



Policy Title:	National Incident Management System (NIMS)
Policy Number:	UNIV-489
Revision Date:	May 2022
Policies Superseded:	None
Policy Management Area(s):	Department of Public Safety

SUMMARY:

Coastal Carolina University complies with and employs the National Incident Management System (NIMS) to prepare for, respond to and recover from all major incidents and disasters. Employees who occupy certain emergency planning and response positions are required to complete designated NIMS related training courses.

POLICY:

- I. It is the policy of Coastal Carolina University, in compliance with Public Law 108-458 (Sec. 7301 The Incident Command System.) and the Department of Education's Office of Safe and Healthy Students (OSHS), to employ the National Incident Management System (NIMS), as outlined in Homeland Security Presidential Directive #5, for the management of major incidents and disasters. The utilization of this system complies with South Carolina Executive Order 2005-12 and provides the university with a consistent and unified approach that is employed by and compatible with federal, state and local governmental agencies.
- II. A major incident or disaster is defined as an event, whether a natural catastrophe, a technological accident, or a human-caused event, which has a significant impact on the University community, resulting in extensive property damage, casualties and/or fatalities, and which requires a response beyond routine incident management procedures.
- III. The Department of Homeland Security and the Department of Education require completion of specific NIMS related training courses:
 - a. The Department of Homeland Security requires that certain personnel, based on their roles and responsibilities preparing for, responding to, and recovering from emergencies and disasters must receive specific NIMS training in order for the jurisdiction or institution to be eligible to receive federal funding, grants and training.
 - b. The Department of Education requires that key personnel with specific responsibilities related to emergency preparedness, incident management or response, at institutions of higher education, must receive specific NIMS training. The definition of key personnel is determined by each institution.
- IV. The chart below identifies key personnel at Coastal Carolina University that are required to

complete NIMS related training. Personnel are listed in five groupings according to their roles and responsibilities in a major incident or emergency. The required training is:

- a. Independent Study courses (IS 700.b, 800.d, 100.c, 200.c) are on-line courses offered through FEMA's Emergency Management Institute, and can be found at: <https://training.fema.gov/is/crslist.aspx>
- b. Incident Command System (ICS) 300 and 400 are FEMA courses offered through the South Carolina Emergency Management Division (SCEMD). Training and registration information can be found at: <https://www.scemd.org/em-professionals/training/>.
- c. G367 (Emergency Planning for Campus Executives) is a FEMA 2 hour course. Delivery of this course will be coordinated by the Office of Emergency Management.
- d. A FEMA SID (Student Identification) is required for anyone to register for and participate in training provided by FEMA, including IS courses. If you do not have a SID, you can register at: <https://cdp.dhs.gov/femasid>.

General Personnel

Personnel with a role in emergency planning, preparedness or response.

General Personnel includes;

- Emergency Management Team
- Select supervisors:
 - Facilities Planning & Mgmt.
 - Campus Environments
 - Campus Grounds
 - Housing
 - Transportation
- DPS:
 - Security Officers
 - 911 Dispatch personnel
- EH&S staff

General Personnel will complete the following two courses:

- **IS-700.b** Introduction to the National Incident Management System (NIMS)
- **IS-100.c** – Introduction to Incident Command System (ICS)

Operational Staff

Personnel with specific emergency operations roles and/or Emergency Operations Center (EOC) staff assignments.

Operational Staff includes;

- Emergency Operations Center staff
- DPS:
 - Police Officers
 - Fire Safety staff
 - 911 Dispatch supervisor

Operational Staff will complete the following two courses, in addition to the General Personnel requirements:

- **IS-800.d** – National Response Framework, An Introduction
- **ICS-200.c** – ICS for Single Resources and Initial Action Incidents

Command Staff

Personnel with designated management roles and responsibilities during major incidents and disasters.

Command Staff includes;

- DPS:
 - Lieutenants
 - Captains
- Director, EH&S

Command Staff will complete the following course, in addition to the Operational Staff and General Personnel requirements:

- **ICS-300** – Intermediate ICS for Expanding Incidents

Incident Managers

Key personnel with a leadership role in commanding or managing major incidents and disasters.

Incident Managers includes;

- DPS:
 - Chief
 - Deputy Chief
 - Major
 - Director, Emergency Management
 - Emergency Management staff
 - Fire Marshall

Incident Managers will complete the following course, in addition to the Command Staff, Operational Staff and General Personnel requirements:

- **ICS-400** – Advanced Incident Command System for Command and General Staff, Complex Incidents and MACS

Executive Leaders

Provide guidance on priorities and objectives based on situational needs for the incident commander and Emergency Operations Center, as required.

Includes: President, Provost,
and Emergency Management Executive Group members

Executive Leaders will complete the following two courses:
IS-100.c – Introduction to the National Incident Command System (NICS)
G367 – Emergency Planning for Campus Executives