

# MEMO

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

**From:** Teri Smith

**Date:** September 21, 2010

**Re:** NIMS Training

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Douglas County is not immune to destructive weather, and other emergencies and critical events. Since all disasters are “local” events, the support of elected and appointed officials is crucial to the success in effectively managing and recovering from the event. 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 Wednesday October 6, 2010 at 4:00PM in the Douglas County Commission chambers.

To ensure we have enough material, please RSVP to me by October 1, 2010. If you have any questions, please do not hesitate to contact me.