

**TERC Meeting
Sept. 9, 2013
Agenda**

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

Time/Place: Building 64 Conference Room from 2:30 – 3:15 p.m.

i. Innovation and Introduction of Committee Facilitators

- a. Christal Windholz – ANA Grant Administrator
- b. Gerald Woommavovah – Emergency Service Coordinator
- c. Toni Hill – Chairperson/Public Information Officer

ii. ANA Grant Overview

- a. **ANA Grant Administrator:** Present a brief (five minute) overview of the ANA grant.
- b. **ANA Grant Administrator:** Address any questions or unresolved concerns regarding the ANA grant.
- c. **ANA Grant Administrator:** Provide an update on the purchase of listed equipment.
 - i. Tower
 - ii. Radios

iii. 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 COOP plan. Both assignments will need to be completed during the 90-day Introductory Period as appropriate.

iv. TERC Discussion Items

Activation of the EOC on May 30.

Concern update:

- 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.
- i. 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 including the Safe room in the Fitness Center and concerns about the mirrors and weights.
- j. 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.

v. **Proposed solutions**

- a. Directors should monitor National Service Weather alerts and advise employees as appropriate to increase preparedness and notification time;
- b. When directed to seek shelter, compliance should be mandatory;
- c. The check-in procedures should be automatic and instead once employees are secure;

- d. Should employees be required to take administrative leave before leaving assigned shelters in the event of severe weather to protect Pawnee Nation for legal liability in case of injury or death of the employee while mobile;
- e. Instead of allowing employees not associated with the EOC duties to enter the EOC, should the conference room in Building 64 serve as a meeting area;
- f. Radios for each building to use in case of compromised communications;
- g. Confirm established exit plans for all buildings. Jimmy Jestes
- h. Evaluate safe room in Fitness Center.
- i. Deb EchoHawk – Discuss the implementation of safety checks at each shelter location performed by a certified safety officer.

vi. Committee Voting

- a. Voting will commence as appropriate.

vii. New Business

- a. Placed on the agenda for the next meeting.

Proxy Assignment: If a director cannot attend the meeting, a proxy with full power to vote and speak for the represented department must be present. It is vital that each department is represented. The proxy accepts the responsibility for disseminating the information from the TERC to departmental staff.

Abbreviations Guide

ANA - Administration for Native Americans	NIMs - National Incident Management Systems
COG - Continuity of Government	PIO - Public Information Officer
COOP - Continuity of Operations	ESC - Emergency Service Coordinator
EOC - Emergency Operations Center	FEMA - Federal Emergency Management Agency
IT - Information Technology	TERC - Tribal Emergency Response Committee