, state, and federal levels of government.

U.S. Department of Homeland Security released the National Incident Management System (NIMS) on March 1, 2004.

HSPD-5 also requires all federal agencies to make adoption of NIMS by State, tribal and local organizations a condition for Federal funding beginning in Fiscal Year 2005. All federal funding received by Florida State University requires that the University have adopted NIMS.

Furthermore, HSPD-5 requires all emergency personnel with a direct role in emergency preparedness, incident management or response were to have completed NIMS training by October 1, 2006.

Chapter 1001.75, Florida Statutes, K-20 Governance, designates the University President as the chief executive officer of the state university and is made responsible for the operation and administration of the university.

Chapter 1001.75 (16), Florida Statutes, makes the University President responsible to "Ensure compliance with federal and state laws, rules, regulations, and other requirements that are applicable to the university."

This policy, under the authority of the University President, ensures Florida State University's compliance with the applicable federal law and regulations.

Scope

This policy applies to all Florida State University facilities and designated employees in the United States.

Assumptions

In order to substantiate the validity of this policy, a number of assumptions are made:

1. FSU depends on the City of Tallahassee as the primary service provider of essential utilities (water, electricity, stormwater, wastewater).
2. FSU depends on the City of Tallahassee as the primary fire and rescue service provider for campus.
3. FSU depends on Leon County as the primary emergency medical service and public health provider for campus.
4. Per Florida Statutes, Leon County is the primary agency for emergency management.
5. FSU is a participatory agency of the North Florida Regional Domestic Security Task Force (NFRDSTF).
6. FSU is a participatory agency of the State Emergency Response Team (SERT).
7. FSU receives millions of dollars in federal funding annually for a variety of purposes.
8. FSU receives millions of dollars in state funding annually for a variety of purposes.
9. FSU is a state agency.
10. The State of Florida has adopted the National Incident Management System (NIMS) as the official statewide incident management system.

Therefore, it is implied that Florida State University must adopt NIMS in order to maintain its funding streams and to cooperate effectively with its community partners.
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Responsibilities

Environmental Health & Safety

The Environmental Health and Safety Department (EH&S) of Florida State University shall appoint a qualified Emergency Management Coordinator (EMC) to provide oversight, management, and coordination of the University's incident management system. The EMC shall ensure compliance with all applicable federal, state, and local laws pertaining to National Incident Management System (NIMS) requirements. The EMC shall provide annual guidance to those employees affected by the policy and those required to complete compulsory training. Wherein necessary, the EMC shall schedule and coordinate training opportunities for employees to complete the requisite training.

The Environmental Health and Safety Department (EH&S) of Florida State University shall establish a database to maintain training completion records for affected employees. EH&S shall notify those employees who are not in compliance with their individual training requirements.

Police Department

The Police Department of Florida State University shall maintain NIMS training completion records for its employees and certify annually to the Environmental Health and Safety Department (EH&S) that its employees are compliant with requisite NIMS training.

Concept of Operations

In order to ensure compliance with National Incident Management System (NIMS) requirements designated Florida State University emergency responders are required to complete necessary training courses.

This policy defines which employees at Florida State University are affected by this training requirement and to what extent.

The first step is to review current guidance as provided by the NIMS Integration Center (NIC), as well as additional guidance issued by the U.S. Department of Education (ED).

In its guidance, the NIC and ED define NIMS training requirements in accordance with generic response roles:

- **Entry Level / Field Responders:** law enforcement officers, emergency medical technicians, paramedics, first responders, firefighters, public works employees, emergency management team members, skilled technical assistants, support personnel and volunteers, or other personnel with designated emergency duties or responsibilities.
- **Middle Management:** directors, supervisors, managers, EOC personnel, team leaders with designated roles / responsibilities during an emergency.
- **Command and General Staff:** executives, emergency managers, law enforcement leadership, public information officers, inter-agency liaisons, select department heads with multi-agency coordination responsibilities, EOC section chiefs.
- **Executives:** executives, elected officials, senior management

The NIC and ED further define which courses each response role should complete:

Course #	Title	Hours	Online Indep. Study?	Entry Level	Middle Management	Command Staff	Executives
100.HE	Introduction to Incident Command System for Higher Ed	3.0	Yes	X	X	X	
200.a	Basic ICS	3.0	Yes	X	X	X	
300	Intermediate ICS	24.0	No		X	X	
400	Advanced ICS	16.0	No			X	
700.a	Introduction to NIMS	3.0	Yes	X	X	X	
800.b	Introduction to National Response Framework	3.0	Yes		X	X	
402	ICS Overview for Executives	3.0	No				X

The above table also indicates the course duration and availability as an online, internet based, independent study course.

For purposes of Florida State University, Appendix 1 of this policy clearly defines which FSU employees must complete what level of training.

Below are the course descriptions, pre-requisite requirements, and internet links to online training or classroom schedules, as appropriate.

* Introduction to Incident Command System, Higher Education Edition

(I-100.HE). ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).
Available online as independent study at:
http://training.fema.gov/EMIWeb/IS/IS100HE.asp
Available in classroom delivery format at FSU. Schedule:
http://www.safety.fsu.edu/trainingcalendar.html

* ICS for Single Resources and Initial Action Incidents (I-200.a). ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.
Prerequisites: I-100
Available online as independent study at:
http://training.fema.gov/EMIWeb/IS/is200a.asp
Available in classroom delivery format at FSU. Schedule:
http://www.safety.fsu.edu/trainingcalendar.html

* National Incident Management System (NIMS) (I-700.a). On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5. HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.
Available online as independent study at:
http://training.fema.gov/EMIWeb/IS/is700a.asp
Available in classroom delivery format at FSU. Schedule:
http://www.safety.fsu.edu/trainingcalendar.html

* National Response Framework (I-800.b). The National Response Framework, or NRF, describes how the Federal Government will work in concert with State, local, and tribal governments and the private sector to respond to disasters. This course introduces the NRP. It is intended for DHS and other Federal staff responsible for implementing the NRP, and Tribal, State, local and private sector emergency management professionals.
Available online as independent study at:
http://training.fema.gov/EMIWeb/IS/is800b.asp
Available in classroom delivery format at FSU. Schedule:
http://www.safety.fsu.edu/trainingcalendar.html

Intermediate ICS for Expanding Incidents (G-300). ICS 300 is designed for responders and personnel who will be in leadership positions during a major incident. Topics include: unified command, assessment and objectives, incident action planning process, incident resource management, demobilization, transfer of command and closeout.
Prerequisites: I-100, 200, 700, 800
Classroom delivery only. No online independent study option.
Available by Florida Division of Emergency Management. Schedule:
http://www.floridadisaster.org/TrainingCalendar/index.asp
Available in classroom delivery format at FSU. Schedule:
http://www.safety.fsu.edu/trainingcalendar.html

Advanced ICS for Command and General Staff – Complex Incidents (G-400). ICS 400 is designed for personnel who will be direction emergency response during a major incident. Topics include: major / complex incident or event management, area command, complexes, and multiagency coordination.
Prerequisites: I-100, 200, 300, 700, 800
Classroom delivery only. No online independent study option.
Available by Florida Division of Emergency Management. Schedule:
http://www.floridadisaster.org/TrainingCalendar/index.asp
Available in classroom delivery format at FSU. Schedule:
http://www.safety.fsu.edu/trainingcalendar.html

Incident Command System, Overview for Executives (G-402). The purpose of this course is to provide an orientation to the Incident Command System (ICS) for Executives and Senior Officials (including elected officials, city/county managers, agency administrators, etc.)
Classroom delivery only. No online independent study option.
Available in classroom delivery format at FSU. Schedule:
http://www.safety.fsu.edu/trainingcalendar.html

Logistics Support and Resource Requirements

Scheduling Authority: The Emergency Management Coordinator (EMC) of Florida State University is authorized to schedule classroom offerings of 100, 200, 402, 700, or 800 at will. Classroom offerings of 300 or 400 must be coordinated and approved with the Florida Division of Emergency Management.

Training Facilities: Florida State University has ample training room space available for conducting requisite NIMS training. Options include, but are not limited to: Carothers 1200, Tanner 209, Oglesby Union, or Student Services Building.

Instructors: Florida State University shall have at least one certified NIMS instructor resident on campus. Otherwise, it must coordinate with the Florida Division of Emergency Management to obtain additional instructors.

Instructor Materials: Instructor materials are available to certified NIMS instructors via DHS / FEMA.

Student Materials: Students enrolled in classroom delivery of 100, 200, 700, or 800 have electronic access to course materials via the FEMA Independent Study Web Site. Those wishing printed paper copies are responsible for making their own copies.   Students enrolled in 300, 400, or 402 will be provided student manuals by the Florida Division of Emergency Management.

Plan Maintenance

This Policy and Plan is maintained by the Department of Environmental Health and Safety, Emergency Management Section.

This Plan is to be comprehensively reviewed annually on or by June 30 for implementation during the subsequent fiscal year commencing July 1.

The annual review is conducted by all parties identified with Responsibilities above.
Major, substantive changes in policy, roles or responsibilities requires concurrence of affected parties.

Appendix 1: Florida State University NIMS Training Requirement Matrix

For purposes of Florida State University, the following matrix defines which university employees must complete what level of NIMS training.

Division / Department	Position	100.HE	200.a	300	400	700.a	800.b	402
Academic Affairs / Provost	Provost, Dean of Faculties, Asst. Dean of Faculties, Asst. Vice President							X
Alumni Association	President, Chief of Staff, Facilities Manager	X	X			X		
Athletics	Director							X
Athletics	Associate Directors of Communications, Football, Facility Planning	X	X	X		X	X	
Athletics	All others not listed separately with event management and/or emergency duties	X	X			X		
Boosters / Varsity Club	All persons with event management and/or emergency duties	X	X			X		
Campus Recreation	Director, Associate Directors	X	X	X		X	X	
Campus Recreation	All others not listed separately with emergency duties	X	X			X		
Communications / University Relations	Vice President							X
Communications / University Relations	News and Public Affairs Director	X	X	X	X	X	X	
Communications / University	Personnel with emergency	X	X	X		X		

Department	Role								
Relations	notification and warning duties								
Communications / University Relations	All others not listed separately with event management and/or emergency duties	X	X			X			
Counseling Center, University	Director, Associate Director	X	X	X		X	X		
Counseling Center, University	All counselors and others with emergency duties	X	X			X			
Employee Assistance Program	Director, Associate Director	X	X	X		X	X		
Employee Assistance Program	All counselors and others with emergency duties	X	X			X			
Enrollment Services	Assistant Vice President, Registrar	X	X	X		X	X		
Enrollment Services	Directors: Admissions, Student Information	X	X			X			
Environmental Health & Safety	Director, Assistant and Associate Directors, Emergency Mgt Coord.	X	X	X	X	X	X		
Environmental Health & Safety	All others not listed separately with emergency duties	X	X			X			
Facilities	Associate Vice President	X	X	X	X	X	X		
Facilities	Directors	X	X	X		X			
Facilities	Supervisors, Managers, and employees with emergency duties.	X	X			X			
Finance and Administration	Senior Vice President								X
Finance and Administration	Associate Vice Presidents	X	X	X		X	X		
Foundation	Vice President of Advancement, Chief of Staff								X
FSUS / Florida High	Director, Principals	X	X	X		X			
Housing	Director, Associate Directors	X	X	X		X	X		
Housing	All others not listed separately with resident management and/or emergency duties	X	X			X			
Human Resources	Assistance Vice President, Director	X	X	X		X	X		
Human Resources	All others not listed separately with emergency duties	X	X			X			
International Programs	Director, Associate Directors	X	X	X		X	X		
International Programs	All others not listed separately with emergency duties	X	X			X			
Lab Animal Resources	All others not listed separately with emergency duties	X	X			X			

Marine Lab	Facilities Managers and All others not listed separately with emergency duties	X	X				X		
National High Magnetic Field Laboratory	Director, EHS, Mgt & Admin, Facilities	X	X	X			X	X	
National High Magnetic Field Laboratory	All others not listed separately with emergency duties	X	X				X		
Nursing, College of	Dean, Associate Dean, Assistants in Nursing	X	X				X		
Panama City Campus	Finance Director	X	X	X			X	X	
Planning & Programs	Vice President								X
Police	Chief, Assistant Chief, Command Staff, Communications Super.	X	X	X	X		X	X	
Police	Sergeants, Corporals	X	X	X			X	X	
Police	All others not listed separately	X	X				X		
President, Office of	General Counsel								X
President, Office of	All others not listed separately with event management and/or emergency duties	X	X				X		
President, Office of the	President								X
Purchasing	Director, Associate Director	X	X	X			X	X	
Purchasing	All others not listed separately with emergency duties	X	X				X		
Research	Vice President								X
Research	All others not listed separately with event management and/or emergency duties	`X	X				X		
Ringling Campus	Executive Director, COO, CFO, Safety & Security	X	X	X			X	X	
Ringling Campus	All others not listed separately with event management and/or emergency duties	X	X				X		
Student Affairs	Vice President								X
Student Affairs	Associate Vice Presidents, Dean of Students, Associate Dean of Students, Director – Oglesby Union	X	X	X			X	X	
Student Affairs	Assistant Deans / Associate Directors	X	X				X		
Student Affairs	All others not listed separately with event management and/or emergency duties	X	X				X		
Student	President,								

Division	Position							
Government Association	Secretary of Campus Safety	X	X			X		
Technology Integration	Chief Information Officer, Directors, Assistant / Associate Directors	X	X	X		X	X	
Technology Integration	All others not listed separately with event management and/or emergency duties	X	X			X		
Thagard Health Services	Director, Medical Director	X	X	X	X	X	X	
Thagard Health Services	Facilities Manager, First Responder Unit Manager, Human Resource Director, Director of Nursing	X	X	X		X		
Thagard Health Services	All others not listed separately	X	X			X		
Transportation and Parking	Director	X	X	X		X	X	
Transportation and Parking	Superintendent of Maintenance, Supervisor of Patrollers	X	X			X		
Other*	Entry Level	X	X			X		
Other*	Middle Management	X	X	X		X	X	
Other*	Command / General Staff	X	X	X	X	X	X	
Other*	Executives							X

* - As additional divisions, departments, sections, or positions are identified to have an emergency role or responsibility, use the definitions provided to classify personnel as Entry Level, Middle Management, Command/General Staff, or Executive to determine the appropriate level of training required.