

TERC Meeting
June 3, 2013
Minutes

Meeting Objectives: To address components and project deadlines of the Administration for Native Americans (ANA) grant while providing a professional atmosphere that fosters discussion and the implementation of policies in alignment with the Tribal Emergency Response Committee (TERC) objectives.

A. Attendance

- a. Dawna Hare, Shelby Exum, Toni Hill, David Kanuho, Phillip Ellis, Vi Wills, Kelly Kersey, Monty Matlock, Brian Seigle, Deb EchoHawk, Linda Johnson, Louise Stevens, Aaron Moss and Communications summer worker Coleman Pratt.
- b. **Place:** Building 64 Conference Room. **Time:** Meeting began at 2:30 p.m. and adjourned at 3:41 p.m.
- c. Chairperson Toni Hill announced that the minutes from the March 4, 2013 TERC meeting had been placed on the Pawnee Nation website. Minutes from both the March 4, 2013 and June 3, 2013 meetings were taken by Toni Hill.
- d. The next TERC meeting will be held Monday, Sept. 9, 2013 at 2:30 p.m. in the Conference Room in Building 64. An agenda will be distributed by Friday, Aug. 16, 2013. Please submit any items for discussion to the Communications Office no later than Tuesday, Aug. 13, 2013.

B. TERC Facilitators

- a. Christal Windholz/Brian Seigle – ANA Grant Facilitators
 - b. Gerald Woommavovah – Emergency Service Coordinator (ESC) – not present
 - c. Toni Hill – Chairperson/Public Information Officer (PIO)
- Update:** Brian Seigle provided the ANA Grant update. The laptops are currently housed in I.T. and available as needed for checkout in the event of an emergency. The purchase of radios is on hold pending the implementation of the new tower currently under construction. An update will be provided during the Sept. 9, 2013 TERC meeting.

C. National Incident Management System (NIMS) Compliance

- a. Human Resources:
 - i. Provide an update of compliance and completion.
 - ii. New employees will be advised to complete the appropriate courses during orientation. New Directors will also need to confirm the existence of and/or revise a departmental Continuity of Operations (COOP) plan. Both assignments will need to be completed during the 90-day Introductory Period as appropriate.

Update: Human Resources Manager Shelby Exum confirmed that NIMS certificates of completion have been received from employees as required. Toni Hill is working with Human Resources to schedule training sessions for new employees to aid in the completion of the required NIMS courses during the 90-day Introductory Period. Emergency Service Coordinator Gerald Woommavovah was not in attendance so an update regarding the completion of COOP Plans will be addressed during the Sept. 9, 2013 TERC Meeting.

D. TERC Discussion Items

Concerns expressed regarding the activation of the Emergency Operations Center (EOC) on May 30 due to severe weather including tornadic activity as reported by media outlets.

- a. Check-in Procedures;
Update: All Directors and/or those acting under Delegations of Authority are responsible for immediate notification to the Incident Commander (IC) and the PIO after ensuring that employees are safe.
- b. Shelter Assignments;

Update: Dawna Hare will visit with Pawnee Nation’s insurance provider to determine liability and provide an update. In the interim, employees are personally accountable for choosing not to follow any mandated warnings and/or recommendations issued by the IC.

- c. “All Clear” Signal;
Update: The “All Clear” notification will be distributed by the PIO as instructed by the IC.
- d. Employee Leave During Incident;
Update: Dawna Hare will visit with Pawnee Nation’s insurance provider to determine liability and provide an update. In the interim, employees are personally accountable for choosing not to follow any mandated warnings and/or recommendations issued by the IC.
- e. Building Exit Plans;
Update: The Facilities Manager has supplied exit plans to the Communications Office. The Communications Manager will work with the Executive Office and the ESC to disperse appropriately.
- f. Communications;
Update: Alternate communications will comprise of radio communications upon purchase. In the interim, Department Directors need to follow Emergency Management Guidelines as outlined in the NIMS, the Hazard Mitigation Plans, the Continuity of Government Plan and procedures as listed in the TERC minutes. Additional resources may be assessed on the Pawnee Nation shared drive under the Emergency Management tab. Directors are accountable for familiarity with this information. For more information on NIMS, visit <http://www.fema.gov/national-incident-management-system>.
- g. Notification Time Frame;
Update: Chief of Police and acting IC David Kanuho advised that he provided and disbursed information as made available by the National Weather Service (NWS). In the future, the PIO will disseminate warnings provided by the NWS as directed by the IC. All employees that carry a Tribal phone are encouraged to download the NWS application, maintain active monitoring and take action as appropriate.
- h. I.T./EOC Area;
Update: Only authorized personnel may be in the EOC. Department Directors are accountable for assigning a staging area for employees as appropriate. The assigned staging area for Building 64 is the Conference Room.
- j. Safe Room and Shelters;
Update: All shelters will be evaluated by the Facilities Department under the direction of the Executive Office and steps taken to ensure safety and effectiveness. The Division of Health & Community Services under the direction of Deb EchoHawk will create kits containing lanterns, first aid items, water and other necessary components. Drills and updates will be ongoing.

Abbreviations/Terms Guide

ANA - Administration for Native Americans	PIO - Public Information Officer
TERC - Tribal Emergency Response Committee	ESC - Emergency Service Coordinator
COG - Continuity of Government	IC - Incident Commander
COOP - Continuity of Operations	FEMA - Federal Emergency Management Agency
EOC - Emergency Operations Center	IT - Information Technology
NIMS - National Incident Management Systems	PIO - Public Information Officer
Staging Area - Area where employees wait for further instruction. (This has been modified from FEMA’s definition to fit Pawnee Nation.)	