September 28, 2009

TO: Chancellors Manuel Cabral
    Helen Cox
    Douglas Dykstra
    Rockne Freitas

    Leon Richards
    Michael Rota
    Clyde Sakamoto

SUBJECT: COMPLIANCE WITH STATE CIVIL DEFENSE ON MANDATE FOR
ICS/NIMS TRAINING & ADOPTION OF PROTOCOL FOR
EMERGENCY MANAGEMENT PREPAREDNESS

This memo is to advise you on the requirements set forth by State Civil
Defense (SCD) related to US Homeland Security and State of Hawai‘i compliance with
requiring that states and local jurisdictions adopt the National Incident Management
System (NIMS). On April 24, 2009 Major General Robert G.F. Lee, HING, Director of Civil
Defense, sent a letter to President David McClain requiring the University of Hawai‘i to
comply with specific performance-based metrics as prescribed in the NIMS 2009
Compliance Objectives. The deadline set forth in Major General Lee’s letter was
September 1, 2009.

The adoption of NIMS is meant to better prepare your campus for a domestic
response to all types of incidents that may occur at your campus, as well as strengthen
your ability to quickly recover from an incident. Across the nation many of our peer
institutions have already adopted the NIMS protocol and have shown dramatic
improvement to their emergency preparedness and response efforts.

Within the Community Colleges System Office, we have already begun the
process to have key personnel trained in NIMS to be in compliance with the SCD directive.
We need to now have each campus begin the process to identify “key personnel” for
training and compliance with the SCD directive. To assist you in this process, we have
attached a recommended list of positions by current job function that should be considered
for training, and at what level of training that would be required to meet the SCD directive
for compliance. Please understand that a concerted effort will be required to comply with
this directive which involves a lot of time and effort of many staff members, including
yourself.

The majority of the training classes can be done online and at your own pace
(http://training.fema.gov/IS/NIMS.asp). Other classes require a certified instructor to
administer the course that SCD currently provides at no cost to state agencies. I have asked Brian Pactol, our resident expert in this area, to work closely with your Vice Chancellor for Administrative Services to coordinate your campus’ effort to insure compliance.

Thank you for taking the time to prepare and remain vigilant over the safety and security of our campuses and the UHCC community.

Michael T. Unebasami  
Associate Vice President for Administrative Affairs

c VP John Morton  
AVP Peter Quigley  
Director Brian Pactol

Attachments

1. SCD letter to David McClain  
2. UHCC-Recommendation on Level of Personnel Training Requirements  
3. FY2009 NIMS Implementation of Objectives  
4. Key Personnel and NIMS Training for Schools and Higher Education Institutions