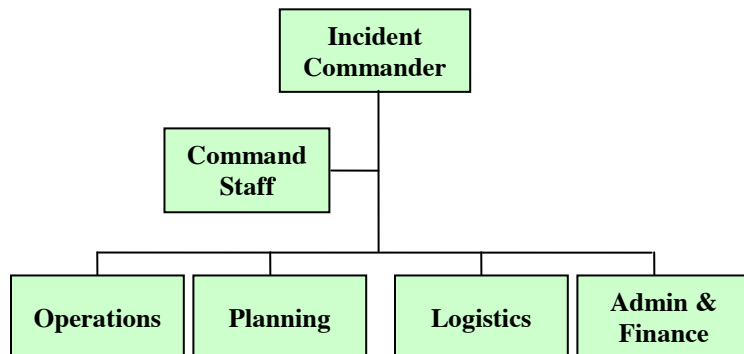


X. DIRECTION AND CONTROL

As recommended by Homeland Security Presidential Directive 5 and Florida Statute 252, the Seminole Tribe has adopted an incident management system that follows the principles of National Incident Management System (NIMS) and consistent with the State of Florida Comprehensive Emergency Management Plans. The incident management model followed by the Museum and THPO are based on the principles of the Incident Command System (see **Figure 1**). The ICS model has been recognized as the model for the command, control and coordination of resources and personnel in response to emergencies. The ICS is designed to enable effective and efficient incident management by integrating the use of facilities, equipment, personnel, procedures and communications operating within a common organizational structure. ICS principles and procedures require the use of common terminology, modular organization, integrated communications, unified command structure, incident action planning, manageable span of control, pre-designated facilities and comprehensive resource management. The ICS management is structured to facilitate activities in five major functional areas: command, operations, planning, logistics, finance and administration.

The Museum and THPO use the ICS model to organize both short-term and long-term operations for a broad spectrum of emergencies. These tasks are performed under the overall direction of the Incident Commander. This flexible management method allows expansion or contraction of emergency resources as dictated by the magnitude and complexity of the event.

Figure 1 – ICS Structure



The functions of the ICS positions are as follows:

- The Incident Commander has overall responsibility for managing the entire event. The Incident Commander is also responsible for activities such as developing and implementing strategies, the ordering and release of resources, the provision of information to internal and external stakeholders and establishing and maintaining liaisons with other agencies participating in the incident. The Incident Commander may assign a Public Information Officer (PIO) and a Liaison Officer – as members of command staff - to carry out those functions as appropriate. When assigned, the PIO provides for the coordination of emergency information and also interacts with and manages media requests. When assigned, a Liaison Officer facilitates and coordinates the actions of external supporting or assisting agencies.

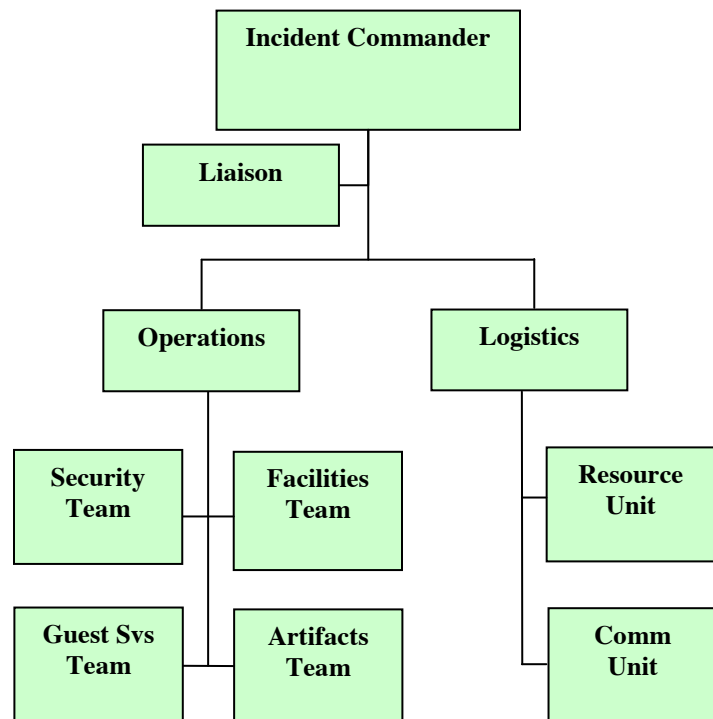
- The Operations Section is responsible for the management of all operations directly applicable to the incident. The Operations Section Chief activates and supervises organizational elements and directs tactical actions.
- The Planning Section is responsible for the collection, evaluation, and dissemination of information about the incident and the status of resources. The Planning Section Chief develops the incident action plan for the Incident Commander's approval.
- The Logistics Section is responsible for providing facilities, services, and material in support of emergency operations. The Logistics Section Chief participates in the development of the incident action plan and activates and supervises the units within the logistics section.
- The Administration/Finance Section is responsible for the organization, management, and operation of activities related to the administrative and fiscal aspects of the event. These activities are administered within the guidelines, policies, and constraints, established by the Incident Commander.

Emergency Response Team

- Museum Director
- THPO Director
- Operations Manager
- Curator of Exhibits
- Collections Officer
- Registrar
- Assist Ops Manager
- Head of Security
- Business Manager
- Accreditation and Compliance Coordinator
- Programs Officer
- Education Coordinator
- Development Officer

See Appendix 1 for Contact Information

Figure 2 - Incident Management Structure (Sample)



The Museum and THPO have formed an Emergency Response Team (ERT) for managing most of the anticipated incidents. The team consists of four primary elements: 1. Incident Command; 2. Operations; 3. Logistics; and 4. Planning. As needed, each element will be expanded to manage the incident at hand (see **Figure 2**). For emergencies and disasters, the incident management structure can be expanded further as necessary.

The first member of the ERT to arrive/detect an incident will assume the role of Incident Commander until such time as relieved of the position by a more senior member of Museum management. For a change in command to occur, there must be a change in command briefing and the incoming IC must make the rest of the incident responders aware of the change in command.

The IC will assign ERT members to Command Staff, General Staff, or Teams as necessary to effectively manage the response. Each element of the structure will have only one (1) person assigned to be in charge of the element.

A. Incident Command Post

The Security Control Room/Conference Room located in the Curatorial building (see **Attachment 3**) will function as the Incident Command Post for emergencies affecting the Museum. The Security Control Room has access to CCTV images of most of the Museum facilities and grounds. Unless it becomes unsafe, the Incident Command Post will continue operation throughout the emergency response period. Should there be a need to evacuate to an alternate Incident Command Post; all Museum and THPO staff will be advised of the timing of the move and the location of the new Incident Command Post location.

The Incident Command Post is responsible for the following objectives:

- Establishment of command functions (Incident Commander)
- Management of incident response operations.
- Establishment of communications controls.
- Implementation of notification procedures.
- Coordination, and/or acting as a liaison with appropriate Tribal agencies and the private sector.
- Transferring command when appropriate.

B. Alternate Incident Command Post

If the situation is such that it compromises the safety of personnel in the primary Incident Command Post, an alternate command post will be established.

- The first choice for an alternate Incident Command Post will be the Library (see **Attachment 2**). Plans for establishment of a security checkpoint/console at the Museum entrance are underway. This will facilitate the function as an alternate Incident Command Post.
- If the above location is deemed inappropriate, an alternate location will be selected (e.g. Museum Parking Lot) and set up using the resources contained in the Evacuation Disaster Kit and the Disaster Trailer.