

# Oneida Business Committee Meeting Agenda Request Form

[Deadlines](#)[Instructions](#)

1. Meeting Date Requested: 4 / 09 / 14

## 2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list below:

Agenda Header (choose one): Report

Agenda item title (see instructions):

Emergency Management Homeland Security Quarterly Report

Action requested (choose one)

☒ Information only

☐ Action - please describe:

## 3. Justification

Why BC action is required (see instructions):

Accept as Information for EMHS Quarterly Report Submission

## 4. Supporting Materials

[Instructions](#)

☐ Memo of explanation with required information (see instructions)

☒ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1.

3.

2.

4.

☐ Business Committee signature required

## 5. Submission Authorization

Authorized sponsor (choose one): Greg Matson, Tribal Vice Chair

Requestor (if different from above): Kaylynn Gresham/ Director Emergency Management Homeland Security  
Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.



**Oneida Tribe of Indians of Wisconsin**  
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TO: Steve Fenske  
E/C Regional Director  
Wisconsin Emergency Management

FM: Kaylynn Gresham  
Emergency Management Homeland Security Director  
Oneida Tribe of Indians of WI

Date: April 1st, 2014

Reference: EMPG Report 1st Half FY 2014

### **Executive Summary**

The purpose of this report is to update the Regional Director on the progress of the Oneida Tribe of Indians progress in meeting the agreed upon deliverables of the Emergency Management Performance Grant for the 1st half of the Fiscal Year 2014. The EMHS Department has completed the update of several of its Emergency Support Functions; we are currently in the process of updating the Oneida Emergency Operations Plan (EOP). The current update of the EOP to this point included verifying all listed contact phone numbers, updating geographical and population information relevant to the Oneida Tribal Community and its members, coordinating with several departments within the tribal structure to ensure proper procedures and protocols are listed and the update of acronyms listed in the table of contents of the plan. The EMHS department completed the suggested training requirements in the plan of work, worked with several departments in creating new plan as well as to updating existing plans and coordinated with differing tribal entities on numerous outreach projects.

## **I. Planning**

Oneida EMHS has been working both internally and externally with local and regional partners on the State and Federal level to develop, make changes to and refine the EOP for the Oneida Tribe of Indians of WI. The EOP is structured around the large scale emergency response to any natural or manmade disaster that could occur within the boundaries of the reservation, discussing the primary responsibilities of the emergency responses necessary outlined in the 15 Emergency Support Functions (ESF's) attached to the plan. These ESF's align with the 15 ESF's listed in the National Response Framework for Emergency Management Functions and Capabilities.

The update of the EOP as well as the ESF's are completed by the Director of EMHS with the assistance of the required Division Director and/or Director of each area that is outlined in each ESF. The EMHS Director submits the changes to the E/C Regional Director who then submits the changes to the State in accordance with the EMPG requirements.

### **Section A – Tribal Emergency Operations and Emergency Response Plan**

The objective of the EOP is to maintain an all hazards plan which outlines response to any natural or manmade disaster that occurs within the boundaries of the Oneida Reservation. The EOP is partially updated at this time: all phone numbers listed are current; the geographical and population indexes have been updated in line with information provided by our tribal enrollment department; all acronyms have been updated to reflect those listed in the EOP and the ESF's completed. The complete update of the EOP will be submitted during the 2nd half of the reporting period of the EMPG, upon the completion of the election of the Oneida Business Committee, which occurs in July 2014.

### **Section B – Regional Planning**

Oneida EMHS participates in Monthly Regional meetings for Emergency Management where we receive updates, coordinate regionally on planning efforts and recommendations from Wisconsin Emergency Management and discuss current issues affecting Emergency Management statewide and nationally.

EMHS attends quarterly meeting with the North Eastern Regional Incident Management Team (IMT). The IMT performs trainings in relation to regional response for Incident Management in coordination and cooperation with the current MABAS (Mutual Aid Box Alarm System) agreement in place.

EMHS attends quarterly WEMA (Wisconsin Emergency Management Association) where discussion of Emergency Management occurrences throughout the state occurs.

EMHS Director is a member of the Statewide Systems Management Group (SSMG) as the tribal representative. The SSMG meets quarterly to address communication interoperability issues throughout the state. EMHS attends SSMG meetings both in person and via conference call as availability allows.

EMHS Director was nominated as the Chairperson for WiTEMA (Wisconsin Tribal Emergency Management Association) in February. WiTEMA meets monthly to discuss Emergency Management issues affecting any/all of the 11 Federally recognized tribes throughout the state of WI. WiTEMA is in the process of solidifying a response team dedicated to respond to Tribal Declaration of emergencies when requested.

EMHS coordinates with FEMA attending regularly offered webinars discussing the recent consultation policy passed discussing the coordination of FEMA with tribes in regards to response for emergency and/or disasters.

EMHS coordinated with Brown and Outagamie County as well as Red Cross when opening warming shelters during the first half of FY 2014. Due to the extreme cold weather affecting the entire state warming shelters were opened several times during the months of Dec, Jan. and Feb. Oneida coordinates with Brown and Outagamie Counties when providing information to our Communication Department on weather related incidents that have the potential to affect the reservation.

EMHS attends meetings via teleconference and in person that addresses issues in relation to Fatality Management Planning with Oneida Public Health as well as Kewaunee County, De Pere and Brown County Public

Health Departments. This is a new initiative that is being discussed at the state level within Emergency Management and Public Health disciplines.

### **Section C – Tribal Hazard Analysis**

Tribal Hazard Analyses are performed periodically when EMHS meets with departments throughout the organization when creating and/or updating their emergency management plans. Hazard Analyses are used to identify deficiencies or gaps existent within departments, these deficiencies and/or gaps are then prioritized according to level of significance. The Oneida Tribal Hazard Analysis identifies and records all hazards that impact the Oneida Reservation. This document is updated yearly as part of the agreed upon plan of work for the EMPG. This document is in the process of being updated and will be finalized and reported out during the second half of the reporting period of FY 2014 EMPG.

### **Section D – Mitigation Plans**

The Oneida Tribe's Pre-Disaster Mitigation Plan was approved by FEMA in 2010. The current plan is due for update FY 2015; therefore EMHS has contracted with Bay Lakes Regional Planning to update the plan by securing a grant to update the plan. Upon completion of the updates to the plan, EMHS will resubmit the Pre-Disaster Mitigation Plan to FEMA for approval. Bay Lakes Planning is currently researching grant potentials for the update.

### **Section F – Local Plans**

EMHS continues to meet with tribal departments throughout the organization to create and update emergency management plans. During this reporting period EHMS worked with division directors on the update of its emergency closing procedure during an emergency or disaster and for severe weather.

EMHS partnered with Just Move It Oneida (JMIO); a monthly event that promotes exercise in an effort to decrease the widespread effects of Diabetes among the Oneida community; to develop and implement an emergency plan for event occurrence.

EMHS worked with St. Joseph's Church to assist with the development of Evacuation and Reunification Plans. St. Joseph's Church has approached the Oneida Tribe in hopes of creating a MOU/MOA as an evacuation site in the event of an emergency or disaster.

EMHS partners with Oneida Nation, Kewaunee County, De Pere and Brown County Public Health departments to ensure compliance of Oneida Nation Public Health Plans. EMHS is currently working with these Public Health agencies on Mass Casualty and Mass Fatality Planning to ensure plans are developed and in place in the event of an emergency or disaster occurring within the boundaries of the Oneida Reservation.

EMHS is currently working with Oneida Early Head Start and Head Start to solidify their evacuation and reunification plans for the three different sites that offer Head Start services. EMHS is in the process of working with these departments to provide a tabletop exercise in the month of June or July.

EMHS is also working with ONES (Oneida Nation Elementary School) to solidify their reunification plans. Monthly safety planning meetings occur discussing updates to the current plan. ONES is looking to provide a functional exercise to test their current plans during the summer of 2015.

## **II. Training**

The EMHS Director has attended local and state offered training courses during this reporting period, including:

Wisconsin Disaster and Recovery & Response Operations Workshop	WEM
American Red Cross Shelter Training	Public Health
Functional Assessment Service Teams	WEM
Preparing for Damage Assessment	WEM
Introduction to the National Mass Evacuation Tracking System	WEM
Grant Writing for Emergency Managers	Dodge County EM/LE

The Director also received the Planning and Management Emergency Manager Certification, the third certification of four to accomplish the requirements for the State of WI CEM (Certified Emergency Manager) Certification.

## **Section F- Conferences**

The former Director as well as the current Director of Oneida EMHS attended the WEMA Conference in Madison as scheduled in October 2013.

The current director attended the preconference training as well as the Governor's Conference in March 2014, as required in the Plan of Work for the FY 2014 EMPG.

### **III. Exercising**

EMHS director meet with State Exercise Officer Ed Shepard to discuss scheduling a Table-top exercise for June/July 2014 with Oneida Head Start, as well as to begin discussion for a possible Full Scale exercise in 2015 with the Oneida Nation School System.

EMHS Director has participated in the three (3) required exercises for the FY 2014 EMPG requirements. The Director attended the 2013 Fall School Crisis Preparedness Conference in November 2013, attended the December 2013 Regional Meeting and attended the American Red Cross Health Service Response Workshop during the month of November 2013. The Director also participated in the Public Health Exercise at the Brown County EOC during March 2014.

### **IV. Outreach**

The Director has worked in coordination with several tribal departments during the first reporting period to ensure information and warnings were disseminated in reference the cold weather issues during the months of December thru February.

EMHS provided information to the Kalihwisaks (Oneida Newspaper) during the month of February, provided information on where to apply for Heating Assistance, and provided information about the Propane Shortage affecting the local area, as well as the entire state of WI.

The EMHS Director met with Head Start/Early Head Start and Employee Health Nursing to discuss EMHS's role and how the departments will interact during an emergency or disaster affecting the reservation.

EMHS provided informational outreach to Elder Services as assistance in the development of an Elder Services pamphlet.

## **V. POW and Disaster Grant Administration**

EMHS attends regularly monthly scheduled Regional meetings as required in the Plan of Work for the EMPG.

Oneida EMHS submitted their application for the FY 2014 EMPG and negotiated the Plan of Work with Regional Director Steve Fenske. This report fulfills the reporting requirement for the first half FY 2014 EMPG.

## **VI. Other Program/Grant Requirements**

The Oneida Tribe's Pre-Disaster Mitigation Plan is due to expire in 2015; EMHS has contracted Baylakes Regional Planning to locate and secure a grant for the plan, as well as assist with the plan updates once the funding is secured.

Oneida EMHS works with all departments and programs as requested. EMHS provides assistance in developing and updating evacuation plans, disaster plans, and all emergency plans for organizational departments and buildings as requested.

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END OF REPORT

Kaylynn Gresham  
Oneida Tribe of Indians of WI  
Director Emergency Management Homeland Security