

Napa Valley Community College District

**NIMS (National Incident Management System)
Minutes of the Training Session for Board of Trustees
February 21, 2009**

Conducted by Ken Arnold

The Board of Trustees assembled at 9:00 a.m.

State and Federal Law require that elected officials receive emergency training, specifically ICS 402 (Federal Law) and SEMS (Standard Emergency Management Systems).

Ken Arnold, Chief, Campus Police Department, and member of DRCC (Disaster Resistant California Community Colleges) was the trainer. He distributed the ICS 402 & SEMS Executive Training Booklet. He said that everyone on campus had to go through some kind of training. The training for board members is that for elected officials and so requires a more extensive training. He noted that training is required in order to receive recovery funds.

He said that one of the strengths of Napa Valley College's emergency planning is our connectedness and strong working relationships with other entities in the County. He said that because the level of training in Napa County is excellent, and the college has been a key player in the training process, the District is in a good position. He noted that the size of the community means that our emergency personnel know each other and there has been a history of sharing resources.

Chief Arnold outlined board responsibilities for overall policy direction, emphasizing the need to be proactive versus reactive. He said the board was responsible for mitigation efforts; ensuring resources and readiness; and supporting training & exercises. He reviewed preparedness issues, including the board's initial response of checking in, receiving a briefing, and the possibility of a special board meeting. He stressed the importance of respecting the chain of command. The superintendent/president would communicate directly to the board president, who would then communicate with board members. The board room would be the primary command center in the case of an emergency.

During an emergency, Chief Arnold explained that there are management principles that allow us to deal with whatever happens, without relying in any given individual. The National Incident Management system (NIMS) standardizes incident management processes, protocols, and procedures for use by all responders. It mandates the use of the Incident Command System (ICS), which relies on common terminology, manageable span of control, common position title, and reliance on an incident action plan for its effectiveness. It is designed to improve coordination among agencies and facilitates the flow of information and resources.

Chief Arnold reviewed the emergency operation plan priorities, which start with life-saving, life safety, environmental protection, property protection, and finally, resumption of normal business activities. He also reviewed the top threats to this area—earthquake and flood.

He said that NIMS and SEMS require that the board adopt the ICS system as the jurisdiction's official incident response system. The board must also direct incident managers to train, exercise, and use the Incident Command System. ICS must be integrated into functional and system-wide emergency operations policies, plans, and procedures. Emergency exercises must be conducted and ICS training for District personnel must be conducted.

Chief Arnold reviewed the current status of college emergency communications. He noted that we have 25 emergency phones located throughout the campus. The college has also made significant strides in its repertoire of emergency communications, including the following capabilities: mass email; mass phone messages; mass SMS, and AlertU. The LYNX notification system allows officer call back and notifies key emergency staff and key officials.

Chief Arnold reviewed the principles and organization of ICS, including common terminology; chain of command; organization, benefits, and uses. Chief Arnold certified the training. He offered to provide, at a future date, training exercises where board members are put in functional situations to supplement the training the board received at this training. The board also discussed the possibility of PIO training that would provide the board with a better understanding of how to effectively deal with the media. The board voiced its interest in a future training related to the media.

The board thanked Chief Arnold for the excellent and informative training.

The board concluded its meeting at 12:00 p.m.