

To: All Tribal Employees  
From: Chairman Matthew Komalty  
Subject: Kiowa Tribe Emergency Management Plan  
Date: April 30, 2020

The Kiowa Tribe considers the safety of its tribal members, visitors, employees, students, the general public, and clients of the Kiowa Tribe. In this regard, the Kiowa Tribe has published this Kiowa Tribe Emergency Management Plan. This document is a continually evolving document and will be updated on a regular basis, at least annually. As part of this plan, the Kiowa Tribe will also be conducting periodic drills, exercises, and training workshops to ensure that the elements outlined in this plan become familiar and part of the daily work environment.

Respectfully and thank you,

Matthew Komalty  
Chairman, Kiowa Tribe



## **Kiowa Tribe Emergency Management Plan**

### **INTRODUCTION**

Disruptive events can happen suddenly, creating a situation in which the normal staff support services for the Kiowa Tribe can become overwhelmed. During these events, the Kiowa Tribe requires special programs to address the needs of response operations and recovery management. To address disruptive events, the Kiowa Tribe has established this Risk, Safety, Security, Emergency & Crisis Management Plan, which is the framework for the management of the immediate actions and operations required to respond to, and recover from, and prepare to a disruptive event. The overall priorities of the Kiowa Tribe during a disaster are the protection of lives, property, the community, and the environment. The overall objective is to effectively respond to disruptive events in a safe manner and manage the process of restoring Kiowa Tribe programs and services.

### **PURPOSE:**

This plan provides the management structure, key responsibilities, assignments, and general procedures to follow during and immediately after a disruptive event. The Kiowa Tribe has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of the tribal members, visitors, employees, students, the general public, and clients both living and working in Kiowa Tribe facilities and the Kiowa Tribe service area.
- Manage immediate communications and information regarding response operations and safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage Kiowa Tribe resources effectively in the emergency response.

This plan does not supersede or replace the procedures for safety or other procedures that are already in place at the Kiowa Tribe. It supplements those procedures with a management structure that provides for the immediate focus of management of response operations and the transition to recovery and preparatory operations.

## SCOPE:

This plan applies to the tribal members, visitors, employees, students, the general public, and clients of the Kiowa Tribe. Where other agencies and institutions are mentioned, the plan describes understandings or agreements about their expected actions.

Caddo County, the State of Oklahoma, and the U.S. Federal Emergency Management Agency (FEMA) maintain separate emergency plans and operations. In general, during emergencies the Kiowa Tribe, by way of a cooperative agreement, may request assistance from the other jurisdictions when its response resources are depleted, or the incident characteristics require outside expertise and/or legal notifications/response from other local, state or federal agencies. During any type of disruptive event, the Kiowa Tribe is responsible for coordinating operations within its facilities of the Kiowa Tribe service area.

For the purposes of this plan, the term “disruptive event” means an event that will:

- (1) present a real immediate threat to the proper performance of essential functions,
- (2) will likely result in material loss or damage to property, bodily injury, or loss of life, or
- (3) will likely result in a significant economic impact.

A disruptive event may, or may not, mean the situation is beyond the capabilities of the Kiowa Tribe to respond to. This plan is consistent with the National Response Framework (NRP).

In all disruptive events, Kiowa Tribe efforts will proceed according to these priorities:

1. Eliminate major threats to life and safety.
2. Maintain essential management continuity.
3. Protect critical assets.
4. Eliminate major threats to public and private property.
5. Protect the environment.
6. Restore essential systems and services.
7. Minimize economic disruption.
8. Restore normal business and management operations.

#### LIMITATIONS:

The diverse nature of any emergency or disaster makes it likely no single management agency or jurisdiction can handle all potential incidents alone. It is neither implied nor inferred that this plan guarantees a perfect response. No plan can shield individuals from all events. While every reasonable effort will be made to respond to disruptive events, resources and/or systems may be overwhelmed. Some events provide little or no warning to implement operational procedures, and all emergency plans are dependent upon tactical execution that may be imperfect.

## EMERGENCY POWERS

### PROCLAMATION DECLARING A STATE OF EMERGENCY FOR THE KIOWA TRIBE

The Chairman or his/her Designee has the sole authority to make a Proclamation Declaring a State of Emergency for the Kiowa Tribe.

**COMMAND AND CONTROL** The Executive Director (or acting) or his/her Designee (or acting) has the power to direct Kiowa Tribe staff responses and/or actions and decide questions of internal authority and responsibility per the direction of the Kiowa Tribe Chairman.

### EMERGENCY AUTHORITY

The responsibility for all administration and Kiowa Tribe operations rests with the Chairman. In the case of absence, the Kiowa Tribe Vice-Chairman acts in the Chairman's place with regard to the power and duties required or as prescribed for response to an emergency.

### EMERGENCY CONTRACTS

When any disruptive event shall require the immediate execution of a contract, the Chairman or Vice-Chairman or their Designee is authorized to execute contracts for acquisition of materials, equipment, supplies, and services necessary to respond to the existing disruptive event at an amount that is prudent and reasonable.

### LAWS AND AUTHORITIES:

- This plan is established under the following laws and authorities:
- Memorandum of Understanding Between the Kiowa Tribe and the Caddo County Health Department Relating to Disease and Contamination Control Measures
- Public Law 93-288 as amended by Public Law 100-707 Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Federal Civil Defense Act of 1950, as amended
- Tribal Relations Support Annex to National Response Plan
- Kiowa Tribe Spill Prevention and Response Plan
- Local Operating Plan Agreements (Fire Protection Services Operating Agreement)

## TOWN OF CARNEGIE

The Town of Carnegie Police has jurisdictional law enforcement responsibilities within the Town of Carnegie limits while The Town of Carnegie and Caddo County Fire District have responsibility for response fire, hazardous material and emergency medical service incidents.

## SERVICES - KIOWA TRIBE

On the Kiowa Tribe Indian Service area and on other lands owned by the Kiowa Tribe Government, the Kiowa Tribe has jurisdictional law enforcement responsibilities while Caddo County Fire has responsibility for response to fire, hazardous material and emergency medical service incidents. Incidents within Kiowa Tribe boundaries but at a minimum will be coordinated through and with the Kiowa Tribe.

## PUBLIC HEALTH SERVICES

The Kiowa Tribe membership is provided health services through Indian Health Services locations including Lawton, Carnegie, Anadarko, and Clinton.

## COMMUNITY SERVICES

The Kiowa Tribe provides community services through its AOA program for the elderly. It is tasked with managing food sources and food management during disruptive events, manages emergency workers and client needs for food.

## INITIAL NOTIFICATIONS

For the purposes of this Plan, any level of a Disruptive Event must be reported if the event:

1. Presents a real immediate threat to the proper performance of essential Kiowa Tribe government functions, or;
2. Will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken, or.
3. Has a likelihood of attracting media attention.

It is Kiowa Tribe policy that the discovery of a disruptive event demands immediate actions to mitigate or stabilize the event will be undertaken by the person(s) witnessing the disruptive event to the best of their abilities.

This includes, but is not limited to, rendering first aid and/or calling 911. At the first opportunity, if the reporting person is an employee, the employee must report the emergency directly to their immediate supervisor. The supervisor is responsible for ensuring the emergency is reported to the following as soon as practical:

1. Kiowa Tribe Security Department
2. Chairman's Office
3. Executive Director (or Acting) Office

If any supervisor or director is not available, the reporting individual must notify the next highest level in the Chain of Command (e.g. in the absence of a supervisor, the reporting party must notify the Kiowa Tribe Security Department. If the Kiowa Tribe Security Department is also unavailable, notification must be made directly to the Chairman's Office). Leaving a voicemail does not constitute an acceptable notification.

The supervisor /manager or their designees must ensure that additional notifications are made in accordance with any site or incident specific plans or regulatory requirements. Whenever a disruptive event occurs, all necessary efforts should be made to protect human life, then property and then the environment, without endangering employees or the general public. As soon as possible after the emergency measures have been taken, the employee in charge is to ensure that a full written report is provided to the Kiowa Tribe Security Department. Broader notifications may be made via the Kiowa Tribe text notification system.

## ESSENTIAL OPERATIONS

The following are regarded as essential internal operations of the Kiowa Tribe during disruptive events:

1. Command, Control & Communications
2. Logistical /Maintenance Operations
3. Finance & Administration
4. Legal Counsel

## INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System is designed to enable effective and efficient incident management by integrating facilities, equipment, personnel, procedures, and communications to operate within a common organizational structure. The ICS can be used to organize operations for a wide spectrum of emergency incidents, near-term and long-term, from small to complex, whether natural or man-made. All levels of government and NGOs responding to Kiowa Tribe disruptive events use ICS.

The ICS is normally structured to facilitate the activities in five functional sections:

- Command,
- Operations,
- Planning,
- Logistics
- Finance/Administration

Unified Command is the application of this same functional structure during a multijurisdictional, multi-agency/organization response. A Unified Command overcomes much of the inefficiency and duplication of effort that can occur when a diverse response community operates without a common system or organizational framework. Under a Unified Command, representatives of the various groups work together to determine incident response objectives, strategies and priorities. This teamwork method is accomplished without affecting individual entity authority, responsibility or accountability. Whenever possible, decisions regarding the response will be made by consensus and documented through a single Incident Action Plan (IAP). When a consensus cannot be reached, the agency commander with the primary responsibility under the circumstances will have ultimate decision-making authority. There are three possible ways that the Kiowa Tribe may be involved with Incident Command System (ICS) structures:

An outside agency such as a fire department may respond to an incident on Kiowa Tribe Service area property with Kiowa Tribe personnel interacting as “agency representatives” with the outside agency’s ICS structure.

- The Kiowa Tribe may provide personnel to serve in various ICS positions at an On-Scene Kiowa Tribe office, and/or in a city or county Emergency Operation Center.
- The Kiowa Tribe may initiate the ICS in its own On-Scene Command Center and/or Emergency Coordination Center.

Jurisdictional agencies and organizations that may be involved in the Unified Command structure during an emergency incident with the Kiowa Tribe include: Tribal Agencies /Authorities

- Tribal On-Scene Coordinator (TOSC)
- Kiowa Tribe Natural Resources/Land Management
- Kiowa Tribe Security Department
- Office of the Chairman
- Kiowa Tribe Tribal Health
- Indian Health Services
- Other Tribal Government Representatives Federal Agencies / Authorities
- Center for Disease Control (CDC)

- Environmental Protection Agency (EPA)
- Federal Bureau of Investigation (FBI)
- Federal Emergency Management Agency (FEMA)
- U.S. Customs and Border Protection (CBP)
- U.S. Immigration and Customs Enforcement (ICE)
- U.S. Army Corps of Engineers (COE) State Agencies / Authorities
- Oklahoma State Office of Superintendent of Public Instruction (OSPI)
- Oklahoma State Department of Social & Health Services (DSHS)
- Oklahoma State Department of Public Health (DOH)
- Oklahoma State Emergency Management Division (EMD)
- Oklahoma State Highway Patrol )
- Carnegie Fire Department / Medic One
- Carnegie Police Department
- Caddo County Division of Emergency Management (DEM)
- Caddo County Fire
- Caddo County Health Department
- Caddo County Medical Examiner
- Caddo County Sheriff's Office (WCSO)
- Kiowa Tribe Security Department
- American Red Cross (ARC)
- Business Owners / Operators

## COMMANDER

The Kiowa Tribe Command Representative represents the Kiowa Tribe in the Unified Command and/or when appropriate serves as the Incident Commander (IC). The Chairman, Vice-Chairman or their appropriate delegate, are responsible for all incident management at the Kiowa Tribe. This responsibility is delegated to department directors who delegate the responsibility to operational managers. The first person on-scene is responsible for initiating command. As long as successive levels of management are satisfied that the incident is being professionally managed, they may continue to monitor events. It is critical that all levels of management are kept aware of the incident details, objectives and management. Executive Management may assume command at any time. If a transfer of command occurs, it must be communicated to all on-scene response and to incoming response. The transfer of command is best accomplished when done face-to-face with the outgoing Incident Command. It should include a briefing that covers:

- Incident history (what has happened)
- Priorities and objectives
- Current plan
- Resource assignments

- Incident organization
- Resources ordered/needed
- Facilities established
- Status of communications
- Any constraints or limitations
- Incident potential Incident Commander Responsibilities:
- Responsible for incident management and coordination.
- Initiate and maintain an incident position log.
- Establish and announce the Command Center location.
- Validate incident assessment and determine scale of Kiowa Tribe's response.
- Ensure all required internal and external notifications have been made.
- Assign personnel to appropriate Command and General staff positions.
- Establish incident operational periods and objectives;
- Implement sufficient resources to achieve the objectives for the operational period;  
Provide incident response guidance to tenant(s)
- Facilitate communications between the Command Center and the Kiowa Tribe Emergency

#### Coordination Center (if activated)

- Primary: Kiowa Tribe Security Chief or designee
- Alternate: Director of the department responsible for location where incident is occurring  
or building administrator of the location where incident is occurring

#### COMMAND STAFF

In an Incident Command / Unified Command structure, command staff consists of various special purpose staff positions. The special staff positions are specifically designated, report directly to the Incident Commander, or Unified Command, and are assigned responsibility for key activities that are not a part of the general staff functional elements. Typically, three special staff positions are utilized during a major incident: Safety, Liaison, and Public Information. For the purposes of this plan a Legal Officer has been added to the command staff. The command staff positions may be activated as needed for Kiowa Tribe disruptive events or to be assigned to multi-agency Unified Command structures.

#### LIAISON OFFICER (LNO)

The Liaison Officer is the initial point of contact for representatives of other governmental agencies, NGOs and/or private entities. Representatives from responding agencies and organizations coordinate through the LNO. Assistants and personnel from other agencies or organizations may be assigned to the LNO to facilitate interagency coordination. In large

responses, the Kiowa Tribe may assign an appropriate Liaison to another Emergency Operations Center, Coordination Center or Command Center to represent the Kiowa Tribe's interests and to keep the Kiowa Tribe informed of incident developments.

#### LNO Responsibilities:

- Oversee all liaison activities, including coordinating outside agency representatives assigned to the incident;
- Initiate and maintain an incident position log;
- Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed;
- Ensure that position specific checklists, directives, situation reports and a copy of the current

Incident Action Plan (IAP) is provided to agency representatives upon check-in; Command Safety Officer Information Officer Legal Officer Liaison Officer Figure 2 - Incident Command System Command Staff

- Maintain a contact of agency representatives not assigned to specific sections of the Incident Command System:
- In coordination with Incident Command and security, provide orientations for VIPs and other visitors to the Emergency Operations Center, Coordination Center or Command Center.

#### SAFETY OFFICER (SO)

The safety of staff and personnel from responding agencies is a high priority objective. The Safety Officer advises Command on all matters relating to operational safety, including the health, safety and accountability of the emergency response personnel. A Safety Officer may not be necessary for every scene or in the Emergency Operations Center, Coordination Center or Command Center. Command, however, should strongly consider appointing a Safety Officer when an on-scene incident has or could develop health or safety hazards.

Unless delegated, the scene safety remains the responsibility of the Command. Depending on situational hazards and/or responding agencies, the Safety Officer may be selected from operational Kiowa Tribe staff that is familiar with the health and safety hazards of the incident. Responding agencies often will designate a Safety Officer who may need technical assistance from knowledgeable Kiowa Tribe staff.

## Safety Officer Responsibilities:

- Organize, assign tasks and supervise all personnel mobilized to support the safety functions;
- Implement procedures necessary to ensure ongoing assessment of hazardous environments;
- Implement measures to promote emergency responder safety and general safety of incident operations;
- Provide coordination of multi-agency safety efforts;
- Maintain awareness of active and developing situations and ensures the preparation and implementation of the incident response Safety Plan;
- Conduct safety briefs as necessary; and
- Stop and/or prevent unsafe acts during incident operations.

Primary: Operational Kiowa Tribe staff familiar with site-specific risks

Alternate: Personnel from responding outside agencies

**PUBLIC INFORMATION OFFICER (PIO)** The Public Information Officer serves two critical functions at the scene of an emergency:

(1) to coordinate and control the interface with the media, the public and other agencies with incident-related information requirements and

(2) to activate or represent the Kiowa Tribe in a Joint Information Center (JIC) when activated.

## Public Information Officer Tasks and Responsibilities:

- Ensure that only authorized information is released;
- Organize, assign tasks and supervise all personnel mobilized to support on-scene public information functions;
- Identify staffing needs for support of public information functions and direct mobilization or demobilization of personnel;
- Develop accurate and complete information on the incident's cause, size, current situation, resources committed and other matters of general interest for both internal and external consumption;
- Monitor public information coverage of the situation;
- Managing Social Media and Communication;
- Activate or represent the Kiowa Tribe in a Joint Information Center as needed;
- Supervise the preparation for and conduct on-scene media briefing(s); and
- Supervise VIP tours of the incident site including providing for controlled/guided escorts.

A Joint Information Center (JIC) is a location where public information specialists and volunteers from local, state, tribal, federal jurisdictions, NGOs and/or private companies meet to coordinate the dissemination of emergency public information. The goal of the JIC is to provide accurate, timely, and coordinated information during an emergency to the media and the public. Some of the services provided are:

- News briefings and conferences to keep the media abreast of new developments.
- Background data to help news media.
- Spokespersons to elaborate on and explain the event.
- An information center the public can contact regarding the emergency.

Primary: Chairman, Vice Chairman or their Designee Alternates:

Not Identified Applicable Checklists: Public Information Officer Checklist as contained in the National Incident Management System Incident Command System Emergency Responder Field Operations Guide

#### LEGAL OFFICER (LO)

The appointment of a Legal Officer is not typical, however, in complex or extended incidents or in events that may have civil or criminal complications the addition of legal counsel to the command staff can be very useful. The LO may be assigned to advise Command on legal matters, such as emergency proclamations, the legality of evacuation orders, and legal rights and restrictions pertaining to media access.

Legal Officer Responsibilities:

- Advise Command on related matters;
- Interpret laws and regulations as they pertain to achieving incident objectives;
- Ensure the protection of incident records and documents that may be needed for future legal actions; and
- Represent the Kiowa Tribe on all outside legal matters

#### GENERAL STAFF

The General Staff represents and is responsible for the functional aspects of the incident command structure. When fully activated the General Staff typically consists of the Operations, Planning, Logistics and Finance/Administration Sections. The General Staff positions may be activated as needed for Kiowa Tribe disruptive events or to be assigned to multi-agency Unified Command structures.

## OPERATIONS SECTION

The Operations Section is responsible for the management of all operations directly applicable to the primary mission. The Operations Section, led by the Operations Section Chief, activates and supervises organization elements in accordance with the Incident Action Plan (IAP) and directs its execution. This Section also directs the preparation of Unit operational plans, requests or releases resources, makes expedient changes to the IAP, as necessary, and reports such to Incident Command / Unified Command.

### Operations Section Responsibilities:

- Manage all incident-related operational activities;
  - Develop and implement appropriate tactical strategies to meet operational objectives and priorities;
  - Establish an appropriate level of staffing and continuously monitor the effectiveness of the organization and modify as required;
  - Ensure section objectives as stated in the IAP are accomplished;
  - Keep Command informed of all significant issues relating to the section;
  - Facilitate communications between on-scene Operations and the Kiowa Tribe Emergency Coordination Center when activated;
  - Interface with the Planning and Logistics Sections, and
  - Within a Unified Command, represent the Kiowa Tribe in Operations Section discussions, decisions and actions;
- Community Services Responsibilities:
- Manages and reports to appropriate funding sources food sources from USDA FDPIR, Food Bank and Emergency Food Program.
  - Manages and reports to appropriate funding sources use of energy resources from LIHEAP, for clients in needs of urgent assistance.
  - Maintains records of food purchases made during times of urgent need.
  - Sets up and staffs the food preparation and distribution site for emergency workers and clients in need.
  - Prepare vehicles belonging to Community Services to provide transportation to locations to feed, house, or assist clients during inclement weather.
  - Working with Natural Resource Government Information System (GIS) staff to develop and update vulnerable population mapping for servicing community.

Primary: For site-specific incidents the Executive Director, Interim/Acting ED, General Manager or Director of the impacted Facility or Department;

For Kiowa Tribe wide incidents: Kiowa Tribe Security Chief or designee

Alternate: For site-specific incidents - the Manager or Administrator of the impacted Facility or Department;

## PLANNING SECTION

The Planning Section is responsible for the collection, evaluation, and dissemination of tactical information pertaining to an incident. This section maintains information and intelligence on the current and predicted situation, as well as the status of logistics assigned to the incident. The Planning Section prepares and documents the IAP, incident maps and gathers and disseminates information and critical intelligence. The Planning Section also maintains all records associated with the incident.

### Planning Section Responsibilities:

- Collect, analyze and display situation information;
- Prepare periodic Situation Reports;
- Prepare and distribute the Incident Action Plan;
- Evaluate the impact on Cultural sites and traditional cultural properties;
- Facilitate planning meetings;
- Plan for incident demobilization;
- Document and maintain incident files;
- Establish an appropriate level of staffing and continuously monitor the effectiveness of the organization and modify as required;
- Ensure section objectives as stated in the IAP are accomplished;
- Keep Command informed of all significant issues relating to the section.

Primary: Planning Alternate: Not Identified

## LOGISTICS SECTION

The Logistics Section is tasked with meeting incident support needs, including ordering resources through appropriate procurement authorities from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fueling, food service, lodging, communications, and medical services for incident personnel.

### Logistics Section Responsibilities:

- Ensure that incident logistical requirements are met. This includes providing communications, resource tracking, and the acquisition of equipment, supplies, personnel, facilities and transportation services;
- Arrange for food, lodging and other support services as required;
- Establish an appropriate level of staffing and continuously monitor the effectiveness of the organization and modify as required;

- Ensure section objectives as stated in the IAP are accomplished;
- Closely coordinate with the Operation Section Chief to establish priorities for resource allocations; and
- Keep Command informed of all significant issues relating to the section.

The **Finance Section** is responsible for addressing specific needs for financial, reimbursement and/or administrative services to support incident management activities. Not every incident will require a Finance Section. Such a single position can best be placed under planning as a technical specialist. In large, complex or extended incidents a Finance Section is an essential part of the organization.

#### Finance Section Responsibilities:

- Ensure financial records are maintained throughout the event;
- Ensure all on-duty time is recorded for all response personnel;
- Ensure all on-duty time sheets are collected from supervisors;
- Ensure there is a continuum of the payroll process for all employees;
- Ensure all contracts are consistent with federal and state requirements and Kiowa Tribe procurement policies;
- Process all travel and expense claims within a reasonable time;
- Provide administrative support to all sections as required;
- Ensure recovery documentation is accurately maintained during the response and ensure the information is submitted on appropriate forms for reimbursement from insurance or FEMA Public Damage Assistance;
- Establish an appropriate level of staffing and continuously monitor the effectiveness of the organization and modify as required;
- Ensure section objectives as stated in the IAP are accomplished; and
- Keep Command informed of all significant issues relating to the section.

Primary: Chief Financial Officer or his/her Designee

#### RESPONSIBILITIES ASSIGNMENT OF GENERAL RESPONSIBILITIES

1. This section covers general emergency responsibilities of the Kiowa Tribe departments. Additional “department specific” responsibilities follow the general responsibilities.
2. It is the policy of the Kiowa Tribe that each department is responsible for the following:
  - A. Ensuring the safety and protection of the Kiowa Tribe Community (life/safety).
  - B. Securing buildings and facilities where the disruptive event occurred.

- C. Providing for the continuation of essential departmental services and functions after a disaster.
- D. Providing for the identification and service area of essential department records.
- E. Ensuring appropriate notifications are made in accordance with this plan.
- F. Providing damage assessments and situation reports.
- F. Appointing a liaison to work with Emergency Management in the development and maintenance of this plan.
- G. Establishing 24-hour departmental contacts.
- H. Developing the capability to continue operations in an emergency/disaster and to carry out the responsibilities outlined herein.
- I. Developing procedures that address the following:
  - 1. The department's chain of command
  - 2 Location of the departmental emergency coordination center and alternate locations including equipment and supplies
  - 3. The resources needed to manage departmental emergency operations
  - 4. The information needed to manage departmental emergency activities and how it will be obtained
  - 5e. Departmental capabilities and responsibilities
  - 6. Departmental resources
  - 7. How the department will coordinate with the Emergency Coordination Center
  - 8. Ensuring that department staff is aware of the contents of this plan.

It is the policy of the Kiowa Tribe that departments make staff available for appropriate training and emergency assignments, such as Emergency Coordination Center (ECC) activities, documentation, damage assessment, and liaison with other agencies and organizations. All Kiowa Tribes for these activities shall be the responsibility of the respective department.

#### ASSIGNMENT OF DEPARTMENT SPECIFIC RESPONSIBILITIES KIOWA TRIBE TRIBAL COUNCIL – POLICY

- 1. Chairman and Vice Chairman: Exercise the powers provided to the Executive Branch by the Kiowa Tribe Constitution.
- 2. Develop strategic goals, objectives and policies.
- 3. Ensure that enough administrative powers and duties have been delegated to the Chairman and Vice Chairman to allow an effective operational response to disruptive events.
- 4. Evaluate the Chairman- and Vice Chairman's findings of emergencies.

#### LEGAL COUNSEL - LIAISON

- 1. Respond on-scene or to the Emergency Coordination Center upon request of the Incident Commander.
- 2. Obtain briefings and situation reports and provide legal counsel as needed.

## CHAIRMAN AND VICE-CHAIRMAN

1. Exercise the delegation of Executive powers and duties as provided by the Kiowa Tribe Constitution.
2. Assume or delegate the position of Incident Commander to ensure effective management of incidents involving the Kiowa Tribe.
3. Establish spending authorities and delegate administrative authorities to Kiowa Tribe personnel.
4. Make and issue orders that shall have management authority on matters reasonably related to the protection of life and property as affected by disruptive events.
5. Make findings of an emergency as needed and take or authorize the taking of immediate actions to address emergency situations.
6. Ensure the Kiowa Indian Council is kept informed of the situation and the actions being taken to address the situation.
7. Activate this plan and the Emergency Coordination Center as needed.
8. Maintain a written log of all actions taken to address the emergency.
9. Seek Proclamations of Emergency as may be needed to implement extraordinary spending authorities or to obtain state or federal assistance.
10. Participate in “After Action Reviews” and support identified corrective actions.

## DIRECTOR OF PUBLIC INFORMATION

1. Maintain up-to-date contact information for local and regional media outlets.
2. Assume the position of Public Information Officer (PIO) for all incidents.
3. Establish or participate in a Joint Information Center (JIC) as needed.
4. Obtain briefings on all emergencies.
5. Monitor media for accuracy and for any new information.
6. Establish rumor controls as needed.
7. Develop news releases for approval by the Superintendent or Incident Commander.
8. Manage Social Media.
9. Participate in PIO/JIC training.
10. Update the Kiowa Tribe website as needed.

## DIRECTOR, KIOWA TRIBE COMMUNITY SERVICES

1. Manages and reports to appropriate funding sources food sources from USDA, Food Bank and Emergency Food Program.
2. Manages and reports to appropriate funding sources use of energy resources from LIHEAP, for clients in needs of urgent assistance.
3. Maintains records of food purchases made during times of urgent need.
4. Sets up and staffs the food preparation and distribution site for emergency workers and clients in need.
5. Prepare vehicles belonging to the Kiowa Tribe to provide transportation to locations to feed, house, or assist clients during inclement weather.
6. Working with Natural Resource GIS staff to develop and update vulnerable population mapping for servicing community.

## DIRECTOR OF FACILITIES AND MAINTENANCE - LOGISTICS

1. Leads the Logistics Section, Maintenance Unit.
2. Arrange for suitable facilities to meet incident requirements.
3. Facilitates the setting up and taking down of facilities as needed.
4. Assists in the setting up of the Emergency Coordination Center and Alternate Coordination Center as needed.
5. Assists community response and recovery by lending available assets as directed by the Chairman or Incident Commander.

## DIRECTOR FOR HUMAN RESOURCES – HUMAN RESOURCES

1. Ensure up-to-date personnel files for all staff members.
2. Maintain off site employee/emergency contacts.
3. Establish/maintain systems for continued benefit(s) enrollment/cancelation.
4. As needed, provide liaison with all personnel and their families.
5. Participate in the Logistics Section Supply Unit to provide and coordinate incident staffing.
6. Maintain up-to-date lists of employment agencies.

7. Support HR staff who are processing worker compensation claims.

## KIOWA TRIBE SECURITY DEPARTMENT – PLAN DEVELOPMENT

1. Develop and maintain the Kiowa Tribe’s Risk, Safety, Security, Emergency and Crisis Management Plan.
2. Is responsible for staff training and exercise of the plan.
3. Act as the Kiowa Tribe’s primary liaison with outside emergency management agencies.
4. As needed, develops and maintains hazard specific contingency plans and site-specific security plans.
5. Employ pre-disruptive event mitigation strategies to prevent or minimize disaster impacts to tenant and Kiowa Tribe properties.
6. Responsible for maintaining compliance with the National Incident Management System.
7. Responsible for maintaining a key accountability management program.
8. Activate this plan and the Emergency Coordination Center as needed
9. May serve in a variety of ICS positions.
10. Conduct “After-Action Reviews” to capture lessons learned and needed improvements following significant incidents.
11. Following Kiowa Tribe rules and guidelines, establish and coordinate regular agency safety meetings.

## CFO, KIOWA FINANCE OFFICE

1. Maintain all financial records and produce and maintain budget documents, financial reports.
2. Provide adequate internal controls to ensure financial accountability.
3. Assume or delegate the position of Finance Section Chief as needed.
4. Supervise Accounting and Risk Administration.
5. Account for all employee incident time.
6. Provide a continuum of the payroll process for all employees, including the ability to pay via physical check.
7. Function as the Kiowa Tribe’s Applicant Agent in seeking Tribe-disaster federal public assistance for eligible response and recovery expenses.

## INFORMATION SYSTEMS MANAGER

1. Oversee the Kiowa Tribe’s computer, fiber optic and telecommunication networks.
2. Provide vital record protection for all digital information.
3. Provide technical assistance to activate the Emergency Coordination Center.
4. Is assigned to the Communications Unit within the Logistics Section.
5. Develop the incident Communications Plan.
6. Is the Kiowa Tribe’s Point-of-Contact for the Government Emergency Telecommunications System and Wireless Priority Service.

## ACCOUNTING – RISK MANAGEMENT

1. Manage the Kiowa Tribe’s insurance program.
2. Receive Incident reports and monitors incidents for possible claims.
3. Process claims when they occur.
4. Is assigned to the Finance Section to process claims and seek reimbursement for eligible expenses.

## SITE DIRECTORS AND MANAGERS (IT)

1. Act as a Liaison Officer(s) to interface with outside agencies and jurisdictions.
2. May be assigned as a liaison to represent the Kiowa Tribe in activated city or county EOCs.
3. Develop or help in the development of grant applications as needed.
4. Employ pre-disaster mitigation strategies to prevent or minimize disaster impacts to tenant and Kiowa Tribe properties.
5. Coordinate classroom interruption resources.

## DIRECTOR OF PLANNING – STRUCTURAL MITIGATION/DAMAGE

1. Provide pre-disaster structural mitigation expertise.
2. May be assigned to either the Operations Section for direct operational response or the Planning Section as Technical Specialist.
3. Serve as the Kiowa Tribe’s Structural Evaluation Team (SET) to assess the safety of Kiowa Tribe facilities and infrastructure following significant events.
4. Make recommendations on occupancy based upon an evaluation of structural integrity.
5. Provide damages assessments as needed.
6. Provide floor plans, drawings, maps and aerial photographs as needed.
7. Working with project sponsors and outside contractors as needed, analyzes damages and designs, permits and constructs capital improvements and major repairs.
8. Develop project estimates as needed for assistance or insurance claims. Oversees site cleanup, regulatory compliance and environmental stewardship within the Kiowa Tribe’s jurisdictional authority.
9. May be assigned to either the Operations Section for direct operational response or the Planning Section as Technical Specialist.
10. Conducts disaster assessments to ensure containment of hazardous substances.
11. Is assigned to the Logistics and/or Operations Sections as needed.
12. Provides damage assessments as needed.
13. Performs emergency and planned repairs.
14. Provides ground transportation support.

## **Instructions - Staff Accountability**

### Checklist

- 1) After assembling at the primary or secondary assembly point, use a checklist to systematically perform a roll call of everyone at the assembly point.
- 2) For everyone who answers the roll call
- 3) Check with supervisors for known explanations as to the whereabouts of individuals who did not answer the roll call, such as vacation, illness, is out of the building on other business, etc. Use the notes section of the checklist to record the explanation.
- 4) If there are still unaccounted for individuals, check with their co-workers for any viable explanations as to their whereabouts.
- 5) If there are still individuals who have not been accounted for or there are doubts about the whereabouts of any individual, attempt to call their cell phone (if listed) to determine their well-being.
- 6) If you cannot account for everyone on the list, report the missing person(s) to emergency responders.

## SUSPICIOUS PERSON GUIDELINES

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. <b>Call 911 for an immediate threat to life, safety or property</b> and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify the Kiowa Tribe Security Department.

### General Guidelines for Identifying Suspicious Persons

- Wearing oversized or inappropriate attire that may conceal a hidden object (e.g. wearing a long heavy coat in warm weather).
- Entering premises without prior notification or on the pretext of being engaged to perform some form of work within the facility or building.
- Loitering near facility or building for an extended period.
- Wandering within the facility or building without a valid pass authorizing entry.
- Asking specific questions concerning the security of the premises (e.g. the number of security guards deployed at the premises and the type of security hardware installed at the premises).
- Asking questions about the personal movement of a specific staff or students (e.g. arrival & departure times).
- Not able to provide a reasonable explanation or are uncooperative when asked for their purpose of visit.
- Making an unexpected delivery of a package to an office or to a specific person.
- Placing an object or a parcel within or outside facility or building and departing from the area.

## **ASSAULT INCIDENT GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for an immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify the Kiowa Tribe Security Department.

### **General Guidelines for Dealing With an Assault**

- The incident should be immediately reported to the Kiowa Tribe Security Department.
- The details of the incident should be recorded in an Incident Book.
- Situations in which persons have been intimidated or threatened with physical violence should also be recorded.
- Where necessary, immediate medical assistance should be sought.
- The Kiowa Tribe Chairman may be notified of the incident and, where necessary, an emergency meeting of the Executive Branch should take place.
- The Tribal Council may notify its legal advisors of the assault. The Kiowa Tribe's insurance company should also be notified.

## **LOSS OF BUILDING INFRASTRUCTURE GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for an immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify the Kiowa Tribe Security Department. In the event of the loss of any of the infrastructure of a building, including the loss of electricity, water, natural gas, or the failure of the heating, ventilation, air conditioning or cooling (HVAC) the following are guidelines that should be considered:
  - Report the outage to your manager or supervisor.
  - If the electricity is out, unplug computers or other sensitive electronic equipment until the power is restored.
  - Determine, as soon as possible, when the utilities that are out may be restored.
  - Coordinate with your manager or supervisor to determine what actions may be taken in the event the outage may be longer term.
  - Ensure that there is an understanding that actions are being taken to understand the situation and that decisions will be made shortly.
  - If it is winter and heat has been insufficient, consider having affected persons put on a jacket or hat to preserve warmth.
  - If the water is out, consider alternative plans for bathroom needs.

## ACTIVE SHOOTER GUIDELINES

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for an immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify the Kiowa Tribe Security Department.

Prepare – Be aware that an active shooter scenario could happen and be ready for it by training, exercising and discussing what can be done with law enforcement and first responders. Run - The first instinct may be to freeze and hide, but if possible, you should get yourself and others out.

If there's a special needs student or someone else who may be disoriented, grab him or her if possible.

If You Are Outside When A Shooting Occurs - Drop to the ground immediately, face down as flat as possible. If you are within 15-20 feet of a safe place or cover, duck and run to it. Otherwise, move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight but may not be bulletproof. When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head to see what may be happening. Wait and listen for directions from Public Safety and/law enforcement personnel.

Leave Personal Items– The last thing you want to worry about are the items you entered the building with. You want to get out of the building. If You Can't Run, Hide - do all you can to prevent the shooter from entering the room and causing injury. Lock the door and use a doorstop if there is one. Put a chair, a sofa, and even a desk in front of the door. Turn the lights off. The more weight and objects, the greater the distraction to the shooter trying to get in. This not only makes it harder for him to shoot at you, it lets time be your ally. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.

Plan with others in the room about what you will do if the shooter enters. Make a total commitment to action and act as a team with others. If possible and safe to do so, report the location of the assailant.

Silence Your Cellphone - When you get everything set up in the room, if you have not already done so, silence your cellphone and using a landline call 9-1-1 and, whispering, let them know

what floor you're on and what you're seeing and hearing. If you're calling from a landline, and something happens and you drop the phone, the address is going to be displayed in the dispatch center. That is not necessarily true for a cellphone.

Fight – If it comes to no other choice, and then fight for your life and those around you. Scissors, hot coffee, the coffee carafe, other glass objects from an office pantry, for example are potential weapons. Fire extinguishers, either engaged or as a weapon to inflict blunt force trauma, are good.

Whatever You Do, Do Something - The first five seconds of an active shooter incident are critical.

Don't freeze in disbelief, react immediately.

## EARTHQUAKE GUIDELINES

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for an immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify the Kiowa Tribe Security Department.
4. When the earthquake starts duck and cover.
  - When the shaking stops, look around to make sure it is safe to move. Then exit the building.
  - Help injured or trapped persons. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
  - Look for and extinguish small fires. Fire is the common hazard after an earthquake.
  - Inspect utilities.
  - Check for gas leaks. If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. If possible, turn off the gas at the outside main valve. Do not turn the gas back on.
  - Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, quickly leave the building. If possible, turn off the electricity at the main fuse box or circuit breaker. Do not step in water to turn off electricity. Do not turn electricity back on.
  - Check for sewage and water line damage. If you suspect sewage line(s) are damaged, avoid using the toilets. If water pipes are damaged, do not use water from the tap.
  - Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
  - Listen to a battery-operated radio or television for the latest emergency information.
  - Use the telephone only for emergency calls.
  - Stay away from damaged areas unless Security, fire, or rescue organizations have specifically requested your assistance.
  - After it is determined that it's safe to return, your safety should be your primary priority as you begin cleaning up and recovery.

## **FIRE/FIRE ALARM GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for an immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify the Kiowa Tribe Security Department.
  - Unless faced with immediately life-threatening circumstances, quickly lock up any cash, gather personal belongings (keys, purses, coats) and evacuate the building, escorting any guests or visitors. Walk; do not run, to the nearest exit.
  - Fire extinguishers are located throughout all facilities. Employees are neither obligated nor expected to use the extinguishers to suppress a fire if such actions exceed the employee's level of training.
  - Do not use the elevator.
  - Give assistance to anyone having difficulty using the stairs. If necessary, carry disabled people to safety. Request assistance if you have mobility impairment. In the event no one renders help, go to the nearest stairway landing, shout for help and wait there until help arrives.
  - Close, but do not lock, doors as you leave. The last person leaving a room or floor should do a final check to make sure no one is left behind. x Do not allow anyone except emergency responders back into the building.
  - Once clear of the building, proceed to the primary assembly point identified for your building. If the primary assembly point is unsafe, please go to the secondary site identified for your building.
  - Do not interfere with responding emergency personnel except to assist in their entering the building or to answer any questions they may have.
  - Participate in efforts to account for all who were known to be in the building and follow any further instructions.
  - Do not return to the building until permitted by fire officials.
  - Do not leave the area until released by your supervisor.

## **FLOODING GUIDELINES**

- Remain calm and take all safe and prudent actions to protect lives and ensure safety.
- Call 911 for an immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
- If a non-immediate threat to life, safety or property, notify the Kiowa Tribe Security Department.
- Listen to local radio and television stations for possible flood warnings and reports of flooding in progress or other critical information such as local road closures. x Be prepared to evacuate at a moment's notice.
- When a flood or flash flood warning is issued for your area, contact your supervisor and determine if operations should be suspended.
- Stay away from floodwaters if you come upon a flowing stream where water is above your ankles, stop, turn around and go another way.
- If you come upon a flooded road while driving, turn around and go another way.
- If you are caught on a flooded road and waters are rising rapidly around you, get out of the car quickly and move to higher ground, cars can be swept away by less than two feet of moving water.

Keep children out of the water. x Be especially cautious after dark when it is harder to recognize flood danger.

## **HAZARDOUS MATERIALS GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for an immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify the Kiowa Tribe Security Department.
4. Upon detection or notification of a spill of any hazardous materials, notify 911.
  - If Shelter in Place Procedures are implemented, close off all outside air intakes and curtail all outdoor activities.
  - If Evacuation Procedures are implemented, discuss closing facilities or buildings.
  - Determine evacuation procedure in conjunction with Incident Commander.
  - If evacuation is to an off-site location, notify Public Information Officer.
  - All persons evacuated from the facility(ies) or building(s) are accounted for when everyone has reached the assembly area. Missing persons should be reported to emergency personnel.
  - Based on advice from responders, curtail or cease operations.
  - Notify the Chairman's Office of the Hazmat event.
  - Notify the Kiowa Tribe Security Department.
  - With assistance of responders, determine cause and extent of incident.
  - If necessary, for cleanup, notify the EPA to assist with development of a cleanup plan.
  - Incident Commander gives the all clear and normal operations resume.
  - Call staff meeting to hold a review of the incident and discuss changes to procedures.

## **KIOWA TRIBE EMERGENCY GUIDELINES**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for an immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify the Kiowa Tribe Security Department.
4. Evaluate the situation. Can this person be approached or controlled without the use of force? How many individuals are involved? What kinds of weapons do they have? What is their demeanor? Is negotiation an option?
  - Isolate the perpetrator from other innocent bystanders or potential victims.
  - Secure the perimeter.
  - Evacuate individuals who can be safely removed from the vicinity.
  - Remain calm. The more intense the situation, the greater the need for calmness.
  - Get help immediately from whatever source is possible.
  - Report the incident to law enforcement.
  - Negotiate, if possible.
  - Avoid heroics. Don't threaten or intimidate. Keep a safe, non-intimidating distance. Keep your hands clearly visible. Avoid abrupt, sporadic movements.
  - Look for a place to dive or jump. Be thinking about a potential escape plan for yourself and others.

**PANDEMIC GUIDELINE**

1. Remain calm and take all safe and prudent actions to protect lives and ensure safety.
2. Call 911 for an immediate threat to life, safety or property and be prepared to answer other questions asked by the 911 Operator.
3. If a non-immediate threat to life, safety or property, notify the Kiowa Tribe Security Department.
4. Prepare necessary emergency orders.

<b>Pandemic Response Grid</b>	
<b>Outbreak Characteristics/ Trigger Points</b>	<b>Response Strategy or Tactic</b>
Sustained Human-to-Human transmission with seasonal flu-like virulence	<ul style="list-style-type: none"> <li>• Review plan with planning team</li> <li>• Planning team meetings as needed</li> <li>• Consider reassignments of personnel as needed to fulfill critical functions</li> <li>• Consider deploying hand sanitizers and disinfectant wipes</li> </ul>
Sustained Human-to-Human transmission with unknown virulence	<ul style="list-style-type: none"> <li>• Command Structure Planning team meetings as needed Consider reassignment of personnel as needed to fulfill critical functions</li> <li>• Deploy CDC Guidelines</li> </ul>
Sustained Human-to-Human transmission with Mortality less than 10% ?	<ul style="list-style-type: none"> <li>• Review plan with planning team</li> <li>• Engage with local Pandemic Command Structure Planning team meetings as needed</li> <li>• Deploy CDC Guidelines</li> <li>• Implement pandemic leave policy Implement an employee communication plan</li> <li>• Consider implementation of "social distancing" practices as promulgated by the CDC.</li> </ul>
Sustained Human-to-Human transmission with high Mortality rates	<ul style="list-style-type: none"> <li>• Review plan with planning team</li> </ul>

	<ul style="list-style-type: none"> <li>• Engage with local Pandemic Command Structure Planning team meetings as needed</li> <li>• Deploy hand sanitizers and disinfectant wipes</li> <li>• Implement pandemic leave policy</li> <li>• Implement an employee communication plan</li> <li>• Implement "social distancing" practices</li> <li>• Deploy face masks or other types of face coverings</li> <li>• Provide family support</li> <li>• Consider policies to assist with business survivability, recovery, and continuity</li> <li>• Consider a Declaration or Proclamation of a State of Emergency for the Kiowa Tribe</li> </ul>
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## Preparing for a Pandemic

- Store additional supplies of food and water.
- Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Get copies and maintain electronic versions of health records from doctors, hospitals, pharmacies and other sources and store them, for personal reference. Get help accessing [electronic health records](#).
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.

## During a Pandemic

### Limit the Spread of Germs and Prevent Infection

- Americans can continue to use, and drink tap water as usual during the COVID-19 pandemic. Please be sure to follow public health guidance as the situation develops.
- **Avoid close contact** with people who are sick.
- When you are sick, **keep your distance** from others to protect them from getting sick too.

- **Cover your mouth and nose** with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- **Washing your hands** often will help protect you from germs.
- **Avoid touching your eyes, nose or mouth.**
- **Practice other good health habits.** Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

## **H1N1 (Swine Flu) Protocol**

If you are experiencing flu symptoms (fever, sore throat, cough, muscle aches, and occasionally vomiting and diarrhea):

- Contact your supervisor
- Stay home
- Schedule appointment with your health care provider and be tested
- If coughing, cover your nose and mouth with a tissue or elbow to avoid spreading germs
- Avoid touching your eyes, nose, and mouth.
- Routinely wash your hands thoroughly with soap and water
- Sanitize your home environment to prevent spreading germs
- Provide written test results to your supervisor. If negative, you may return to work.

Process for infection control in the workplace:

- Routinely wash hands thoroughly with soap and water
- Keep and use alcohol-based hand sanitizers at home and at work. During this time hand sanitizers may be purchased with supervisor approval.
- If coughing, cover your nose and mouth with a tissue or elbow to avoid spreading germs. Employees supply their own tissue.
- Avoid contact with other people who are sick
- Refrain from shaking hands with co-workers, contractors, and visitors
- Daily, wipe down your work area, telephone, mouse, keyboard, desk surfaces, with non-toxic germicidal cleaner.
- Don't bring a sick child to work (schools are being cautious about mingling children with others, so we need to consider this as well)

Preparations taken to protect employees:

- Face masks and gloves are generally kept in stock for employees located at the Kiowa Tribal complex location. Staff has been advised to keep first aid kits filled with required supplies as well as gloves and masks for staff.

- Field Offices – Safety Committee Members located in other offices also need to keep first aid kits filled with required supplies. In addition, they are to keep Personal Protective Equipment (PPE), gloves and face masks, available for their staff.
- Employees are responsible to inform contractors of the need to supply PPE to their employees.
- Cleaning contractors are prepared to clean offices and areas that have come in contact with an infected person.
- Non-toxic germicidal spray has also been purchased to keep on hand for cleaning up areas that may have been in contact with an infected person.
- Hand sanitizers will be available in the lobby, receptionist areas, for employee use.
- Updates received will be shared with employees via email and texts.

**These preparations are only precautionary measures and not meant to create alarm in employees.**

## Emergency Evacuation

In an emergency many judgment calls must be made based on the specific situation. Safety Team Members each have been trained to perform a certain role, however, in a disaster situation we all may be called upon to assist or perform other duties.

The following scenarios have been created to provide a better understanding of what to expect and what is required from safety team members.

### Scenarios:

In a situation where smoke or fire is detected, the fire alarm will sound off. Employees will evacuate the building and remain in the parking lot until it is safe to return to the building.

- Designated Employees: Direct employees/contractors/visitors towards the proper evacuation route, i.e. the closest safe exits from the buildings.

In a situation where the building is unsafe, the alarm will be activated. Employees will evacuate the building and remain in the parking lot until it is safe to return to the building.

- Designated Employees: Direct employees/contractors/visitors towards the proper evacuation route, i.e. the closest safe exits from the buildings.

### Evacuation Procedure:

- Exit building as usual.
- Employees meet in designated assembly area in parking lot and report to their acting or immediate supervisors.

- Designated Employees report on status of employees.
- When safe to return to building, a general announcement will be made.

If building has experienced fire or other destruction:

- Employees exit the building, meet in the parking lot, and report to their acting or immediate supervisors.
- Account for employees and if necessary, expedite process by collecting employee accountability sheets from supervisors.
- Prepare checklist for injured, those taken to the hospital, and deceased. Report accordingly.
- CPR trained employees assigned to severely injured employees until ambulance(s)/rescue personnel arrive.

## Workplace Emergency & Disaster Messages

During an emergency, tenants normally evacuate the building when the fire alarm is activated. There may be occasions when we will have to divert from the normal method of communication to inform employees, contractors, and visitors of evacuation procedures. In these instances, the intercom will be used.

Below are samples messages to use in association with the various situations.

- False Alarm

May I have your attention? Please stay in your work area as this is a false alarm. We apologize for the inconvenience. Thank you. (REPEAT)

- Alarms are not working

May I have your attention? Please evacuate the building immediately in an orderly fashion and gather at the parking lot staging area designated for your floor. You will be notified when it is safe to return to the building. (REPEAT)

- Bomb Threat

Designated employee will use the intercom located in the security office to provide special instructions.

**Do not use walkie-talkies, cell phones, or pagers as these may detonate an explosive device. Okay to use land phone.**

May I have your attention? Please evacuate the building immediately in an orderly fashion and gather at the parking lot staging area designated for your floor. You will be notified when it is safe to return to the building. (REPEAT)

- No Electricity in the Building

Designated employee will use the intercom located in the security office to provide special instructions to tenants. Use of this system will activate the fire alarm.

## OPTIONS:

1. May I have your attention? Employees are authorized to leave for the day. Unless you hear from your supervisor, you will be expected to return to work tomorrow. (REPEAT)

2. May I have your attention? Please evacuate the building immediately in an orderly fashion and gather at the parking lot staging area designated for your floor. You will be notified when it is safe to return to the building. (REPEAT)

· Shelter-in-Place Policies [TO BE DEVELOPED]

Designated employee will use the intercom to provide special instructions to employees.

May I have your attention? Due to external hazards you are asked to shelter-in-place. Please evacuate to the area designated area. You will be notified when it is safe to return to regular work area. (REPEAT)

The above instruction may be changed as the need arises. If this should occur, you will be notified. Thank you for your cooperation and participation in making our workplace a safe place.

## INCLEMENT WEATHER POLICY

**Supervisors should assure that any employees who do not have access to e-mail receive a printed copy of the following message.**

This e-mail is a reminder to employees concerning actual closure of the work place or delays in reporting for duty when inclement weather conditions exist — tornadoes, heavy snow, severe icing, flooding, or other haphazard conditions.

It is the basic policy to remain open, whenever possible, to provide uninterrupted services to our tribal members and clients. At the same time the safety and well-being of staff is a priority. Although employees are encouraged to report to work as early as possible, inclement weather and road conditions may preclude employees from safely commuting to work.

If the office is operating under a *LIBERAL LEAVE* policy, employees who are unable to reach their workplace may request annual leave, accrued compensatory time, or leave without pay (LWOP). Employees are required to call their immediate supervisor to request approval of any type leave.

If the office is operating under a *DELAYED ARRIVAL* policy, employees are to adjust their home departure time to arrive at their workplace no later than the announced delay period after their normal scheduled arrival time. For example, if a 2-hour delay is announced, employees who normally start working at 8:30 a.m. would be required to be at their office and ready to work by 10:30 a.m. Employees may not be charged leave or loss of pay for this two-hour period.