

**Becenti
Emergency
Response
Team
(B.E.R.T)**

**2019-
2022**

This document contains the Plan of Operation, Plan of Action and necessary attachments and the Becenti Chapter Resolution.

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PLAN OF OPERATION

I ESTABLISHMENT

The Authorized Local Emergency Response Team (A.L.E.R.T.) concept for the Becenti Chapter is hereby established as an emergency response unit within the local chapter government. The formulation of such an establishment shall be identified as the BECENTI EMERGENCY RESPONSE TEAM (B.E.R.T.).

II PURPOSE

To coordinate available resources for effective and efficient response to emergency/disaster; to save lives, avoid injuries, and minimize economic loss by implementing a comprehensive emergency management plan at the local level.

III OBJECTIVES

- A. To develop an organized, comprehensive emergency management system capable of efficient and effective treatment of potential and actual emergency situations.
- B. To become, and be recognized, as a local first responder.

IV MEMBERSHIP

- A. Becenti Emergency Response Team may consist of the following:
 - i) Chapter Officials and/or delegated representative
 - ii) Chapter Administration
 - iii) Land Board Representative
 - iv) Community Health Representative and Public Health Nurse
 - v) Professional members of the community; Senior Center staff, Head Start staff, and Health Board.
 - vi) Police, Registered Nurse, Emergency Medical Technician, Fire Fighter
 - vii) Volunteers
- B. Recommendation for selection of a Response team will be made through a duly called chapter meeting with a certified chapter resolution.
- C. B.E.R.T. may consist of five or more members

- D. Membership will be on a four (4) year term.
- E. Members of B.E.R.T. shall be certified in Cardiopulmonary Resuscitation (CPR) and First Aid. May attend additional mandated trainings that will be made available for them.
- F. Active members can consist of members and non-members of Becenti Chapter.
- G. Members shall be in compliance with the National Incident Management System (NIMS) and knowledgeable in the Incident Command System (ICS).
- H. Stipends may be available, at the Chapters discretion, if funds are available, with an understanding that this is a "Voluntary" organization.
- I. B.E.R.T. is a voluntary organization and shall not be liable for any accidents, injuries, loss of lives, or any incidents that is/was beyond their control.
- J. Overtime for Tribal employees during emergency situations shall be dealt with according to the Navajo Nation Personnel policies and procedures. [Section XIII. (A-F), OVERTIME] (see attachment A).

V DUTIES AND RESPONSIBILITIES OF B.E.R.T.

The primary responsibility of B.E.R.T. is to ensure that a local emergency response plan is in place at the chapter, which consists of the Local Emergency Plan of Action.

A. PREVENTION

- i) Conduct community assessments; establish coordination of resources for prevention programs and develop policies to govern local response procedures.
- ii) Determine the community's vulnerability to disasters (attachment B).
- iii) Identify facilities, agencies, personnel, and resources to support B.E.R.T. activities.
- iv) Survey communications and auxiliary power needs. Identify and provide facilities and equipment to meet these needs.
- v) Analyze Emergency Operations Center (EOC) location in relation to potential hazard conditions. If not feasible, select and equip alternate EOC.
- vi) Develop a public information program.
- vii) Develop a basic plan to implement in case of emergencies.
- viii) Review Navajo Nation and McKinley County ordinances and regulations.
- ix) Review funding sources and recommend funding usage for emergencies.

B. PROTECTION

- i) Planning to ensure that most effective, efficient response efforts are in place to minimize damage and prevent crisis.

- ii) Prepare plans and standard operating procedures for any and all emergencies.
- iii) Arrange training programs for team members and support staff.
- iv) Stockpile wood, coal and livestock feed.
- v) Stockpile food and water supplies
- vi) Stockpile emergency response kits & emergency equipment.
- vii) Stockpile administrative supplies and equipment.
- viii) Develop and maintain schedule of testing, maintenance, and repair of equipment.
- ix) Establish a media and rumor control program.
- x) Develop a set of guidelines for E.O.C. activities.

C. RESPONSE

- i) Respond to any type of emergencies, natural and human-caused disasters, by implementing emergency operations as applicable to the type of incident.
- ii) Activate EOC as required or dictated by disaster conditions. Coordinate all operations.
- iii) Establish contact with higher levels of government thru protocol.
- iv) Implement mutual aid agreements.
- v) Inform resources and emergency services.

D. RECOVERY

- i) Return all operations back to near-normal or normal through an active recovery program.
- ii) Prepare the necessary damage assessment report(s).
- iii) Consult appropriate agencies for information about disaster assistance.
- iv) Seek all necessary medical care at the nearest hospital.

VI ORDER OF BUSINESS

- A. The designated chairperson shall chair all B.E.R.T. and/or special meetings. Meetings will be held once a month. Special meetings will be at the discretion of B.E.R.T.
- B. Standard meeting agenda
 - i) Call meeting to order
 - ii) Invocation

- iii) Review and approve Agenda
- iv) Minutes provided by Secretary
- v) Reports on emergency related activities
- vi) Consideration of all business/new business
- vii) Announcements
- viii) Adjournment

VII TRAINING AND TECHNICAL ASSISTANCE

Training will be made available to B.E.R.T. members through applicable Navajo Nation programs and other training agencies when necessary or as requested by active team members. Upon availability of funds, active B.E.R.T. members will be eligible for registration fees, training and other travel expenses.

VIII AMENDMENTS AND REVISION

Every four years, this Plan of Operation, or as deemed necessary, be amended by B.E.R.T. and recommended to the Becenti Chapter at a duly called regular chapter meeting.

PLAN OF ACTION

Command Post

1. The Becenti Chapter House will be designated as the local command post for the community during emergency declaration.
2. The Chapter telephone and administrative supplies and equipment shall be made accessible to the B.E.R.T. members. The Chapter House shall be open during the course of the emergency operation.

The protocols shall be as follows:

1. The Commander shall serve as the primary contact person. He/she shall be responsible for contacting team members that are available to report to the local command post immediately.
2. The team members shall conduct a rapid assessment of the Chapter service area using the maps available at the chapter house.
3. The team members shall identify all households and/or High-Risk individuals residing in the declared disaster area by using maps available at the command post.
4. B.E.R.T., based upon assessment reports, will determine if there is a need to expend chapter emergency funds and use chapter equipment and supplies.
5. If the communication system at the local command post is out of order, a team member shall contact Communications & Utilities for an alternate communication system.
6. B.E.R.T. members shall be responsible for designating operators for chapter equipment.
7. B.E.R.T. members shall respond to the type of emergencies according to the attached Priority Listing (Attachment B).
8. B.E.R.T. members shall establish contact with higher levels of assistance, if the situation is escalating.
9. B.E.R.T members shall prepare the initial damage assessment and recovery reports.
10. B.E.R.T. members shall coordinate the recovery operation.

VIII. OVERTIME

A. Policy

It is the policy of the Navajo Nation to authorize overtime when necessary to meet essential operating needs of the Navajo Nation subject to existing funding and contract requirements.

B. Exempt/Non-exempt Classification

All positions will be classified as either exempt or non-exempt to determine eligibility for overtime compensations.

- a) Exempt: managerial, professional, and administrative positions. Employees assigned to exempt positions are not eligible for overtime compensation.
- b) Non-exempt: nonsupervisory or office staff positions. Employees assigned to non-exempt positions are eligible for overtime compensation.
- c) Department of Personnel Management is responsible for determining the exempt or non-exempt status of each position.

C. Authority to Approve Overtime

The program manager may authorize overtime consistent with these policies. However, prior to working overtime, non-exempt employees must agree to the type of compensation preferred, cash payment, compensatory time off, or a combination of the two.

D. Employee Notification

The Program Manager shall notify the employee in advance that overtime is necessary and the employee is expected to work. In assigning overtime, the Program Manager will take into account employee preference for overtime assignments. To the extent feasible, overtime shall be distributed equally among full-time employees of the same classification.

E. Compensation for Overtime Work

- a) Cash Payment – Whenever an employee is approved to work overtime, payment for the overtime must be processed within the next pay period ending.
 - i) Non-exempt employees shall be paid for overtime at the rate of one and one-half times their regular rate for hours worked which exceed forty hours of actual work in a workweek. Exception: Employees engaged in public safety activities will be paid the overtime rate for hours worked which exceed eighty hours of actual work in a pay period.
 - ii) Non-exempt employees shall be paid at their regular rate of pay when the actual hours worked is equal to or less than 40 hours in a workweek. Employees engaged in public safety activities shall be paid at their regular rate when the actual hours worked is equal to or less than 80 hours in a pay period.
 - iii) A non-exempt employee shall be paid for any accrued and authorized overtime, including accrued compensatory time, by the work unit in which the overtime was worked, upon transfer, change in source, or termination.
- b) Compensatory Time Off

In lieu of cash payment, an employee may be eligible to earn compensatory time subject to the following:

- i) For non-exempt employees, compensatory time shall be calculated in the same manner as cash payment in E, above.
- ii) Compensatory time off shall be arranged by the employee and the supervisor. Supervisors shall properly account for Compensatory time earned and taken by employees.
- iii) For non-exempt employees, compensatory time off must be taken within 90 days of the time it was earned otherwise programs are required to compensate employees in cash payment.
- iv) An employee may not accrue more than 120 hours of compensatory time, unless the employee is engaged in essential public safety activities or emergency response activities. These employees may accrue up to 240 hours of compensatory time. Any overtime hours worked in excess of these time limits must be compensated in cash payment until the number of accrued hours of compensatory time falls below the limit.

F. Reporting of Overtime

All authorized and earned overtime compensatory time must be recorded on the official time sheet. Only hours reported on the time sheet will be accepted and approved for cash payment or compensatory time off.

PRIORITY LISTING

Priority I: HIGH RISK/REQUIRED MEDICAL ATTENTION

Individuals residing in the declared disaster area with any of the following conditions:

- Cardiac problems
- Dialysis patients
- Elderly patient with illness
- Frail elderly
- Extreme flu cold and/or feverish
- Pregnant women with difficulties, infants, newborn babies
- Diabetic
- Oxygen users
- Recent medically discharged patients
- Individual with disabilities
- Accident victims needing immediate attention

Due to Privacy Act, names of patients may not be revealed instead number codes will be used for identification purposes (attachment C).

The Community Health Representative and B.E.R.T. members shall provide temporary assistance with services and/or provide transportation to individuals in need.

The Crownpoint Comprehensive Indian Hospital, Emergency Medical Services Department (EMT) and Volunteer Fire Department personnel shall provide triage to individuals residing in the declared disaster area.

The Chapter CHR, Senior Center and Head Start Representatives shall provide a list of all High Risk and individuals residing in the declared disaster area.

The Becenti Multi-Purpose building shall be designated as the primary emergency shelter. Secondary shelter(s) shall be identified by the B.E.R.T. such as local faith-based organizations.

Food supplies (upon availability), blankets and PPE(s) stored at the Chapter shall be made available to the shelter patients.

Land Board and B.E.R.T. shall make contact with livestock feed vendors including NAPI, T&R Feed/Supply and/or Navajo local vendors and reasonable out of state vendors for stockpiling

hay, grain and protein blocks. Becenti Chapter Emergency Funds shall be used to pay for purchase of livestock feed. In some instance a local Veterinarian may be contacted if necessary. Livestock owner shall be responsible at all times during the duration of the disaster response.

Priority II: WOOD, COAL, PELLET AND PROPANE GAS (heating and/or for cooking)

If available, B.E.R.T. members shall distribute equal amount of the supplies to affected household by the disaster.

If available, B.E.R.T shall make contact with wood and coal vendors, including T&R Market, CHRP and/or local Navajo wood or coal vendors for stockpiling emergency supplies. Becenti Chapter Emergency Funds shall be used to pay for the purchase of wood and coal to be supplied to disaster victims.

B.E.R.T. members shall initiate emergency wood/or coal hauling projects to those in need living within the declared disaster area. Becenti Chapter emergency funds shall be used to pay expenses incurred to complete project during the emergency response.

AMENDMENTS AND REVISION

The Plan of Operations, Plan of Action and Priority Listing may be amended as deemed necessary and recommended to the Becenti Chapter community membership at a duly called Regular Chapter meeting for approval.

Listing of High-Risk People Using Numbers

Map of the Becenti Chapter Service Area

Eight (8) basic food needs for Becenti community:

1. Flour
2. Sugar
3. Baking powder
4. Salt
5. Potatoes
6. Shortening
7. Coffee
8. Spam luncheon meat

Emergency Supply List

B.E.R.T. will utilize FY 2019/2022 Emergency Funds to purchase and have on hand to assist residents who are considered high risk and individuals affected by the disaster. The description items are as follows:

- Bottle Drinking Water
- Food (non-perishable items)
- Blanket/Sleeping bag
- Bedroll
- Cot (5)
- Gloves
- Flashlight
- Candles
- Waterproof matches/lighter
- First Aid Kit
- Gas-powered 20" Chainsaw
- Chainsaw accessories
- Ax (2)
- Fireman hatchet (2)
- Shovel
- Snow shovel
- Sledge hammer
- Flares
- Community maps
- 10 miles range 2-way radio (5)
- Batteries (AAA, AA, C, D)
- Sanitation supplies
- Basic Personal Hygiene items
- Items for infants, elderly, and disabled
- Color coded signs
- Binocular
- Reflector vest
- Helmet/Hard Hat
- Whistle
- Compass
- Goggles
- Fire Extinguishers
- Disposable Latex Gloves
- Writing supplies
- Crescent wrench
- Caution tape
- Duct tape
- Neck Brace
- Stretcher
- Lumber marker (assorted colors)
- Rope
- 100 ft. 12-gauge extension cord w/power block
- Gas can
- Oil
- Bar & chain oil
- Back pack
- Heavy Equipment
- Chapter truck
- PPE supplies

ATTACHMENT G



Navajo Nation Becenti Chapter

Tloo'di'tsin "Barren of the Trees" Jadi'hadi'i'iih "Antelope lookout"

BECENTI EMERGENCY RESPONSE TEAM (BERT)

Andrew Martin
PRESIDENT

Marilyn Becenti
VICE - PRESIDENT

Mikelle Lantana
SECRETARY

P.O. Box 708 Crownpoint, NM 87313 Website: becenti.navajochapters.org Email: becenti@navajochapters.org Phone: (505) 786-2283 Fax: (505) 786-2285

Resolution of the Becenti Emergency Response Team

BERT-2021-001

RESOLUTION APPROVING THE AMENDMENTS TO THE BECENTI EMERGENCY RESPONSE TEAM PLAN OF OPERATION AND ACKNOWLEDGE OF THE MEMBERSHIP LISTING.

WHEREAS:

1. Pursuant to Navajo Nation Council Resolution CJ-20-55, the Becenti Chapter is a certified chapter of the Navajo Nation Government and is vested with certain authorities to address and resolve local matters in the best interest of the community members, and coordinate with or refer appropriate subject matters to the Navajo Nation, McKinley County, State of New Mexico, and the US Federal Governments; and
2. Pursuant to Navajo Nation Council Resolution CAP-34-98 Local Governance Act "LGA", allows chapter governments to make decisions over local matters, this authority in the long run, will improve community decision making, allow communities to excel and flourish, enable Navajo leaders to lead towards a prosperous future, and improve the strength and sovereignty of the Navajo Nation; and
3. The Becenti Chapter officially acknowledges the Becenti Emergency Response Team "BERT" as the community Authorized Local Emergency Response Team "ALERT"; and
4. Pursuant to the Becenti Emergency Response Team Plan of Operation describes the organization, assign responsibility, and provide planning guidance for the Community and Chapter in Prevention, Preparedness, Response, and Recovery; and
5. The Becenti Emergency Response Team deems it necessary and in the best interest of the Navajo Nation and the Community of Becenti to have the Plan of Operation approved and implemented to address any unforeseen events; and
6. The Becenti Emergency Response Team Plan of Operation is attached hereto as "Exhibit A"; and
7. The Becenti Emergency Response Team membership is made up of volunteers from the local area that are dedicated to the principles of emergency management as listed on "Exhibit B"; and
8. The Becenti Emergency Response Team reviewed and made amendments to the Plan of Operation during a work session on May 6, 2021 and revisions are reflected in the attached "Exhibit A".

BERT-2021-001

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The Becenti Emergency Response Team hereby approves the amendments to the foregoing Plan of Operation as attached by "Exhibit A" and the membership listing as attached by "Exhibit B", and forwards the documents to Becenti Chapter for consideration and approval at the next duly called Regular Chapter Meeting.

CERTIFICATION

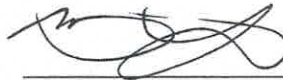
WE HEREBY CERTIFY, that this foregoing resolution was duly considered by the Becenti Emergency Response Team at a duly called chapter meeting at Becenti Chapter, at which a legal quorum was present and the same was passed by a vote of 6 in favor, 0 in opposition, and 0 abstaining on this 19th day of May 2021.

Motion: Marjorie Lantana



Andrew Martin,
Becenti Chapter BERT President

Second: Marilyn L. Becenti



Mikelle Lantana,
Becenti Chapter BERT Secretary

**BECENTI EMERGENCY RESPONSE TEAM
(B.E.R.T.)**

Officers and Membership Listing

Andrew Martin, President
Marilyn L. Becenti, Vice-President
Mikelle Lantana, Secretary
James Wolff, Member
Adam Morgan, Member
Tiffanie Jake, Member
Jason Betone, Member
Abel Becenti, Member
Andrea Martin, Member
Rebekah Martin, Member
Kristofferson Martin, Member
Jonathan Perry, Member
Marjorie Lantana, Member
Arlene Arviso-Arthur, Member
Charmayne Hosteen, Member
Rebecca Becenti, Member
Tina Pablo, Member

BERT recruitment is ongoing, volunteers are needed and others who are interested in joining can contact Becenti Chapter.



The Navajo Nation Becenti Chapter
T'oo'di'tsin (Barren of the trees) J'adi'hadi't'iih (Antelope lookout)



Jonathan Perry PRESIDENT	Marjorie Lantana VICE-PRESIDENT	Arlene A. Arthur SECRETARY/TREASURER	Mikelle Lantana LAND BOARD	Mark Freeland COUNCIL DELEGATE	VACANT CHAPTER CSC	VACANT CHAPTER AMS
P.O. Box 708, Crownpoint, NM 87313 Website: becenti.navajochapters.org Email: becenti@navajochapters.org Phone: (505) 786-2283 Fax: (505) 786-2285						

Resolution of Becenti Chapter
 BCJUN-21-081

RESOLUTION APPROVING THE BECENTI EMERGENCY RESPONSE TEAM (BERT) AMENDED PLAN OF OPERATION AND THE BERT OFFICERS AND MEMBERSHIP LISTING.

WHEREAS:

1. Pursuant to Navajo Nation Council Resolution CJY-20-55, the Becenti Chapter is a certified chapter of the Navajo Nation Government and is vested with certain authorities to address and resolve local matters in the best interest of the community members, and coordinate with or refer appropriate subject matters to the Navajo Nation, McKinley County, State of New Mexico, and the US Federal Governments; and
2. Pursuant to Navajo Nation Council Resolution CAP-34-98 Local Governance Act (LGA) allows chapter governments to make decisions over local matters, this authority in the long run, will improve community decision making, allow communities to excel and flourish, enable Navajo leaders to lead towards a prosperous future, and improve the strength and sovereignty of the Navajo Nation; and
3. The Becenti Chapter officially acknowledges the Becenti Emergency Response Team (BERT) as the community Authorized Local Emergency Response Team (ALERT); and
4. Pursuant to the Becenti Emergency Response Team Plan of Operation describes the organization, assign responsibility, and provide planning guidance for the Community and Chapter in Prevention, Preparedness, Response and Recovery; and
5. The Becenti Emergency Response Team is made of community members volunteering their time, skills and knowledge for the well-being of the Becenti Chapter community; and
6. The Becenti Emergency Response Team approved the BERT Plan of Operation and Officers and Membership Listing by BERT Resolution BERT-2021-001 on May 6, 2021 and deems it necessary and in the best interest of the Navajo Nation and the Becenti Community to be continuously officially acknowledged as part of the Becenti Chapter Government; and

Resolution BCJUN-21-081

7. Becenti Chapter continues to support the efforts of the members of BERT and makes it a priority to collaborate for the safety and benefit of the community.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The Becenti Chapter Supports and Approves the amended the Becenti Emergency Response Team (BERT) Plan of Operation and further acknowledges the Officers and Membership Listing attached as "Exhibit B" with BERT Resolution BERT-2021-001.

WE HEREBY CERTIFY that this foregoing Resolution was duly considered by the Becenti Chapter at a duly called chapter meeting at Becenti Chapter, at which a legal quorum was present and that same was passed by a vote of **13** in favor, **00** in opposition and **00** abstaining on this **15th** day of **June 2021**.

Motion: Marjorie Lantana

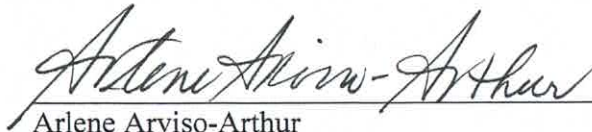
Second: Marylynn Harry



Jonathan Perry
Becenti Chapter President



Marjorie Lantana
Becenti Chapter Vice-President



Arlene Arviso-Arthur
Becenti Chapter Secretary/Treasurer

Mark Freeland
Navajo Nation Council Delegate