

<p>Oneida Tribe of Indians of Wisconsin - Office of Emergency Management/ Homeland Security</p>	<p><b>TITLE: Emergency / Disaster Communication Plan Standards</b></p>	<p><b>DATE: 10/01/2007</b>  <b>REVISION DATE:</b>  <b>EFFECTIVE DATE:</b>          After last signature</p>
<p>DIVISION: Tribe-wide Emergency Responders</p> <p>DEPARTMENT: Tribe-wide Emergency Responders</p>	<p>APPROVED BY: <i>Chief of Staff</i> William Gollnick</p> <p><i>[Signature]</i></p> <p>APPROVED BY: <i>General Manager</i> Debbie Thundercloud</p> <p><i>[Signature]</i></p> <p>APPROVED BY: <i>General Manager</i> Neil Cornelius</p> <p><i>[Signature]</i></p> <p>APPROVED BY: <i>Chief Financial Officer</i> Paul Van Noie</p> <p><i>[Signature]</i></p>	<p>DATE:</p> <p>DATE: 11/9/07</p> <p>11-15-07</p> <p>DATE: 11-25-07</p> <p>DATE: 11/12/07</p>
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**I. PURPOSE**

- 1.1 To outline the communication plan standards that all Tribal units identified as emergency responders are to use for an emergency/disaster affecting the Tribal workforce and community. Using the standardized communication practices within this document helps ensure interoperability for incident management.
- 1.2 The Tribe's processes and procedures regarding emergencies / disasters shall be similar to other organizations – Federal, State, local, and tribal – for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
- 1.3 This document is intended to supplement training that emergency responder Tribal units are provided.

**II. DEFINITIONS**

- 2.1 Interoperability: Emergency responder Tribal units coordinating communication efforts to: 1) ensure consistency and accountability with emergencies/disasters 2) enable responders to work with other units on demand, in real time, when needed, when authorized.

- 2.2 Emergency Responder Tribal Units: (Including, but not limited to) Emergency Management/Homeland Security, Oneida Police, Conservation, Safety Officers, Public Health, Employee Health, Behavioral Health/Social Services, Internal Security, Department of Public Works, Transit, Management Information Systems, Communications, Law Office, Hazardous Materials, Custodial, Finance/Purchasing, Indian Child Welfare, Utilities, Planning/Engineering, Community Wells & Septic.
- 2.3 NIMS: National Incident Management System.
- 2.4 Emergency/Disaster: Any incident human-caused or natural that requires responsive action to protect life or property. E.g., Tornado, flood, fire, hazardous material spill, bomb, severe weather, aircraft accident, terrorist threat or attack, public health emergencies.

### III. WORK STANDARDS

- 3.1 All emergency responder Tribal units shall comply with the following communication standards for emergencies/disasters per Tribal and Federal mandates: Homeland Security Presidential Directive 5, NIMS resolution 03-17-07-A.
- 3.2 Each emergency responder unit head shall identify a primary and alternate emergency liaison for emergency/disaster preparedness and response.
- 3.3 The emergency responder unit head or alternate shall share and keep current contact information with the Emergency Management Director for inclusion in a roster so that easy contact can be made during an emergency/disaster. E.g., work phone number, home phone number, cell phone number, etc.
- 3.4 Each emergency responder unit head or designee shall create a **communication plan** that will be used for planning for and responding to emergencies/disasters.
  - 3.4.1 This document (“Emergency/Disaster Communication Plan Standards”) outlines some important aspects of a communication plan. It is to be used as the general framework for creating a communication plan.
  - 3.4.2 Each emergency responder unit’s communication plan shall be customized for the unique service their unit provides in an emergency/disaster. The communication plan shall outline how to implement the framework provided in this document.
  - 3.4.3 The communication plan shall be approved by the Emergency Management Director and the emergency responder unit’s chain-of-command, up to the level equal or equivalent to General Manager/CFO/Chief of Staff.
  - 3.4.4 The communication plan shall be written in the Tribe’s Work Standard/SOP format for consistency.

- 3.4.5 The communication plan shall be reviewed at least twice a year for accuracy and be revised as needed.

#### Communication Plan Framework

##### **Equipment, Facilities, Staff – Assigned**

- 3.5 Emergency responder unit head or designee shall identify equipment, facilities, and staff controlled by the responsible unit that will be used to respond to an emergency/disaster. E.g., radios, vehicles, tools, trailers, buildings, staff, etc.

##### **Equipment – Installation & Testing**

- 3.6 Emergency responder unit head or designee shall ensure communication equipment used during an emergency/disaster is installed correctly and tested for maximum operability.

##### **Incident Communications - Supervision & Operation**

- 3.7 Emergency responder unit head or designee shall (once contacted by the Emergency Management Director or designee) inform emergency responder staff under their direction of where to report for duty during an emergency/disaster.
- 3.8 Emergency responder unit head or designee shall ensure equipment is available and operable for the duration of the emergency/disaster.
- 3.9 Emergency responder unit head or designee shall be in charge of equipment/facilities/staff during the emergency/disaster.

##### **Equipment – Distribution & Recovery**

- 3.10 Emergency responder unit head or designee shall distribute and recover equipment during and following the emergency/disaster.

##### **Equipment – Maintenance & Repairs**

- 3.11 Emergency responder unit head or designee shall conduct quarterly operational testing/checks and services on equipment controlled by each unit that will be used to respond to an emergency/disaster.

## **Multi-Agency Coordination System (MACS)**

- 3.12 Emergency responder unit head or designee shall be committed to working with other units, governments, and agencies prior to, during, and following emergency/disaster. E.g., Tribal units, County, State, Federal.

### **Plain Language**

- 3.13 Emergency responder unit head or designee shall ensure plain language is used by all emergency responder staff when communicating with other emergency responder staff outside their unit during the emergency/disaster.

Note: Emergency responders come from many disciplines with unique communication standards. It is imperative all emergency responders do not use codes, acronyms, abbreviations, slang etc. when communicating. The simplest, most standard language should be used; (e.g., Don't use with staff outside your unit: Code green, 1042, 1080. Do use with staff outside your unit: Fire, bomb, intruder, spill, outbreak.).

Note: Emergency responder staff from each unit may use their unique communication standards with each other; (e.g., Code green is acceptable to us if used internally with their unit. Because code green can mean different things to different units, more universal language such as "chemical spill" should be used when communicating with others outside their unit.).

## **IV. REFERENCES**

- 4.1 Homeland Security Presidential Directive/HSPD-5.
- 4.2 Business Committee NIMS Resolution – 03-17-07-A.
- 4.3 NIMS Cast – Metrics Comprehensive Report – FY'07.
- 4.4 Office of Emergency Management/Homeland Security SOP's.