

# MEMO

**To:** Douglas County Commission  
Baldwin City Council  
Eudora City Council  
Lecompton City Council  
Lawrence City Commission

**From:** Teri Smith

**Date:** August 23, 2010

**Re:** NIMS Training

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Douglas County is not immune to severe weather, fires, or hazardous materials incidents. Since all responses to incidents involve local government, the support of elected and appointed officials is crucial to the success in preventing, preparing for, responding to, and recovering from disasters. By virtue of their office, elected officials (K.S.A. 48-932) have the authority to make decisions, commit resources, obligate funds, and command the resources necessary to protect the population, stop the spread of damage, and protect the environment.

FEMA strongly recommends that elected officials complete Incident Management training. It is also imperative that everyone directly involved in managing an emergency understand the command reporting structures, common terminology, and roles and responsibilities inherent in a response operation. Additionally, certain federal grants require this training.

A course designed especially for elected officials is available locally. This two-hour course provides an overview of the National Incident Management System and is being offered on one of the following dates:

October 6, 2010 – 6:30PM

October 12, 2010 – 4:30PM

October 18, 2010 – 4:30PM

October 27, 2010 – 6:30PM

Please let me know by September 1, 2010 what would work best for you and we will schedule the class when the majority can attend. As always, your support is deeply appreciated. If you have any questions, please do not hesitate to contact me.