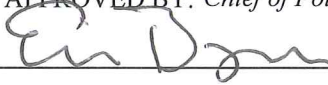





 STANDARD OPERATING PROCEDURE	TITLE Emergency Closure Determination, Communication & Compensation	ORIGINATION DATE: January 15, 2021 REVISION DATE: January 21, 2021 EFFECTIVE DATE: After last signature
AUTHOR: HRD	APPROVED BY: <i>Chief of Police</i> 	DATE: 2/2/2021
DEPARTMENT: All	APPROVED BY: <i>Emergency Management Director</i> 	DATE: 2/2/2021
DIVISION: All	APPROVED BY: <i>Intergovernmental Affairs & Communications Director</i> 	DATE:
	APPROVED BY: <i>HRD Compensation & Benefits Director</i> 	DATE: 2/16/21
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PAGE NO: 1 of 4	APPROVED BY: <i>HRD Manager</i> 	DATE: 2/16/21

1.0 PURPOSE

- 1.1 To standardize the process for the determination, communication and compensation of Emergency Closures.

2.0 DEFINITIONS

- 2.1 Building Manager: The primary contact for a Tribally owned building responsible for coordination, correspondence, and follow-up for any building related maintenance or security requests and/or works with the primary building owner (if not Oneida Nation) and the Department of Public Works.
- 2.2 Civil Unrest: is an activity arising from a mass act of civil disobedience (such as a demonstration, riot, or strike) in which the participants become hostile toward authority, and authorities incur difficulties in maintaining public safety and order, over the disorderly crowd.
- 2.3 Critical Oneida Departments and/or Divisions:
 - 2.3.1 Anna John Residential Community Care Center
 - 2.3.2 Child/Day Care Departments
 - 2.3.3 Comprehensive Health Division
 - 2.3.4 Emergency Management
 - 2.3.5 Gaming Division
 - 2.3.6 Internal Security Department
 - 2.3.7 Management Information Systems
 - 2.3.8 Police Department
 - 2.3.9 Public Works Department
 - 2.3.10 Retail/Enterprise Division
 - 2.3.11 Surveillance Department
 - 2.3.12 Tribal School System

- 2.4 Emergency Closures: Unexpected closures within the Oneida Nation due to an emergency/incident.
- 2.5 Emergency/Incident:
- 2.5.1 Fire
 - 2.5.2 Hazardous Material
 - 2.5.3 Health Emergency
 - 2.5.4 Medical
 - 2.5.5 Pandemic
 - 2.5.6 Civil Unrest
 - 2.5.7 Terrorism
 - 2.5.8 Transportation
 - 2.5.9 Utility Failure
 - 2.5.10 Violence
 - 2.5.11 Weather
- 2.6 Exempt: A position which is paid a pre-determined amount or salary and is not eligible for overtime.
- 2.7 Flex Time: A system which allows supervisors the ability to provide employees with a flexible work schedule by allowing various starting and finishing times, provided the employee meets the required number of hours in their work week.
- 2.8 General Manager Level Positions: The highest level in the Chain of Command under the Oneida Business Committee; this includes the following positions:
- 2.8.1 Chief Financial Officer
 - 2.8.2 Chief Judicial Officer
 - 2.8.3 Chief of Police
 - 2.8.4 Gaming General Manager
 - 2.8.5 General Manager
 - 2.8.6 HRD Manager
 - 2.8.7 Intergovernmental Affairs Director
 - 2.8.8 Retail General Manager
- 2.9 Intergovernmental Affairs & Communication Department (IGAC): The Department responsible for all information communicated internally/externally.
- 2.10 Non-Exempt: A position paid for work performed by the hour and is eligible for overtime pay when the employee works over 40 hours within a work week.
- 2.11 Oneida Emergency Management (EM): The Department responsible for emergency planning, emergency operations, and coordinating the response for a disaster/incident, and or state of emergency, that occurs within the Oneida Reservation boundaries.
- 2.12 Oneida Police Department (OPD): The Department charged with the preservation of public order, the promotion of public safety, and the prevention and/or detection of crime within the Oneida Reservation boundaries.
- 2.13 Phone Trees: A list of employee emergency contact phone numbers provided to each immediate supervisor.
- 2.14 Telecommuting: Arrangement between employee and supervisor which allows work to be performed away from the workplace.

3.0 WORK STANDARD/PROCEDURE

- 3.1 Critical Departments/Divisions, as defined in this SOP, shall have their own Emergency Closure Procedures.
- 3.2 All Departments are responsible for ensuring all Phone Trees for their respective areas are up to date.
- 3.3 Departments are responsible for immediately notifying EM, OPD and their chain-of-command if their Department/Division is having an emergency/incident that could potentially require an Emergency Closure.

Emergency Closure Determination & Communication (Individual Departments/Buildings)

- 3.4 Department Supervisor/Manager or Building Manager has the discretion to close individual departments and/or buildings due to an emergency/incident with General Manager level approval.
- 3.5 With or without General Manager Level Position approval, EM and OPD have the authority to may make a joint decision to close a department/building due to an emergency.
- 3.6 Department Supervisor/Manager or Building Manager shall utilize their phone tree to communicate the closure.
- 3.7 Department Supervisor/Manager or Building Manager shall communicate the closure to the organization via Nation-wide email.

Emergency Closure Determination & Communication (Nation-wide)

- 3.8 EM and OPD will use the following methods of communication and/or forecasting to learn of the existence of a real or potential emergency:
 - 3.8.1 First-hand knowledge from General Manager Level Positions or Department and building Managers of emergency issues, conditions and/or incidents.
 - 3.8.2 Monitoring and assessing National, State, Local and Tribal issues and/or conditions.
- 3.9 EM and OPD will make the determination whether an emergency warrants emergency closure of the Nation.
- 3.10 EM and OPD may make a joint recommendation to the OBC if they believe a Nation-wide closure is necessary.
 - 3.10.1 The OBC will determine if the emergency warrants closure.
 - 3.10.2 If the OBC is unable to make the determination, EM has full authority to make the determination for a Nation-wide closure.
- 3.11 The OBC does have the authority to determine if an emergency warrants closure with or without joint recommendation from EM and OPD.
- 3.12 If an emergency results in a Nation-wide full day closure, late start, and/or early release, the following communication procedures shall apply:
 - 3.12.1 EM will contact the IGAC for immediate media and/or Nation-wide communication.
 - 3.12.2 EM will contact the General Manager Level Positions to confirm closure.
 - 3.12.3 The General Manager Level Positions will utilize the Phone Tree to further communicate the closure to all employees within their chain of command.

- 3.13 Employees are encouraged to monitor the following modes of communication evident times of emergency/incidents, and/or state of emergency (*i.e. severe weather conditions*):
 - 3.13.1 Notification from supervisor (i.e. text or call);
 - 3.13.2 Oneida Email for Nation-wide Communications;
 - 3.13.3 RAVE Alert Emergency Messaging System
 - 3.13.4 Local media (*television/radio/social media*) for community notifications.

Emergency Closure Compensation Eligibility

- 3.14 All regular and limited term status employees are eligible for emergency closure compensation when an emergency closure is declared.
 - 3.14.1 Temporary employees are not eligible for emergency closure compensation.
- 3.15 Employee must be scheduled to or be at work at the time of an emergency closure, in order to be eligible for emergency closure compensation.
 - 3.15.1 All employees are eligible for emergency closure compensation if an emergency is declared before the start of their shift.
 - 3.15.2 Employees who do not report to work are ineligible for emergency closure compensation if an emergency is declared after the start of their shift.
- 3.16 Employees on a pre-approved scheduled day off or telecommuting are not eligible for emergency closure compensation.
- 3.17 If an alternative worksite or telecommuting is made available to the employee during an emergency closure and the employee chooses to not report to work, they are not eligible for emergency closure compensation.

Emergency Closure Compensation

- 3.18 Employees are eligible for up to a maximum of 24 hours of emergency closure compensation per fiscal year.
 - 3.18.1 Employees are eligible for up to four (4) hours of emergency closure compensation per day, for a total of three (3) days in the same work week, when an emergency closure is declared.
 - 3.18.1.1 Employees will not exceed 40 hours in a work week as a result of receiving emergency closure compensation.
- 3.19 Supervisor shall enter the emergency closure compensation in KRONOS.

4.0 REFERENCES

- 4.1 Emergency Management-Homeland Security Ordinance, Chapter 302
- 4.2 Emergency Communication Plan SOP
- 4.3 Emergency Response Plan (BC Resolution 05-26-10-C)
- 4.4 National Incident Management System (BC Resolution 03-14-07A)
- 4.5 Personnel Policies and Procedures, Section IV.2.b.1
- 4.6 Personnel Policies and Procedures, Section VI, Safety and Health