

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 3 / 9 / 16

2. General Information:

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header:

☐ Accept as Information only

☒ Action - please describe:

Accept as FYI - Emergency Management Quarterly Report

3. Supporting Materials

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1.

3.

2.

4.

☐ Business Committee signature required

4. Budget Information

☐ Budgeted - Tribal Contribution

☐ Budgeted - Grant Funded

☐ Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

Describe the purpose, background/history, and action requested:

Emergency Management 1st Quarter FY 2016 Report

- 1) Save a copy of this form for your records.
- 2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org



Oneida Tribe of Indians of Wisconsin Office of Emergency Management

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TO: Oneida Business Committee

FM: Emergency Management

REF: FY 2016 Quarter 1 (Oct – Dec 2015) Report/Update

Date: March 1, 2016

General Overview:

The Emergency Management Department works to ensure the Oneida Nation is in a constant state of readiness through the use of efforts focusing on preparedness, mitigation, response and recovery. Coordinating and cooperating with numerous divisions and departments within the Tribal organization as well as differing jurisdictional response agencies/entities EM focuses on providing a coordinated timely response to emergencies and/or disasters that threaten the life safety of community members, the environment and/or assets of the Oneida Nation. Through a shared vision of coordination and cooperation emergency/disaster plans have been developed using shared principles of response initiatives; EM is the go-between for response agencies/entities of the Oneida Tribe of Indians of WI and the numerous surrounding jurisdictions when an emergency/disaster that affects the Oneida Nation or the Oneida Community occurs.

Executive Summary:

The purpose of this report is to report the activities of the Emergency Management Department during the months of October, November and December 2015. During these months the Emergency Management Department participated in a number of different activities discussed throughout the following information:

October – The Director submitted the FY 2015 EMPG Grant to the Regional Director for approval. All of the deliverable of the grant were met, the required signatures were obtained and submitted. Oneida will be notified of approval of the grant in February 2016.

The Director attended the Annual Wisconsin Emergency Management Association (WEMA) conference as well as the Annual County/Tribal All-Hands meeting for Emergency Management in Oshkosh, WI. The Director attended a Mass Care Training Exercise at Pine Hills Golf Course, sponsored by Stock Bridge Munsee Tribe in cooperation with the Red Cross, the training discussion focused on the establishment of a Mass Care facility in response to a disaster. Discussions centered on the resources the Red Cross has to offer as well as how the Red Cross and Emergency Management can work together to develop a MARC (Multi-Agency Resource Center). The Director also attended Determining Roles in Family Assistance Centers training at the Brown County EOC. This training focused its discussion on the importance of establishing a Family Assistance Center in response to an event of significance and the resources that would be needed to properly staff and equip the center.

Outreach for the month of October was accomplished through the donation of emergency response items at the Boo Bash held at the Civic Center for Oneida Community youth. Emergency Management also provided several Pre-programmed Weather Radio's to Elder Services to distribute to the residents.

The Director attended several meetings with different departments finalizing the location of the relocation of the previous 54 One Stop Warning Siren. The Director also attended several standing monthly meetings throughout the month. The Pre-Disaster Mitigation Planning team did not meeting during this month, all updates to the plan were coordinated via email through the necessary departments as scheduled.

November - During November the Warning Siren was relocated next to the Water Tower across the road from Little Bear Development Center. This relocation is credited to coordination between several departments within the Oneida Organization: Planning, Development, Historic Preservation, Electrical, Utilities, DPW, the Land Commission, and Outagamie County Emergency Management. Through the coordinated efforts of all these departments and Outagamie County the siren was able to be relocated in an efficient and timely manner. Emergency Management thanks all of those involved in the project.

Most of the month of November the Director concentrated on updating ESF's (Emergency Support Function) 5 - Emergency Management, 13 - Public Safety, and 14 - Long Term Recovery and Mitigation. Upon completion of the coordinated updates the ESF's were sent to the respective departments for signatures. Emergency Management also coordinated with Oneida Nation Farm and Tsunhehkwa to discuss updates to their Emergency Action Plans in reference to chemicals (if any) stored on each property.

During November the Director also worked on updating the Oneida Nation Emergency Response Plan, focusing on Service Agreement currency dates; during the update Oneida Nation updated its 211-Agreements with Brown County and developed a 211-Agreement with the Fox Valley. All other Service Agreements with surrounding jurisdictions are up to date and current. Emergency Management continues to participate with other tribal departments to update of the Workplace Violence Policy SOP.

Outreach for the month of November consisted of providing a cold weather preparedness presentation at the Oneida Nation Library for youth. The presentation provided awareness handouts and interactive activities for the youth in attendance. EM also provided outreach materials and incentives to the library to assist with the cold weather preparedness outreach activities they conducted through their website.

The Director attended several standing monthly meetings throughout the month; the monthly Regional Emergency Management Meeting, the EMPG Workgroup as the Tribal Representative, the WITEMA meeting as the Chairwoman, and a BC meeting to deliver a Quarterly Report. The Pre-Disaster Mitigation Planning team met on November 20th to update sections 1, 2 and 3 of the Pre-Disaster Mitigation Plan. The plan up-date is on track to be presented for public comment in April or May.

December - During the month of December the Director focused on working with the East Central Regional EM Director and a state Exercise Officer to develop a Tabletop Exercise for the Oneida Nation Elementary School.

The Director also worked on developing EOC (Emergency Operation Center) Activation Procedures for the Oneida Nation EOC. Following up on the AAR (After Action Report) provided from the Tabletop Exercise held with the BC in September; the Director developed a checklist of needed materials and supplies for "Go Boxes" which will be located in the EOC. These Go-Boxes will be developed for each department/area that will have staff in the EOC in the event of an event of significance.

The Director attended HRD Training: 7 Habits of Highly Effective Managers, this training was the second half of a training attended in June. The Director also attended two Tabletop exercises in Oshkosh. One tabletop exercise was in coordination with the DOT (Department of

Transportation focusing on weather related road closures; the second was with the area Health Care Coalition focusing on Food Bourne Illness Response.

The Director attended several standing monthly meetings throughout the month; the monthly Regional Management Meeting, the EMPG Workgroup as the Tribal Representative, and the WITEMA meeting as the Chairwoman. The Pre-Disaster Mitigation workgroup did not meet this month, updates were coordinated via email. The last full week of the month of December the Director was on pre-approved vacation.

In review, during the 1st quarter of FY 2016 the Emergency Management Department coordinated with numerous departments to finalize the relocation and installation of the Emergency Warning Siren located at Water Tower Circle. EM participated in and provided community outreach through the distribution of preparedness supplies and informational material. EM updated and submitted for approval Emergency Support Function (ESF) 14 – Long Term Recovery and Mitigation to the Regional Director for credit towards deliverables of the EMPG, the update was completed and signed off by the respective entities for approval and update acknowledgement. ESF 5 – Emergency Management is in the process of obtaining all required signatures. EM continues to work on the Annual required updates to the Oneida Emergency Response (ERP) plan through the validation of call-trees, updates to geographic and population changes as well as ensuring information contained within the ERP continues to be relevant and up to date.

----- End of Report -----

Kaylynn Gresham
Director Emergency Management
Oneida Nation