

**TERC Meeting  
June 3, 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. Eight (8) laptops to be housed in IT and used during times of crisis with ongoing training for preparation
  - ii. Tower
  - iii. 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.

Concerns:

- a. Failure of all directors checking in with Dawna to ensure that all employees were accountable for and safe;
- b. Reports of several employees standing outside to watch the storm instead of reporting to the shelters are assigned;
- c. Confusion regarding the “all clear”;
- d. Employees leaving work to pick up children, then returning to the EOC with children;
- e. The confirmation of established exit plans for all buildings;
- f. Lack of communication assess via cell phones due to storm and compromised tower signals;

- g. Communications compromised;
- h. Not adequate notice of need to travel to shelters;
- i. I.T./EOC area being compromised due to access by non-official employees' access;
- j. Not adequate lighting in the shelters;
- k. Safe room in the Fitness Center (mirrors and weights).

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.

e. **Committee Voting**

- a. Voting will commence as appropriate.

f. **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**

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