

MORONGO  
BAND OF  
MISSION  
INDIANS



A SOVEREIGN NATION

Morongo  
Administration  
Building  
Emergency Action  
Plan

2019

## **Introduction:**

This plan deals with the safe and orderly evacuation of people due to a hazard (i.e., wildland fire, hazardous material spill, earthquake, violent person, etc.) that threatens the occupants of the Morongo Tribal Administration Building. This plan describes the organization of evacuation, assigns responsibilities, and specifies actions required to conduct a full or partial evacuation, lockdown, or shelter in place of the administration building.

## **Implementation:**

Upon the confirmation of a significant emergency or dangerous situation occurring in or around the administration building involving an immediate threat to the health or safety of employees, the Emergency Services Department will immediately notify the Morongo Administration Staff and Morongo community using a systemized emergency communication procedure (Integrated Public Alert & Warning System IPAWS). The Emergency Services Department has developed an integrated and comprehensive procedure, which may include the following methods of notification; e-mails, Morongo Access Channel, Internet notifications on the Morongo home page or the Morongo FM 89.1 radio station.

In addition to notification to the administration building staff, the Emergency Services Department will also assess, through communication channels with Morongo Reservation Patrol Dispatch, if there is any significant emergency or threat to the Morongo community and additional departments not located in the administration building, and who may have personnel in the field. The initial report will initiate through the Emergency Services Department and Morongo Reservation Patrol's Dispatch as appropriate. The Emergency Operations Center (EOC) will manage all reports and communications to local jurisdictions and media through the EOP annex "Dealing with the Media", which will ensure that consistent information disseminates among those entities within the reservation including the Morongo Enterprises.

The Emergency Services Department, without delay, and taking into account the safety of the community, will determine the content of the notification and initiate the IPAWS notification, unless the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency, in the professional judgment of responsible authorities.

The emergency notification process involves the receipt of information, the verification of this information, and the evaluation of the information through the EOC, which then sets into motion the following actions:

- Determination of whether the administration building, the local community or a portion thereof, will receive the emergency alert notification.
- Compilation of the content of the emergency alert message.
- Activation of the Morongo IPAWS redundant communications listed above.
- Potential activation of the Morongo Emergency Operations Center (EOC).

The following individuals, at a minimum, will routinely be involved in making these determinations/decisions:

- The Morongo CEO
- The Tribal Attorney
- The Emergency Manager
- The Morongo Emergency Services Administrator

**PURPOSE:** The purpose of this plan is to provide a guidance for the extraordinary circumstances that may require protective measures of the health, safety, and welfare, of the employees and visitors of the Morongo administration building when faced with an emergency.

**PRIORITIES:** Priority consideration is given to the following activities when conducting emergency evacuation:

- *Protect life (highest priority)*
- Provide for the immediate emergency needs of employees, and visitors, which may include rescue services, medical care, and food and shelter requirements
- Protect property
- Protect the environment
- Temporarily restore facilities that are essential to the health, safety, and welfare of the administration building staff and visitors, including; support functions such as sanitation, water, electricity, etc.
- Mitigate hazards posing threats to life, property, and the environment.
- Protect critical business functions to allow the Morongo Administration to resume its operations as quickly as possible

**ASSUMPTIONS:**

- Some emergency events can develop slowly, while others may occur with little warning. Therefore, an evacuation may become necessary with minimal preparation time.
- The administration building may be subject to more than one disaster at a time.
- Spontaneous evacuation will occur when there is sufficient warning of a threat.
- Some people may be reluctant to leave, regardless of the threat.
- Approximately 90 employees in the administration building could require shelter.
- Some people may attempt to reenter evacuated buildings and sites requiring the Implementation of security measures for the building/sites.
- There may be a need for medical care both in and outside the affected area for evacuees.
- Some individuals may have serious personal or psychological problems requiring specialized social services.
- Safes and money deposit points will need securing.

- Sufficient capabilities exist to handle most natural or human-caused incidents locally. However, added regional, state, and national resources may be required if an incident overwhelms local capabilities.
- Events that affect portions of the reservation, but not the Administration Building, may require involvement from the administration staff, personnel, and equipment.

## **Responsibilities and Activities**

The Morongo Department head is responsible for the overall evacuation & security of their respective department from the administration building; this includes, but is not limited to the following;

- Prepare essential documents to evacuate if the situation permits;
- Maintain evacuation routes providing for clear passage;
- Do not take the elevator during any event, always use the stairs;
- Work with ESF-1 Transportation on various egress and ingress plans for transportation of evacuees if needed;
- Assist in the pre-planning of emergency evacuations and coordinate with various Emergency Support Functions (ESFs) (e.g., ESF-4 Fire and Rescue, ESF-16 Evacuation) the need for evacuation;
- Provide crowd control to damaged areas ESF-13;
- Establish and coordinate traffic control points as needed (ESF 16);
- Activate the local warning system;
- Conduct counter-terrorism, anti-terrorist, and active shooter training;
- Support search and rescue operations;

## **Actions**

1. Identify essential personnel, facilities, and documents, and develop procedures to provide for their security and continued operation at the time of an emergency;
2. Alert the Tribal Council and tribal government departments to potential threats;
3. Develop strategies that effectively address special emergencies that may require distinctive evacuation procedures, such as important documents to evacuate
4. Test primary communications systems and arrange for alternate systems through coordination with ESF-2 Communications following the Communications Protocol as necessary;
5. Assist with the implementation of the evacuation procedures with ESF-16 Evacuation for the threatened areas, if necessary;
6. Provide security, traffic and crowd control as required through ESF-13;
7. Implement existing mutual aid agreements, if necessary; and document expenses;
8. Access and Functional Needs (AFN) evacuation with evacuation chair;
9. Immediate action planning is a department head function that should take place at the department level. All Supervisors and Managers should be assigned as department accountability coordinators to ensure personnel accountability in order to protect life and

safety of those under their responsibility (e.g., if an earthquake strikes, the department or office manager is responsible for ensuring immediate actions (e.g., building evacuation) take place. Within the Tribe, the Human Resource Department's Safety Manager can provide assistance with immediate action requirements.

## Hazard Specific Procedures Overview

<u>Types of Emergencies Anticipated:</u>	<u>Response Procedures</u> ** Activate Emergency Plan and:
Earthquake	“Drop, Cover, and Hold On”
Fire	Evacuate
Smog Alert	Modified Shelter-in-Place
Airplane Crash	Drop, Cover, and Hold On or Evacuate
Bomb or Bomb Threat	Evacuate
Hazardous Materials Release	Lockdown or Shelter in Place
Sniper or Gunfire	Take Cover, Modified Shelter-in-Place
Severe Storm	Modified Shelter-in-Place
Active Shooter (Intruder)	Run, Hide or Fight

## Scenarios and Responses

Event	Consequence(s)	Response	Contact	Notify
<b>Power Outage and Broken Water Main – No Water</b>	Close the administration building after 60 minutes.	<p>Hold and wait for update from Public Works</p> <p>Emergency Services, or any other pertinent staff</p> <p>Employees stay in buildings or wait outside, weather permitting, or transport to one of the evacuation centers</p>	<p>Public Works 951-236-2773</p> <p>Water Department 951-805-0390</p>	<p><b>CEO</b> 951-755-5045</p> <p><b>Tribal Services</b> 951-755-5114</p> <p><b>Disaster Preparedness</b> 951-755-5277</p> <p><b>Recreation Director</b> 951-755-5163</p> <p><b>Transportation</b> 951-755-5248</p> <p><b>Morongo School</b> 951-755-5138</p>
<b>Shots Fired</b>	All administration employees & visitors will have to shelter in place. (If the shooter is not in the building)	<p>Call 911 (from land line if possible)</p> <p>Notify Reservation Patrol</p> <p>Use One Call Now and 89.1 FM to notify additional departments, including Morongo School &amp; transportation</p> <p>Hold and wait for all clear from Reservation Patrol</p>	<p>Reservation Patrol 951-634-4623</p>	<p><b>CEO</b> 951-755-5045</p> <p><b>Tribal Services</b> 951-755-5114</p> <p><b>Disaster Preparedness</b> 951-755-5277</p> <p><b>Recreation Director</b> 951-755-5163</p> <p><b>Transportation</b> 951-755-5248</p> <p><b>Social Services</b></p>

				951-755-5106 <b>Fire</b> 951-755-5233 <b>Morongo School</b> 951-755-5138
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Event	Consequence(s)	Response	Contact	Notify
<b>Warrant Serving – Armed Sheriff Response</b>	All faculty will have to shelter in place.	<p>Notify Reservation Patrol</p> <p>Use Email, One Call Now and 89.1 FM to notify other departments not centrally located in the admin building</p> <p>Hold and wait for all clear from Reservation Patrol</p>	Reservation Patrol 951-634-4623	<p><b>CEO</b> 951-755-5045</p> <p><b>Tribal Services</b> 951-755-5114</p> <p><b>Disaster Preparedness</b> 951-755-5277</p> <p><b>Recreation Director</b> 951-755-5163</p> <p><b>Transportation</b> 951-755-5248</p> <p><b>Social Services</b> 951-755-5106</p> <p><b>Morongo School</b> 951-755-5138</p>
<b>Suspect Chase</b>	Staff and visitors will have to shelter in place	<p>Use One Call Now and 89.1 FM to notify additional staff and other departments that might have staff in the field</p> <p>Hold and wait for all clear from Reservation Patrol</p>	Reservation Patrol 951-634-4623	<p><b>CEO</b> 951-755-5045</p> <p><b>Tribal Services</b> 951-755-5114</p> <p><b>Disaster Preparedness</b> 951-755-5277</p> <p><b>Recreation Director</b> 951-755-5163</p> <p><b>Transportation</b> 951-755-5248</p> <p><b>Social Services</b> 951-755-5106</p>

				<b>Fire</b> 951-755-5233 <b>Morongo School</b> 951-755-5138
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Event	Consequence(s)	Response	Contact	Notify
<b>Active Shooter (Trespasser)</b>	The building will be cut off from all communications	Run, Hide, Fight  Call 911 (if safe to do so)  Notify admin staff if able to do so  Disaster Net Radio and 89.1 FM	Call 911 Reservation Patrol 951-634-4623	<b>CEO</b> 951-755-5045  <b>Tribal Services</b> 951-755-5114  <b>Disaster Preparedness</b> 951-755-5277  <b>Recreation Director</b> 951-755-5163   <b>Transportation</b> 951-755-5248  <b>Social Services</b> 951-755-5106  <b>Morongo School</b> 951-755-5138
<b>Fire</b>	Nearby Brush fire or structure fire can make air quality and visibility poor	Call 911.(from a land line if possible)  Shelter in Place or Evacuate building as per the evacuation routes	Reservation Patrol 951-634-4623	<b>CEO</b> 951-755-5045  <b>Tribal Services</b> 951-755-5114

		(see attached evacuation routes) depending on location of the fire		<b>Disaster Preparedness</b> 951-755-5277 <b>Recreation Director</b> 951-755-5163 <b>Transportation</b> 951-755-5248 <b>Social Services</b> 951-755-5106 <b>Fire</b> 951-755-5233 <b>Morongo School</b> 951-755-5138
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Event	Consequence(s)	Response	Contact	Notify
<b>Irate Adult(s): Threats to Staff</b>	Ensure staff and visitors are safe	<p>Call 911(from land line if possible)</p> <p>Shelter in place</p> <p>Use One Call Now and 89.1 FM to notify additional departments and staff in the field</p> <p>Hold and wait for all clear</p>	Reservation Patrol 951-634-4623	<p><b>CEO</b></p> <p>951-755-5045</p> <p><b>Tribal Services</b></p> <p>951-755-5114</p> <p><b>Disaster Preparedness</b></p> <p>951-755-5277</p> <p><b>Recreation Director</b></p> <p>951-755-5163</p> <p><b>Transportation</b></p> <p>951-755-5248</p> <p><b>Social Services</b></p> <p>951-755-5106</p> <p><b>Fire</b></p> <p>951-755-5233</p> <p><b>Morongo School</b></p> <p>951-755-5138</p>

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### Morongo Administration – Responsibilities and Activities

Responsibilities:	<input checked="" type="checkbox"/> Ensure safety of Morongo employees <input checked="" type="checkbox"/> Assist in reunification efforts <input checked="" type="checkbox"/> Know and understand emergency plans evacuation routes & reunification locations
Preparation Actions:	<input checked="" type="checkbox"/> Identify what employees are at work <input checked="" type="checkbox"/> Have assigned communication equipment (radio, cell phone, etc.) <input checked="" type="checkbox"/> Have current copy of emergency contact phone numbers for employees <input checked="" type="checkbox"/> Have access to a list of emergency personnel

	<input checked="" type="checkbox"/> Keep emergency rations (5 year food & water) at workstations up to date
Response Actions:	<input checked="" type="checkbox"/> Obtain and wear vest or position identifier if applicable <input checked="" type="checkbox"/> Check with Morongo Incident Commander and/or Operations Chief for assignments <input checked="" type="checkbox"/> Obtain necessary equipment, forms, and important documents <input checked="" type="checkbox"/> If Incident Commander is not established, contact Morongo Emergency Services and/or Emergency Operation Center to provide status update of administration building and employees <input checked="" type="checkbox"/> Account for Morongo employees and track accountability <input checked="" type="checkbox"/> Assist additional departments with employee reunification <input checked="" type="checkbox"/> Follow the predetermined evacuation routes to the respective evacuation assembly areas (North/South of administration building)
Recovery Actions:	<input checked="" type="checkbox"/> Maintain communication with Morongo Transportation, Human Resources, or Morongo Emergency Operations Center (via cell phone, Disaster Net Radio, or any other means necessary)

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### Evacuation Check List For Office Workers: Earthquake

Responsibilities:	<input checked="" type="checkbox"/> Ensure safety of administration staff and any visitors in the building.  <input checked="" type="checkbox"/> Work with administration staff, emergency services, and other Tribal entities to ensure a constant state of readiness and preparation for a disaster.
Daily and Preparation  Actions:	<input checked="" type="checkbox"/> Know and understand all Emergency Operation Plans and evacuation routes.  <input checked="" type="checkbox"/> Identify what employees are in the building on a daily basis.  <input checked="" type="checkbox"/> Make sure you always know where the first aid kits are at all times and those kits are always up to date.  <input checked="" type="checkbox"/> Keep emergency rations (5 year food & Water) at workstations up to date

	<input checked="" type="checkbox"/> Have First Aid and CPR training regularly. <input checked="" type="checkbox"/> Have regular Earthquake Drills.
Response Actions:	<input checked="" type="checkbox"/> Stop working. Go under your desk and “Stop, Drop, and Hold on” until the shaking stops. <input checked="" type="checkbox"/> If safe to do so, get the first aid equipment and call 911 (from a land line if possible). <input checked="" type="checkbox"/> If safe to do so, collect the significant documents that need evacuation (see pg. 15). <input checked="" type="checkbox"/> If safe to do so, bring an emergency contact list. <input checked="" type="checkbox"/> If safe to do so, bring the Disaster Net Radio. <input checked="" type="checkbox"/> Help assess staff and visitors that may need help, or any person with injuries, evacuate the building. <input checked="" type="checkbox"/> Check outside before leaving to make sure that it is safe to leave the building. <input checked="" type="checkbox"/> Go to one of the designated evacuation points.
Recovery Actions:	<input checked="" type="checkbox"/> Assist in taking roll and list any missing staff members. <input checked="" type="checkbox"/> Help assess any employee or visitor with injuries and administer first aid. <input checked="" type="checkbox"/> Assist in keeping the staff and visitors calm. <input checked="" type="checkbox"/> Maintain constant communications with all parties and wait for the all clear from an Administrator.

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## Evacuation Check List for Office Workers: Fire

Responsibilities:	<input checked="" type="checkbox"/> Ensure safety of administration staff and any visitors in the building. <input checked="" type="checkbox"/> Work with administration staff, emergency services, and other Tribal entities to ensure a constant state of readiness and preparation for a disaster.
Daily and	<input checked="" type="checkbox"/> Know and understand all Emergency Operation Plans, emergency

Preparation Actions:	<p>support functions and Annexes as related to the administration building.</p> <ul style="list-style-type: none"> <li>☑ Identify what staff is in the building on a daily basis. <b>HOW? (TBD)</b></li> <li>☑ Make sure you always know where the first aid kits are at all times and those kits are always up to date.</li> <li>☑ Keep emergency rations (5 year food &amp; Water) at workstations up to date</li> <li>☑ Have First Aid and CPR training regularly.</li> <li>☑ Have regular Fire Drills.</li> </ul>
Response Actions:	<ul style="list-style-type: none"> <li>☑ Stop working.</li> <li>☑ If safe to do so, get the first aid equipment and call 911 (from a land line if possible).</li> <li>☑ If safe to do so, collect the important documents that need evacuation.</li> <li>☑ If safe to do so, bring an emergency contact list.</li> <li>☑ If safe to do so, bring the Disaster Net Radio.</li> <li>☑ Help assess staff and visitors that may need help, or any person with injuries, or anyone with access and functional needs (AFN) evacuate the building.</li> <li>☑ Check outside before leaving to make sure that it is safe to leave the building.</li> <li>☑ Go to one of the designated evacuation points</li> </ul>
Recovery Actions:	<ul style="list-style-type: none"> <li>☑ Assist the administrators in keeping the staff and visitors calm.</li> <li>☑ Help assess any staff members or visitors with injury's and administer first aid</li> <li>☑ Maintain constant communications with dispatch and wait for all clear from the administrator.</li> </ul>

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### Lock Down Alert Check List For Administration Building Staff:

Responsibilities:	<ul style="list-style-type: none"> <li>☑ Ensure safety of staff and visitors on the premises.</li> <li>☑ Work with Emergency Services and other Tribal entities to ensure a constant state of readiness and preparation for a disaster.</li> </ul>
Daily and Preparation Actions:	<ul style="list-style-type: none"> <li>☑ Know and understand all Emergency Operation Plans, emergency support functions and Annexes as related to the administration building.</li> </ul>

	<input checked="" type="checkbox"/> Have regular drills and exercises that will test your state of readiness. <input checked="" type="checkbox"/> Identify what staff members are in the building on a daily basis. <input checked="" type="checkbox"/> Always be aware of your surroundings. <input checked="" type="checkbox"/> Make sure you always know where the first aid kits and communication devices are at all times and those kits are always up to date. <input checked="" type="checkbox"/> Keep emergency rations (5 year food & Water) at workstations up to date <input checked="" type="checkbox"/> Have First Aid and CPR training regularly. <input checked="" type="checkbox"/> Have regular Lock down Alert training and Drills.
Response Actions:	<input checked="" type="checkbox"/> Stop working. <input checked="" type="checkbox"/> (If in your office) If the threat is not in the building shelter in place, secure all doors and stay away from windows. <input checked="" type="checkbox"/> If the threat is in the building, take all staff to the nearest secure office, make sure no one is left behind, close and lock the door and turn off the light. <input checked="" type="checkbox"/> Be very quiet. Silence all cell phones and radios. <input checked="" type="checkbox"/> (If outdoors) and a Lock down Alert is called, go to the closest building and shelter in place.
Recovery Actions:	<input checked="" type="checkbox"/> Wait for all clear. <input checked="" type="checkbox"/> Once the all clear is given, check for accountability of all personnel.

## Bomb Threat

In the event of a bomb threat, the responsibility for determining the exact course of action in each case remains with the designee. The attached procedures checklist is available for the safety of staff and the prevention of panic.

In the event of a telephone threat of a bomb on site, refer to the Bomb Threat Checklist, which each employee should have a copy of at his/her workstation, and is attached to this plan (Attachment A).

## Communication Channels

Administrator/Director	Department	Cell Number	Office Ext
Chief Executive Officer	Administration	951-330-9200	5045
<b>DEPARTMENTS SERVING RESERVATION</b>			
Education Administrator	Education Services	951-392-9168	5146
Transportation Director	Transportation	951-300-7697	5248



Community Services Director	Recreation	951-201-2512	5163
Assistant Principal	Tutoring/M. School	951-317-5683	5251
Alternate Education Manager	Home Tutoring	951-892-5055	5136
<b>SUPPORTING DEPARTMENTS</b>			
Reservation Law Enforcement	Reservation Patrol	951-392-7272	5305
Public Works Director	Public Works	951-236-2773	5265
Emergency Services Administrator	Tribal Operations	951-392-9828	5309
Fire Chief	Fire Department	951-377-8186	5233
Social Services Administrator	Social Services	951-537-9728	5106
Emergency Services Manager	Emergency Services	951-768-3311	5277

## **SIGNIFICANT DOCUMENTS TO CONSIDER EVACUATING**

### **ENVIRONMENTAL LIST:**

4" white binder titled "FRM PM Filter Sample Reports and Log" on the spine, located in the Environmental Dept., environmental technician/environmental specialist's office, on the bookcase behind Brandon's desk on the left-hand side of the bottom shelf.

Please note we also have a fireproof safe (18x18x18" grey) under Brandon's desk that has an airshed backup drive as well as some documents and CDs, which would need retrieval in the event of a total building demise.

### **IT LIST:**

USB backup of the Travel Center and Bowling Center Database - Security SAFE BOX in IT Tech Room.

Hard drive backup of Tukwet Canyon Database - Security SAFE BOX in IT Tech Room.

### **CONSTRUCTION SERVICES:**

All Construction Services plans and documentation in the Construction Services workroom, 2<sup>nd</sup>-floor admin. Complex. They include plans for the reservation, admin. Complex, golf course, enterprises, nestle arrowhead, casino & old casino, etc.

### **REALTY:**

Everything in the Map Room and the TAAMS Room as necessary.

### **HUMAN RESOURCES:**

All Beneficiaries forms, Emergency contact list for all employees.

## **Attachment A**

## BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

**DO NOT:**

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

### WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at [OBP@dhs.gov](mailto:OBP@dhs.gov)



**Homeland Security**

2014

## BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

### Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb? Yes No

- Why?

- What is your name?

### Exact Words of Threat:

### Information About Caller:

- Where is the caller located? (background level of noise)

- Estimated age:

- Is voice familiar? If so, who does it sound like?

- Other points:

#### Caller's Voice

- ☐ Female
- ☐ Male
- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Laughter
- ☐ Usp
- ☐ Loud
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Stunned
- ☐ Soft
- ☐ Stutter

#### Background Sounds

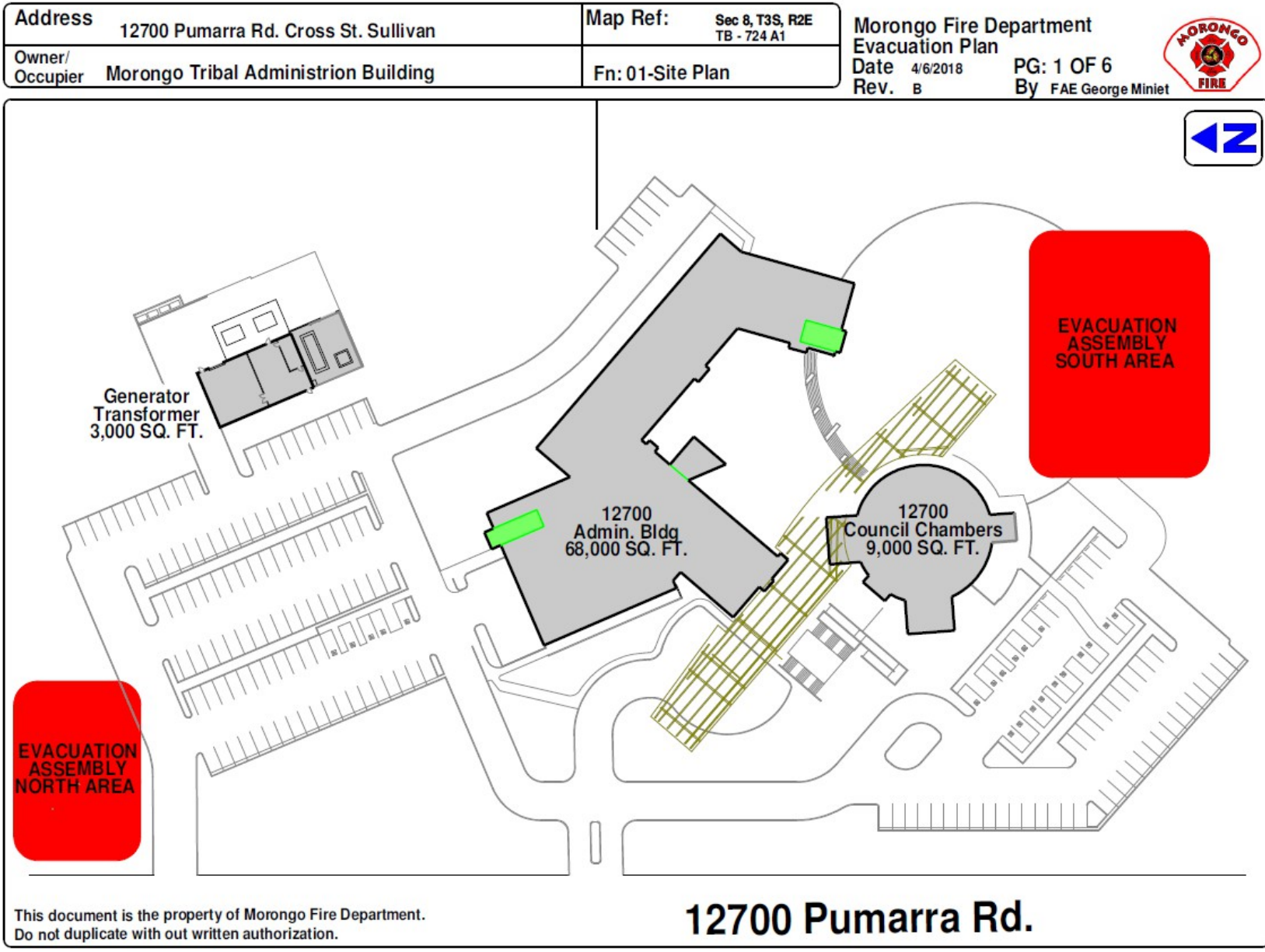
- ☐ Animal noises
- ☐ House noises
- ☐ Kitchen noises
- ☐ Street noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long Distance

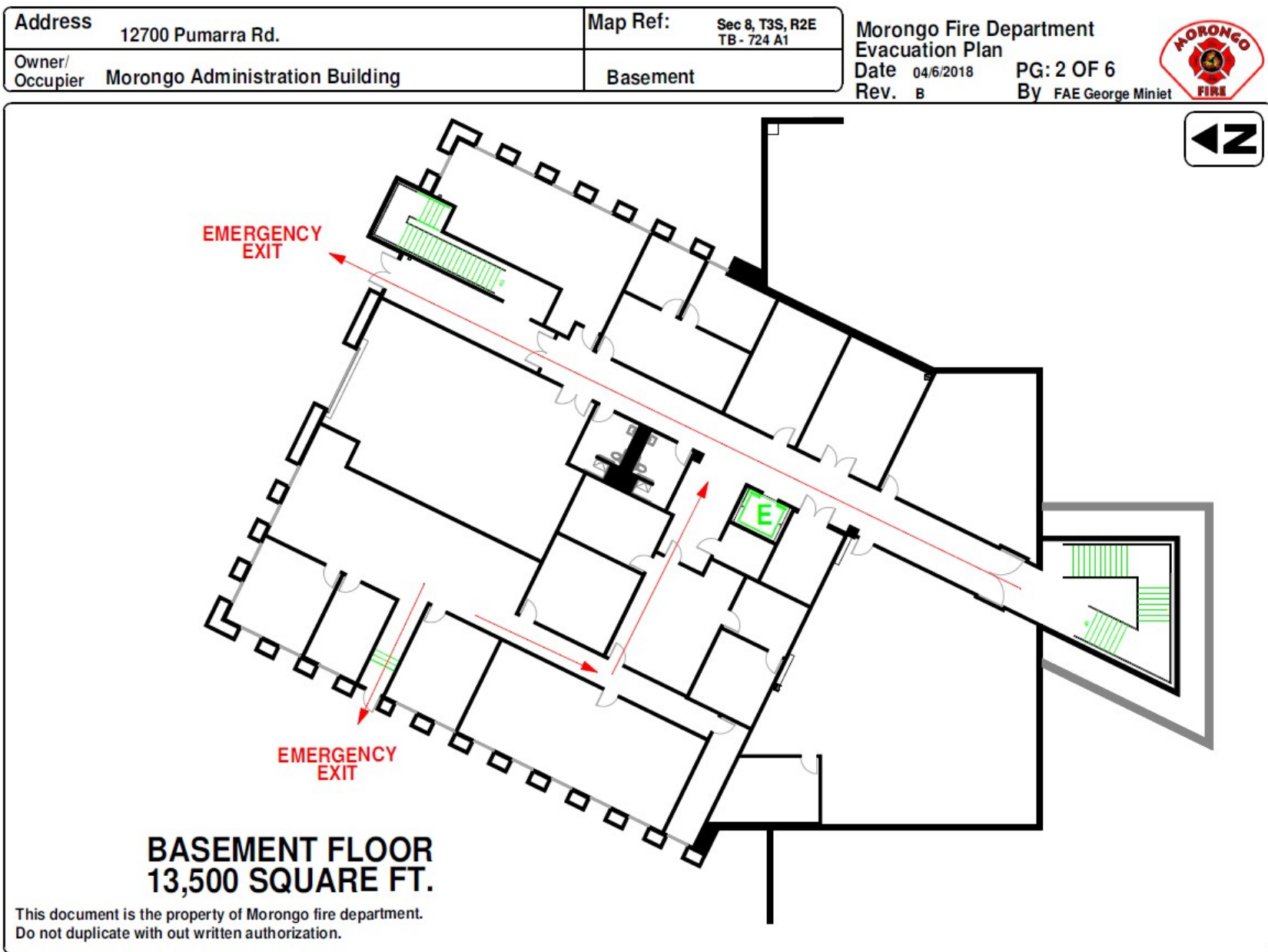
#### Threat Language

- ☐ Incoherent
- ☐ Message read
- ☐ Taped message
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

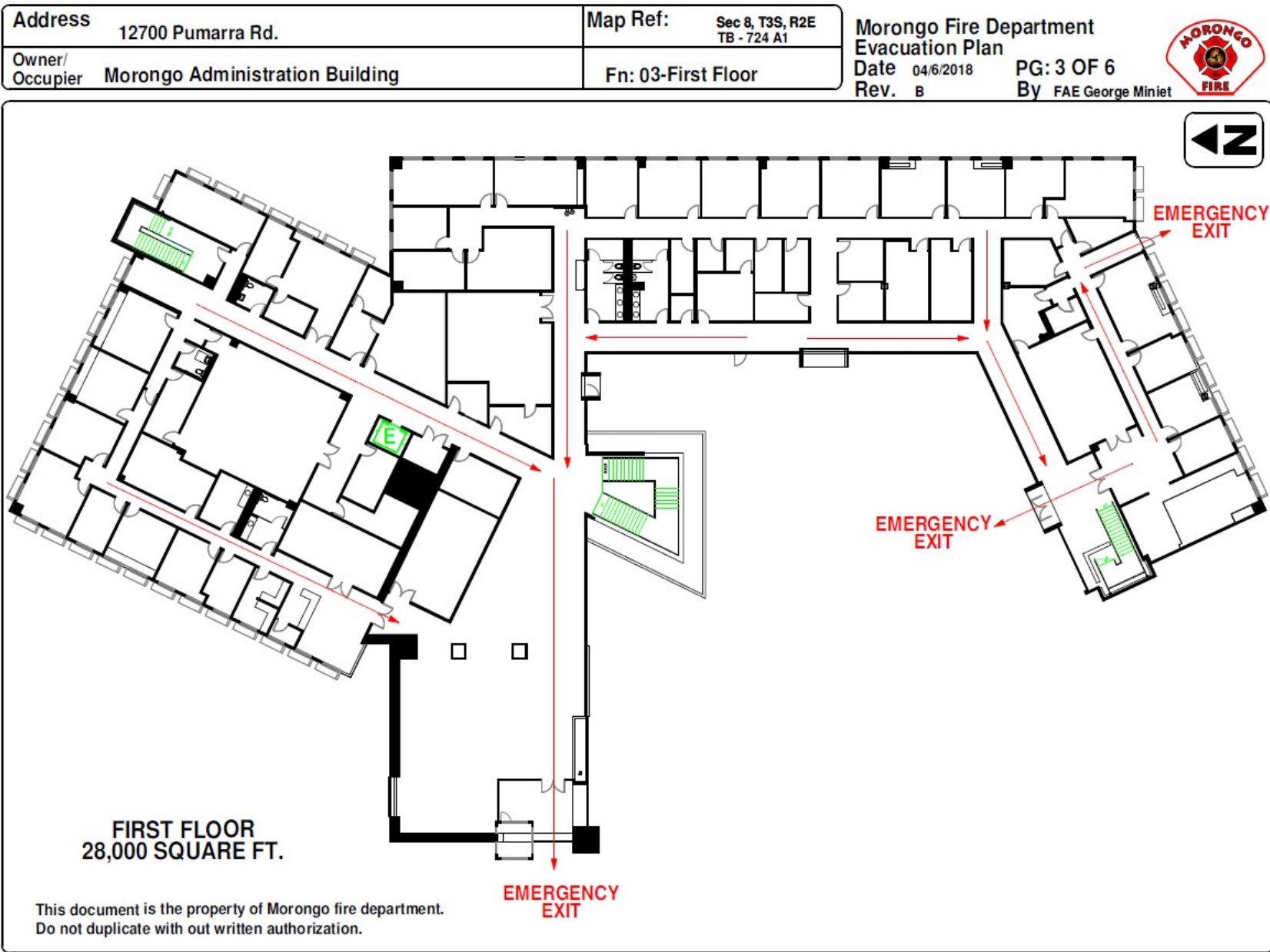
Other Information:

# **Evacuation Routes & Assembly Areas**









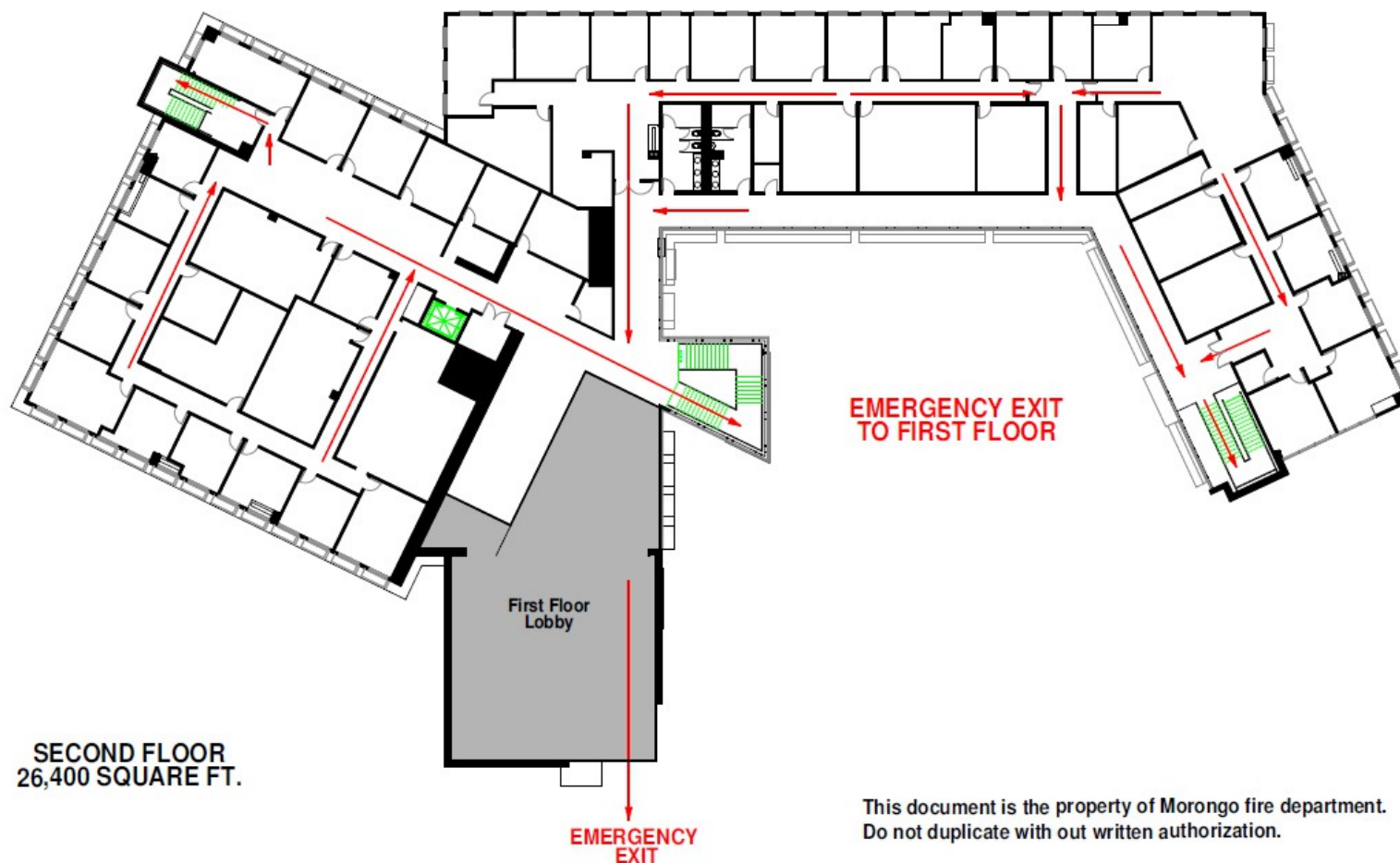


Address	12700 Pumarra Rd.	Map Ref:	Sec 8, T3S, R2E TB - 724 A1
Owner/ Occupier	Morongo Administration building	Fn: 04-Second Floor	

# Morongo Fire Department Evacuation Plan

Date 4/6/2018  
Rev. B

PG: 4 OF 6  
By FAE George Miniet



This document is the property of Morongo fire department.  
Do not duplicate with out written authorization.

Address	12700 Pumarra Rd.	Map Ref:	Sec 8, T3S, R2E TB - 724 A1
Owner/ Occupier	Morongo Administration Building	Fn: 05-Council	

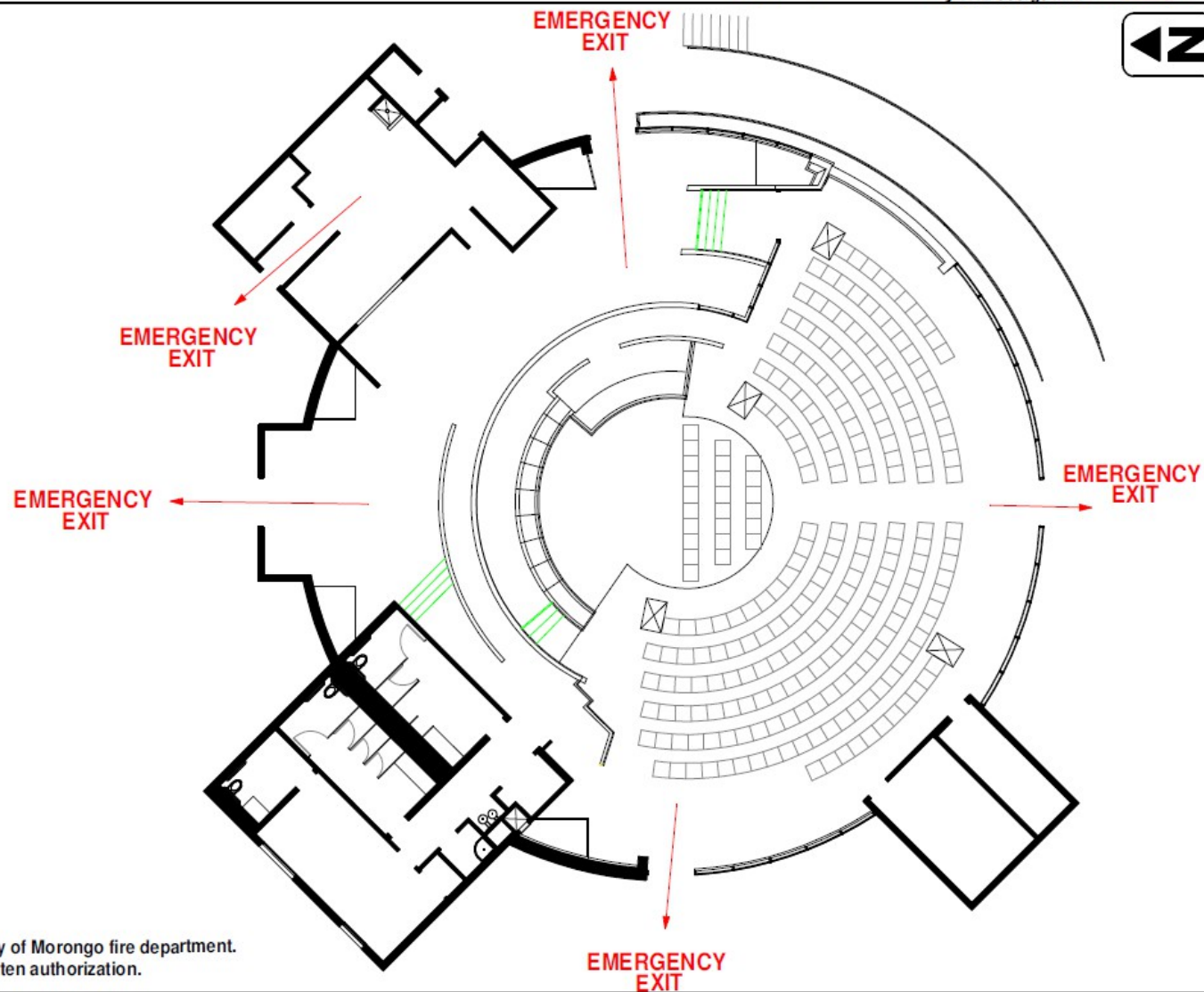
**Morongo Fire Department  
Evacuation Plan**

Date 4/6/2018  
Rev. B

PG: 5 OF 6  
By FAE George Miniet



Council Chambers  
9,000 Square Ft.



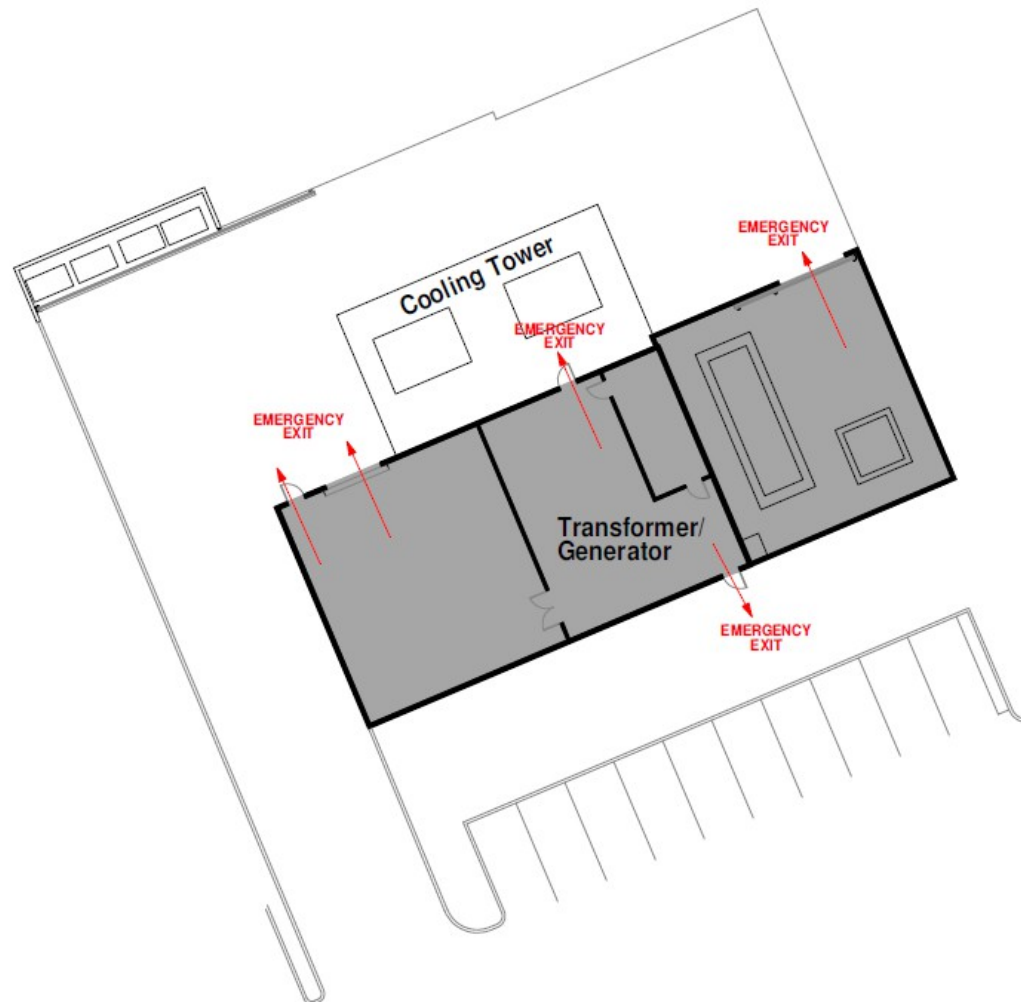
This document is the property of Morongo fire department.  
Do not duplicate with out written authorization.

Address	12700 Pumarra Rd. Cross St. Sullivan	Map Ref:	Sec 8, T3S, R2E TB - 724 A1
Owner/ Occupier	Morongo Tribal Administration Building	Fn: 06-Gen	

# Morongo Fire Department Evacuation Plans

Date 4/6/2018  
Rev. B

PG: 6 OF 6  
By FAE George Miniet



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# Appendix A



**THE MORONGO BAND OF MISSION  
INDIANS  
RESERVATION PATROL  
DEPARTMENT  
SECURITY PROCEDURES FOR THE  
TRIBAL ADMINISTRATION  
BUILDING OFFICER**

**Chief Radames Gil**

**November 2017**

**These procedures are specific to the Morongo Tribal Administration Building, located at 12700 Pumarra Road, Banning, CA 92220. These procedures have been established to serve as guidelines and/or protocols for the officer(s) assigned to the Administration building and the functions required therein.**

**Procedures pertaining to the Morongo Travel Center, Morongo TANF buildings (located in Banning and San Bernardino) or general patrol operations are *NOT* contained in this manual. Essentially, the Morongo Reservation Patrol Department will hereinafter be referred to as “MRPD” and the Tribal Administration Building will be referred to as the “Admin Bldg.”**

- **AREAS OF RESPONSIBILITIES OF THE ADMINISTRATION BUILDING OFFICER**

- The admin bldg. will have an Officer assigned to the administration building, located at the aforementioned address within the boundaries of the Morongo Band of Mission Indians Reservation. The admin bldg. Officer’s areas of responsibilities include:
  - The interior of the admin bldg.;
  - The exterior perimeter of the building, and;
  - The exterior perimeter of the Tribal Council Chambers.
- The employee / visitor parking lot shall be the responsibility of MRPD Patrol Personnel.

- **SCHEDULE OF THE ADMINISTRATION BUILDING OFFICER**

- The schedule of the admin bldg. Officer is Monday through Friday, Day Shift - from 0800–1700 Hours, with an unpaid lunch break (taken at the Officer’s time of choice with coverage by a Patrol Officer).
- Occasionally, and as needed, the admin bldg. Officer will be assigned to work overtime to cover after-hour events;
- Using the hand-held assigned radio, the admin bldg. Officer ***Shall*** advise he or she is 10-8 (on-duty) at the start of shift and 10-7 (off-duty) at the end of shift.

- **DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATION BUILDING OFFICER**

- The admin bldg. Officer’s duties and responsibilities include, but are not limited to;
  - Providing a safe environment for the admin bldg. employees and visitors who frequent the admin bldg. offices;
  - Responding to, or investigating any panic alarm activations within the admin bldg.;
- Assist Court Bailiff as needed upon request;
  - Assist admin bldg. Personnel by standing by during meetings when requested to

do so. These requests however, **MUST** be prescheduled with the Reservation Patrol Administrative Assistant.

- Conducting foot patrol of the interior “Public Access Areas” (hallways, stairways etc.) of the admin bldg., on an hourly basis, as necessary, or more frequently if requested by admin bldg. Supervision during specified times;
- Conducting foot patrol of the interior “Office Areas” (behind secured doors) is **Not Required**, unless requested by admin bldg. Supervision;
- Conducting foot patrols of the exterior perimeter of the building and the Tribal Council Chambers, on an hourly basis, as necessary, or as directed by admin bldg. Supervision during specified times;
- Using the hand-held assigned radio, the admin bldg. Officer **Shall** call out
  - **All** patrol checks to Dispatch (Morongo 2);
  - The admin bldg. Officer shall advise Dispatch (via radio) when each property check is completed and if the property is “Code 4” or if any issues exist;
- At the end of shift, the admin bldg. Officer **Shall** prepare an End of Shift – “Pass-Down Log” detailing any pertinent activity (to include patrol checks);
- The admin bldg. Officer **Shall** send out the Pass-Down Log via e-mail; addressed to the Chief and carbon-copied to all of the MRPD Supervisors (e-mail: Res Patrol Supervisors). \*See attached example of a Pass-Down Log\*

## • **USE OF TOUR TRAX AT ESTABLISHED CHECKPOINTS DURING FOOT PATROLS (“PATROL TOURS”) OF THE BUILDING & EXTERIOR AREAS**

- During the admin bldg. Officer’s foot patrol, the officer **Shall** use the assigned Tour Trax Reader (cellular phone) to document his/her patrols.
- This is accomplished by scanning each NFC Sensor Tag located at each established checkpoint. Each Foot Patrol is considered a “Patrol Tour.”
- The Patrol Tour does not have to follow any type of sequence; however, all checkpoints must be scanned for a Patrol Tour to be deemed completed.
- The Tour Trax “Patrol Tour” starts and ends at the Reception Desk.
- The Tour Trax checkpoints are located at the following locations:
  - **Tag # 1 - Start/Stop Site - Reception Desk**
  - **Tag # 2 – Site 1 – Council Chambers (South Side)**
  - **Tag # 3 – Site 2 – North Employee Entrance (Near Facilities)**
  - **Tag # 4 – Site 3 – 2<sup>nd</sup> Level Stairwell (Lobby)**
  - **Tag # 5 – Site 4 – Courtroom (Near Court Clerk’s Office)**
  - **Tag # 6 – Site 5 – 2<sup>nd</sup> Floor Stairwell (Ladder)**
  - **Tag # 7 – Site 6 – Finance**
  - **Tag # 8 – Site 7 – Tribal Council Boardroom**
  - **Tag # 9 – Site 8 – Administration Hallway**
  - See attached photographs depicting each checkpoint and locations of each NFC Sensor Tag.



- **PROCEDURE FOR USE OF TOUR TRAX**

- The Tour Trax Cellphone will stay secured inside the Tribal Law Enforcement On-Site Office. The phone is to be charged every evening at the end of watch;
- The admin bldg. Officer will make sure the phone is connected to Wi-Fi and in proper working order prior to beginning the Patrol Tour;
- The login for the cellular phone will be the user's first initial and last name (i.e.:
  - **jsmith**) and the password will be the user's ID number;
  - Once logged in, the cellular phone must be held over the first checkpoint sensor tag (the Start/Stop tag located at the Reception Desk), making direct contact with the tag;
  - The cellular phone will chirp and vibrate, and a message will pop-up requesting the user to choose an action. Tap on the blue colored "T" with NFC Process underneath to continue;
  - Another pop-up stating, "You have now started the Tribal Admin Building mobile patrol." Tap on "Ok" to proceed;
- Complete the Patrol Tour (touching each sensor tag at each designated site);
- Return to the Reception Desk and scan the Start/Stop tag;
  - If no checkpoints were missed, a pop-up message stating "Ending Tour" "Are you sure you want to end your tour?" will show up. Click on "Yes" and that will end the tour.
  - If you missed any checkpoints during the tour, a pop-up message stating "There are checkpoints that have yet to be completed, are you sure you wish to end your tour? Missing checkpoints:" and it will provide the sites (checkpoints) you missed.

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- **SAFETY PROTOCOL / BUILDING LOCK DOWN / SHELTER IN PLACE**

- When the admin bldg. Officer becomes aware of any situation occurring within the reservation (Active Shooter, Outstanding Armed Suspect, Police Pursuit, Chemical Spill, or other Environmental Hazard, etc.) which may endanger the lives and safety of admin bldg. personnel, the admin bldg. Officer **shall** take immediate action to safeguard all personnel and visitors of the Admin Bldg.
- The actions listed herein are suggestive and can be modified as necessary, depending in the circumstances at hand:
- **Lockdown – The admin bldg. Officer Shall:**
  - Lock the entire building down, and do not allow anyone to enter or exit;
    - Have everyone in the building notified and told to remain inside the building. Keep personnel in their respective offices, with the doors secured;
    - Wait until a "Code 4" is given by Reservation Patrol Officers to cancel the lockdown;
  - Release the Lock-Down and advise all employees.

- **Shelter in Place – The admin bldg. Officer Shall:**

- Secure the Administration Building when environmental hazards, such as severe weather or man-made hazards, such as chemicals spills, biological contamination, etc. occur;
- Advise all personnel to locate “windowless” rooms, enter and take refuge / shelter within;
  - Turn off any fans, heaters, or air conditioning systems;
- Seal any vents or cracks around the door and/or windows (to the best of your ability);
- Once cleared by either an Incident Commander or Reservation Patrol Supervisor, release the Shelter in Place and advise all employees.

- **TRIBAL COURT ALARM**

- The Court facility is equipped with panic alarms. The panic alarms are located within the clerk’s office and the judge’s bench. Panic alarms activations are monitored at the Front Desk Reception area.
- When a panic alarm goes off, the Front Desk Receptionist shall notify the admin bldg. Officer immediately;
- The Front Desk shall then call the Tribal Court Clerk to make sure the alarm wasn’t activated in error;
- The admin bldg. Officer **Shall** notify Reservation Patrol Dispatch immediately and request additional units to respond;
- If the alarm was not activated in error, the Front Desk Receptionist shall request the Riverside County Sheriff’s Department using 911;
- If the alarm activates in error, the Front Desk Receptionist shall notify the admin bldg. Officer and call 911 to inform them of the false alarm.

- **SITUATIONS REQUIRING MRPD OR RIVERSIDE COUNTY SHERIFF’S RESPONSE:**

- Anytime the admin bldg. Officer is alerted of a response from the Riverside County Sheriff’s Department (RSO) being requested, the admin bldg. Officer **Shall** also immediately notify Morongo Dispatch and request a MRPD Patrol unit to respond accordingly;
  - A response from RSO may be requested at the discretion of an admin bldg. supervisor, as well as at the discretion the admin bldg. Officer if he or she feels such a response is warranted. However, MRPD Patrol personnel **Shall** be requested as well.

- **REPORTABLE INCIDENTS:**

- A MRPD Patrol unit **Shall** be requested for any **Reportable Incidents**. The responding MRPD Patrol Officer **Shall** take a report when a report is either required, requested, or deemed appropriate under the circumstances. The following is a list of incidents which are deemed reportable;
  - Any criminal offenses committed within the property (whether a Morongo employee is involved or not);
  - Any employee injury (workers compensation);
  - Any visitor injuries (slip & fall, etc.);
  - Any injury traffic collisions occurring in the parking lot;
  - Any Morongo property damage;
  - Any time found property is turned in;
    - In addition, any informational reports which admin bldg. Supervision, the admin bldg. Officer or MRPD Supervision may deem necessary.
  - When in doubt, contact a Reservation Patrol Supervisor.

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- **CHANGES OR REQUESTS MADE BY ADMINISTRATION BUILDING STAFF OR ADMINISTRATION BUILDING SUPERVISION TO THESE PROCEDURES:**

- MRPD Management Staff is to be advised of any changes requested or made to the above-listed procedures immediately.
- Such changes should be reported verbally, followed up with a memorandum detailing the changes being requested or made and by whom.

- **The following is an Example of a Pass-Down Log to be sent out daily at the end of shift:**

- **Memorandum**

• **To: Radames Gil**

• **From: Officer**

**Smith #12345 Date: 11-**

**29-17**

• **Subject: ADMIN BUILDING PASSDOWN LOG**

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• 0800 Hrs – Conducted a Tour Trax Patrol Tour of the Administration Building and Tribal Council Chambers. All doors are secured and the perimeter checked code 4.

• 0900 Hrs – Conducted a Tour Trax Patrol Tour of the Administration Building and Tribal Council Chambers. All doors are secured and the perimeter checked code 4.

• 0945 Hrs – Assisted Tribal Member with obtaining a Tribal Complaint Form & requested a Patrol Officer for a report.

• 1030 Hrs– Conducted a Tour Trax Patrol Tour of the Administration Building and Tribal Council Chambers. All doors are secured and the perimeter checked code 4.

• 1115 Hrs – Assisted Bailiff at Court Room checking in attendees. 1200 Hrs – Code 7 – Patrol Officer Jones covering during Code 7. 1300 Hrs – 10-8; Conducted interior patrol of building.

• 1350 Hrs - Conducted a Tour Trax Patrol Tour of the Administration Building and Tribal Council Chambers. All doors are secured and the perimeter checked code 4.

• 1500 Hrs – Conducted a perimeter check of the exterior of the Admin Building. No suspicious activity noted and the building is code 4.

• 1600 Hrs - Conducted a Tour Trax Patrol Tour of the Administration Building and Tribal Council Chambers. All doors are secured and the perimeter checked code 4.

• 1700 Hrs - 10-07 (EOW) for the Evening. No suspicious activity occurred and building is secured.

- **ESTABLISHED TOUR TRAX  
CHECKPOINTS &  
LOCATIONS OF NFC SENSOR  
TAGS**

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- **NFC Sensor Tag:**

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- This is a NFC Sensor Tag. There are nine (9) of these tags located throughout the Administration Building and exterior of the Tribal Council Chamber at each established checkpoint which must be scanned throughout each hourly “Patrol Tour.”

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- **Tag # 1 - Start/Stop Site - Reception Desk**

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- The NFC Sensor is located under the counter area at the Front Desk.

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- **Tag # 2 – Site 1 – Council Chambers (South Side)**

- The NFC Tag is located on the window frame behind the concrete pillar located east of the most southern chamber door.



- **Tag # 3 – Site 2 – North Employee Entrance**

- The NFC Tag is located on the door frame of the first inner door east of the North Employee Entrance (double doors) by Facilities.





- **Tag # 4 – Site 3 – 2<sup>nd</sup> Level Stairwell Landing (Lobby)**

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- The NFC Tag is located on the furthest east vertical window frame.

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- **Tag # 5 – Site 4 – Courtroom (Near Court Clerk's Office)**

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- The NFC Tag is located alongside the exterior of the fire extinguisher case.

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- **Tag # 6 – Site 5 – 2<sup>nd</sup> Floor Stairwell (Ladder)**

- The NFC Tag is located alongside the ladder railing on the right side of the ladder.



- **Tag # 7 – Site 6 – Finance**

- - The NFC Tag is located along the steel beam across from the Finance Office doors.



- **Tag # 8 – Site 7 – Tribal Council Boardroom**

- The NFC Tag is located along the steel beam across from Tribal Council Boardroom doors.



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- **Tag # 9 – Site 8 – Administration Hallway**

- The NFC Tag is located alongside the exterior of the fire extinguisher case.

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- **Appendix B**

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- **THE MORONGO BAND OF MISSION INDIANS**
- **RESERVATION PATROL**
  - **DEPARTMENT**
  - **COURT BAILIFF**
- **STANDARD OPERATING PROCEDURES**

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- **Chief RADAMES GIL**
    - **AUGUST 2018**
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- **MORONGO BAND OF MISSION INDIANS**
- **COURT BAILIFF OPERATIONS AND PROCEDURES**
- **This Standard Operating Procedures Manual is to be used in conjunction with the Morongo Reservation Patrol Department Policies and Procedures Manual. Questions regarding general patrol operating policies are NOT contained in this manual. These procedures have been established to serve as guidelines and/or protocols specific to the Morongo Court Bailiff functions required therein. For all intents and purposes, the Morongo Reservation Patrol Department will hereinafter be referred to as “MRPD.”**
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I. Bailiff Duties, Responsibilities and Conduct

- a. Bailiffs must maintain a professional working relationship with the community, court employees and the public.
- b. Bailiffs must keep court proceedings confidential.
- c. Bailiffs must maintain peace and order in the courtroom.
- d. Bailiffs must be alert and ready for disturbances; and when necessary, remove a person or group of people from the courtroom.
- e. Bailiffs must be able to notify appropriate responders of an emergency, evacuation or threat of any nature.
- f. Bailiffs conduct weapons screening of everyone entering the courtroom, with some exceptions, utilizing magnetic hand wands prior to proceedings.
- g. Bailiffs will be present inside of the courtroom while any hearings are in progress.
- h. In the event of an emergency, the Bailiff will act as a responder in order to restore peace and maintain order.
- i. Bailiffs will continuously enforce the Court’s orders and policies.

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## II. Security Screening

- - The screening procedure will be as follows:
    - All persons entering the courtroom through the main entrance will go through the security screening process, except as outlined in subsection 2 below.
    - a. The following persons are exempted from passing through security screening:
      - 1. Law enforcement personnel in uniform,
      - 2. Law enforcement personnel in plain clothes who show their peace officer identification card,
      - 3. Employees of the Morongo Tribal Court, Prosecutor's office, Public Defender's office or other Morongo Tribal employees with the proper identification.
    - b. Screening Steps
      - 1. Individuals entering the courtroom will be screened by use of a hand held magnetic wand. Individuals shall empty all pockets into a tray before being screened.
      - If the Bailiff cannot clear the individual by the magnetic hand wand, the individual shall be denied entry. If the individual continues to request entry or if the Bailiff believes the individual constitutes a threat, additional Bailiffs/Officers should be requested to assist.

## III. Location Overview

- a. The Tribal Courtroom is located inside the Administration building located at 12700 Pumarra Rd., Banning, CA 92220. The court facility consists of one courtroom, one attorney/client conference room, a storage room, one Tribal Court Clerk/Tribal Court Operations Manager office and one judge's chambers, which is connected directly to the courtroom.
- b. Entrances
  - The Administration building has several entry and exit points found throughout the building. The courtroom itself has one public entrance through double doors on one side of the courtroom and another door for staff to enter and exit on the opposite side

of the courtroom. The staff door is located directly across the hallway from the Tribal Clerk/Tribal Court Operations Manager's office. The judge's chamber is accessible from the courtroom and there is a back door in which access can be obtained via a hallway.

c. Access

- The courtroom is kept locked and is only open while court is in session. Typically, at least one MRPD Bailiff/Officer will be present during court proceedings unless the judge requests additional Bailiffs be present.

IV. Tribal Court Alarms

- a. The Court facility is equipped with panic alarms. The panic alarms are located within the clerk's office and the judge's bench. Panic alarm activations are monitored at the Front Desk Reception area.
- b. When a panic alarm goes off, the Front Desk Receptionist shall notify the admin bldg. Officer immediately and the Bailiff shall also be notified if he or she isn't aware of the activation.
- c. The Front Desk shall then call the Tribal Court Clerk to make sure the alarm wasn't activated in error;
- d. The admin bldg. Officer or the Bailiff SHALL notify Reservation Patrol Dispatch immediately and request additional units to respond;
- e. If the alarm was not activated in error, the Front Desk Receptionist SHALL request the Riverside County Sheriff's Department using 911;
- f. If the alarm was activated in error, the Front Desk Receptionist shall notify the admin bldg. Officer and call 911 to inform them of the false alarm.

V. Safety Protocol / Building Lock Down / Shelter in Place

- a. When the Bailiff or the admin bldg. Officer becomes aware of any situation occurring within the reservation (Active Shooter, Outstanding Armed Suspect, Police Pursuit, Chemical Spill, or other Environmental Hazard, etc.), which may endanger the lives or safety of the Courtroom or admin bldg. staff. The Bailiff/Officer SHALL take immediate action to safeguard all personnel and visitors of the Admin Bldg.
- b. The actions listed herein are suggestive and can be modified as necessary, depending on the circumstances at hand:

1. Lock the entire building down and do not allow anyone to enter or exit;
2. Have everyone in the building notified and inform all to remain inside the building. Keep personnel in their respective offices, with the doors secured;
3. Wait until a “Code 4” is given by Reservation Patrol Officers to cancel the lockdown;
4. Release the Lock-Down and advise all employees.

c. Shelter in Place – The Bailiff Shall:

1. Work in conjunction with the admin bldg. Officer who has similar responsibilities when practical;
2. Secure the Courtroom when environmental hazards, such as severe weather or man-made hazards (chemical spills, biological contamination, etc.) occur.
3. Advise all personnel to locate “windowless” rooms, enter and take refuge / shelter within;
4. Turn off any fans, heaters, or air conditioning systems;
5. Seal any vents or cracks around the door and/or windows (to the best of your ability);
6. Once cleared by either an Incident Commander or Reservation Patrol Supervisor, release the Shelter in Place and advise all employees.

VI. Situations requiring MRPD or Riverside County Sheriff’s Response:

- a. Anytime the Bailiff is alerted of a response from the Riverside County Sheriff’s Department (RSO) the admin bldg. Officer SHALL also immediately notify Morongo Dispatch and request a MRPD Patrol unit to respond accordingly.
  1. A response from RSO may be requested at the discretion of an admin bldg. supervisor, as well as at the discretion of the admin bldg. Officer if he or she feels such a response is warranted. However, MRPD Patrol personnel SHALL be requested as well.

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