



Northwest Tribal Emergency Management Council

COLVILLE
COEUR D'ALENE
COWLITZ
HOH
LOWER ELWHA
KLALLAM
LUMMI
MAKAH
MUCKLESHOOT
NISQUALLY
NOOKSACK
QUINAULT
SAMISH
SAUK-SUIATTLE
SHOALWATER
BAY
SILETZ
SNOQUALMIE
SPOKANE
STILLAGUMISH
SWINOMISH
TULALIP
UPPER SKAGIT
YAKAMA

To: Blessing Guillermo, WA EMD
From: Glenn Coil, NW Tribal Emergency Mgmt. Council
Date: April 1, 2010
Re: Final Report FY08 IECGP Grant for NWTEMC, Statewide Tribal Communication

The 2008 IECGP project has been complete. The following deliverables have been completed, and if applicable are attached:

At the end of the first quarter, the project will have established the beginnings of a database prepared for future inclusion in the CASM.
The second quarter will produce a communications manual dictating policies and procedures consistent with that of the local jurisdictions and state partners.
The third quarter will benchmark the beginning of the development of training and implementation plans
a fourth quarter exercise to pull the first three quarters together.

Deliverable 1: CASM

Background: The Communication Assets Survey and Mapping (CASM) tool is a standardized collection method for emergency response agencies to store and visually display data about their public safety communications assets and how those assets are used. CASM provides:

- A single repository for information about land mobile radio systems, methods of interoperability and how they are used by emergency responders.
- A means to display the data.
- Tools to analyze the data and visualize interoperability gaps in accordance with the SAFECOM Interoperability Continuum framework.

NWTEMC was designated as gatekeeper for WA Tribes, creating usernames for Tribes requesting access and maintaining data. During the initial data collection, State CASM administrators noticed that Tribes were not taking advantage of the tool and were not asking for usernames or entering data for their respective organizations.

To ensure better interoperability communications, NWTEMC had CASM administrators present at NWTEMC meetings explaining the tool and its usefulness. Many Tribes expressed interest but misgivings over the data entry. Thus when the FY08 IECGP grant became

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available, member Tribes of NWTEMC asked that monies be allocated to hire a contractor to help collect and enter data for inclusion into CASM for their respective organizations.

In fall of 2008 the grant became available. NWTEMC devoted time during monthly meetings explaining the IECGP project, particularly the CASM project. An RFP was prepared and put out in early 2009. After a few months there was no response, so communications contractors were contacted requesting proposals. In June of 2009, ikalian, of Portland OR, submitted a proposal. Although the proposal was for all fy08 IECGP deliverables, ultimately the contractor only worked on the CASM part.

CASM Scope:

2.1a) Enter data for the following 9 tribes into CASM making sure that it does not corrupt or conflict with existing data for the WA state and local agencies in the CASM database.

- Nooksack Tribe
- Lummi Nation
- Samish Tribe
- Upper Skagit Tribe
- Swinomish Tribe
- Tulalip Tribe
- Sauk-Suiattle Indian Tribe
- Stillaguamish Tribe
- Snoqualmie Nation

2.1b) Compile the database for the following tribes and enter them in CASM database.

- Makah Tribal Community
- Lower Elwha Klallam Tribe

2.1c) Compile the database for the following tribes and enter them in CASM database.

- Shoalwater Bay Tribe
- Cowlitz Tribe

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- Yakama Nation

2.1d) Compile the database for the following tribes and enter them in CASM database.

- Colville Confederated Tribes

- Spokane Tribe

- Muckleshoot Tribe

Conclusion: Working with NWTEMC, contractor contacted all Tribes listed in the Proposal, and in some cases meeting with Tribes personally to gather data to enter into CASM. A username and password was created for Contractor to enter data, with NWTEMC staff checking on progress of work.

The contractor had mixed results with data gathering. Samish Tribe had no communications capabilities to add. Yakama and Colville Tribes chose not participate. Only one Tribe asked for access to CASM, Yakama Nation, although they chose not to participate. More work will be needed to get better Tribal use of CASM tool.

Deliverable 2: InterOp Communications Manual

Background: Having basic standard operating procedures consistent with other local jurisdictions, tribes and states is a necessary basic component to ensure InterOp communications that many Tribes lack. The National Emergency Communications Plan as well as the Washington Statewide Communications Interoperability Plan lay out a framework and vision for InterOp communications, but do not give a basic template for Tribes to develop a basic InterOp communications plan.

So that Tribes have a basic emergency communications template to work with while developing InterOp communications capabilities, one of the deliverables of the fy08 IECGP was to develop an Inter-op Communications template of Standard Operating Procedures.

Scope: A communication manual that can be provided to each of the NWTEMC tribes. Primary focus of this manual will be an emergency communications plan template that will be filled out by each tribe documenting the emergency communications plan for the tribe. It will also highlight key policies and procedures for the NWTEMC tribes. The Washington state/local jurisdiction communication manuals will be used as reference and guideline for this manual, though it may not be as comprehensive. This manual will also include training and exercise plans.

The deliverable was listed in the RFP, but no contractor elected to work on it and was developed by NWTEMC staff.

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Numerous documents were reviewed, with usable templates sought out, but no workable examples of what NWTEMC envisioned was found. The Safecom site (<http://www.safecomprogram.gov/SAFECOM/tools/>) had a document template titled "[Tactical Interoperable Communications Plan \(TICP\) Template](#)" that was similar to what NWTEMC was looking for, but at 83 pages was more comprehensive than what was envisioned.

Rather NWTEMC settled on using [Writing Guide for Standard Operating Procedures](#), also found on the Safecom website, while making use of WA CEMP ESF 2, Communications and the TICP template mentioned above. This document is attached and is titled "**Standard Operating Procedures for Incident Response**" **TEMPLATE**. The word file is titled *InterOp Standard Operating Procedures NWTEMC*.

Deliverable 3: Training Materials

Materials were developed for the Tabletop Communications exercise to be held at the 2009 NWTEMC Conference Oct 7th. This included a PowerPoint to be used for the exercise and which has been made available on the NWTEMC website for future use by other Tribes. Presentation is attached and can also be found at: http://nwtemc.org/documents/2009_NWTEMC_Conf/Presentations/NWTEMC_Interop_Tabletop_SM_100509.pptx.

Deliverable 4: InterOp Communications Exercise

Time and time again, it is identified that in many events and during exercises, lack of communications is the biggest hindrance to an effective response. Yet in many exercises, communications is skipped over or only briefly mentioned.

For this grant it was determined that to get the best audience for an InterOp Communications focused exercise, it would be held during the second day of the 2009 NWTEMC Conference. Numerous partners necessary for effective InterOp communications would also be present: WA State Patrol, BIA, Tribes, FEMA, WA Dept. of Health, WA EMD and other agencies.

Two contractors were hired to develop training materials and to conduct the exercise. The exercise was focused on communications during an H1N1 outbreak coupled with a severe winter storm in Washington that would cripple traditional communication avenues.

Outcome: The exercise was considered a success as many attendees became aware that many disparate aspects of emergency management (public health, roads, telecommunications, law enforcement) need to come together during an event but do not have a pre-determined SOP or method for communicating amongst each during a major event. Well over 60 persons from different agencies attended. The facilitators were well received and many folks commented that a communications exercise should be held at the next Conference in 2010.

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