

TERC Meeting
Sept. 9, 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/Next Meeting

- a. **Attendees:** Muriel Robedeaux, Shelby Exum, Toni Hill, Vi Wills, Louise Stevens, Aaron Moss, Tiffany Fietze, Christal Windholz, Chris McCray, Rebekah Horsechief, Tamera Hawkins, Dawna Bowman and Gerald Woommavovah.
- b. **Place:** Building 64 Conference Room. **Time:** Meeting began at 2:40 p.m. and adjourned at 4 p.m.
- c. Chairperson Toni Hill announced that the minutes from the June 3, 2013 TERC meeting had been placed on the Pawnee Nation website. Minutes taken by Toni Hill.
- d. **The next TERC meeting will be held Monday, Jan. 6, 2013 at 2:30 p.m. in the Conference Room in Building 64.** An agenda will be distributed by no later than Friday, Nov. 22, 2013. Please submit any items for discussion to the Communications Office no later than Friday, Nov. 15, 2013.

B. TERC Facilitators

- a. Christal Windholz/Brian Seigle (not present) – ANA Grant Facilitators
 - b. Gerald Woommavovah – Emergency Service Coordinator (ESC)
 - c. Toni Hill – Chairperson/Public Information Officer (PIO)
- The agenda item listed on the June 3, 2013 agenda – “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” was discussed as Discussion Item iv-f.

C. National Incident Management System (NIMS) Compliance

- a. Human Resources:
 - i. Provided 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. See below for schedule.

Emergency Service Coordinator Gerald Woommavovah reminded attendees of the importance of completing and updating COOP Plans.

NIMS Training Classes

Oct. 15, 2013 - NIMS100

Oct. 17, 2013 – NIMS700

Classes will be facilitated by the Public Information Officer and held in the EOC (I.T. office in Building 64) from 9 a.m. until noon.

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.

Resolution: Approved

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.

Resolution: Approved

Update provided following the meeting by Human Resources Manager Shelby Exum as inserted below and sent to the TERC on Tue 9/10/2013 9:23 AM.

"I received a response from our insurance carrier regarding liability in the event of a natural disaster such as a tornado. What happens if an employee chooses not to seek shelter or leaves campus after the warning to seek shelter is provided?"

Per our insurance carrier, the Pawnee Nation's liability from a negligence perspective is very little if any. We could actually increase our liability if we promoted a tornado proof shelter to our employees "requiring" them to take shelter and injury or death occurs as result of taking shelter in a building that they may later deem unsafe.

Liability of an Injured Worker may be something different. The chances of the employee being injured could increase due to the employee not taking appropriate shelter; however, if the person is not in their scope of duties as an employee it could be argued that it is not a compensable claim.

All that being said. Sometimes it just depends on the details of the actual claim. It is still important for us to take precautionary steps to protect our employees so please make sure that your division/department has a written plan in action in the event of an emergency. I will be sending everyone a form template for employees to sign off on once you go over the division/department written plan with them."

c. "All Clear" Signal;

Update: The "All Clear" notification will be distributed by the PIO as instructed by the IC.

Resolution: Approved

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.

Resolution: Approved Please refer to item D.b. previously documented for an update provided by Human Resources.

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.

Resolution: Approved

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>.

Resolution: Altered. Division Directors will be responsible for assuring a back-up communication method with revisions placed in the respective COOP plans. Human Resources will provide support as necessary. The TERC decided that walkie-talkies were not necessary at this time.

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.

Resolution: Approved

h. I.T./EOC Area;

Update: Only authorized personnel may be in the EOC. **Resolution: Approved** Department Directors are accountable for assigning a staging area for employees as appropriate. The assigned staging area for Building 64 is the Conference Room.

Resolution: Approved with the alternation requiring Division Directors to maintain COOP procedures regarding the evacuation and/or shelter and meeting requirements for employees.

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.

Resolution: Tabled

E. New Business

1. Continuity of Government ANA Project #90NA8078/01 Operation: “Well Blow Me Down”

Christal Windholz provided an update on the Continuity of Government ANA Project #90NA8078/01 Operation: “Well Blow Me Down” conducted on Friday, Aug. 16, 2013.

The scenario encompassed the complete destruction of Building 64 and the Bureau of Indian Affairs along with heavy damage to Gaming, Pawnee Nation College, Staffs Quarters and Tribal Court Buildings.

The following inserts are copied from the PowerPoint presentation prepared by Windholz.

The Exercise

On August 16, 2013 the exercise began at 8am and ran for four hours.

This exercise brought the Pawnee Nation together to review and discuss a hypothetical emergency situation.

The internal observers were from various department.

The external observers were the Emergency Management North East area Coordinator, the Oklahoma Emergency Management Association (OEMA) Secretary, and Osage County Emergency Manager.

Some representatives from Indian Health Services(HIS) were also in attendance.

Top Things That Went Well

Great attendance and team effort.

Exercise prompted all participants to actually think about the what ifs of the scenario.

Great job goes to the staff on the design and execution of the exercise.

Top Things That Need To Be Addressed

Better understanding of authority work flow and backup work flow to improve communications.

Identification of essential employees.

Participation of other Pawnee Nation entities.

Overview

Exercise was a great success.

Identification of areas that need to improved upon.

Has shown that in the future the Pawnee Nation can and will be prepared for a disaster.

2. Windholz recommended routine update to the COG.

Resolution: Approved

The TERC approved the motion with the assignment of completion placed on the EOC staff; the Command Staff - Safety Officer, the Liaison Officer and the Public Information Officer; a staff member of each section of the General Staff – Operations, Planning, Logistics and Finance. The Public Information Officer will be responsible for scheduling a meeting time separate from the next TERC meeting to address this task.

3. Assignment of a new Liaison Officer

Resolution: Vi Wills will continue to serve in this capacity.

4. TERC Meetings

Concerns include the engagement of employees of the Tribal Development Corporation, Pawnee Nation College and Pawnee Housing in the TERC Meetings.

Resolution: Invitations will be sent with follow-up performed by the Executive Director.

5. Emergency Management Alternates

All personnel involved in the Emergency Management mandate need to assign an alternate trained and capable of performing the respective duties. Division Directors are responsible for completion of this task as appropriate.

Resolution: Approved

6. Childcare Options

Concerns include the implementation of childcare for dependents of Emergency Management personnel. Should Pawnee Nation provide childcare?

Resolution: Tabled pending further research

Abbreviations/Terms Guide

ANA - Administration for Native Americans

TERC - Tribal Emergency Response Committee

COG - Continuity of Government

COOP - Continuity of Operations

EOC - Emergency Operations Center

NIMs - National Incident Management Systems

Staging Area - Area where employees wait for further instruction. (This has been modified from FEMA's definition to fit Pawnee Nation.)

PIO - Public Information Officer

ESC - Emergency Service Coordinator

IC - Incident Commander

FEMA - Federal Emergency Management Agency

IT - Information Technology

PIO - Public Information Officer