

# Escape Room: Unlocking a Strong Internal System

By Sarah Daszkiewicz  
Copper River Native Association  
Environmental Manager



# The Situation



We're locked in the office!



The only way out is to uncover the 4 keys to building a strong internal system.



Solve the puzzles before time runs out!

# CEDLARAN



Puzzle 1: Time  
is Ticking

Clue: You have meetings,  
deadlines, and reports due.  
What tool ensures you never  
miss an important date?

# Answer: Calendar

Important because:

- Keep track of due dates, meetings, and more
- Manage time efficiently
- Reminder of events



y 2025

Monday	Tuesday	Wednesday	Thursday	Friday
<p>30</p> <p>8:30am Staff meeting; Microsoft Teams Meeting; Katherine McConkey</p> <p>9:00am Send weekly email to IGAP Coords</p> <p>10:00am ETEP meeting; Gulkana Villa...</p> <p>1:30pm Sarah &lt;&gt; Yuen; Yuen Chan</p>	<p>31</p> <p>leave</p>	<p>Jan 1</p> <p>holiday</p> <p>8:30am Staff meeting; Microsoft Teams Meeting; Katherine McConkey</p> <p>3:00pm weekly report</p>	<p>2</p> <p>travel to mentasta to pick up recyclables</p> <p>2:00pm prep for party</p>	<p>3</p> <p>send out email to procurement team for Old BIA RFP bids</p> <p>8:30am Staff meeting; Microsoft Teams Meeting; Katherine McConkey</p> <p>1:00pm Discuss Podcast with CRNA; h...</p> <p>2:00pm finish check in; Colleen Merrick</p>
<p>6</p> <p>8:30am staff meeting; Microsoft Teams Meeting; Colleen Merrick</p> <p>8:30am WellsOne Coding Due: Tomorrow; Mariah D. Lenard</p> <p>9:00am Send weekly email to IGAP Coords</p>	<p>7</p> <p>KK in afternoon to set up for ANCSA training</p> <p>11:00am brownfields brainstorm; Microsoft Teams Meeting; Colleen Merrick</p>	<p>8</p> <p>8:00am ANCSA training 4:30pm</p> <p>8:30am staff meeting; Microsoft Teams Meeting; Colleen Merrick</p> <p>3:00pm weekly report</p>	<p>9</p>	<p>10</p> <p>do ashleys roar check</p> <p>site visit with ANTHC to mentasta</p> <p>8:30am staff meeting; Microsoft Teams Meeting; Colleen Merrick</p>
<p>13</p> <p>5pm Chemtrack commnity meeting ab...</p> <p>8:30am staff meeting; Microsoft Team...</p> <p>9:00am Send weekly email to IGAP Co...</p> <p>10:00am Old BIA School RFP bid team ...</p> <p>+3</p>	<p>14</p> <p>10:00am IGAP Workplan workshop; CRNA Board Room; Sarah Sherwood</p> <p>10:00am IGAP FY26 Workplan workshop; CRNA Board Room / zoom; Sarah Sherwood</p>	<p>15</p> <p>8:30am staff meeting; Microsoft Team...</p> <p>9:00am We are ALL Teachers January ...</p> <p>9:30am WISE we are all teachers work...</p> <p>1:00pm CRNA/Ahtna Collab Options- ...</p> <p>+2</p>	<p>16</p> <p>11:00am Northwest Brownfields Peer Group (via Zoom); Joelle Greenland</p> <p>11:00am NTAA Wood Smoke Work Group; <a href="https://nau.zoom.us/j/894906...">https://nau.zoom.us/j/894906...</a></p> <p>1:00pm IGAP workplan and budget m...</p> <p>1:00pm Gulkana IGAP workplan work...</p>	<p>17</p> <p>leave</p> <p>8:30am staff meeting; Microsoft Teams Meeting; Colleen Merrick</p>
<p>20</p> <p>holiday</p> <p>8:30am staff meeting; Microsoft Teams Meeting; Colleen Merrick</p> <p>9:00am Send weekly email to IGAP Coords</p>	<p>21</p> <p>IGAP grant due</p> <p>10:00am Gulkana IGAP meeting; CRNA Board Room; Sarah Sherwood</p> <p>2:00pm LEO Network January Training 2025; <a href="https://anthc.zoom.us/j/93720319898?pwd=rdLHoJmCPPANGcBzWsAeD20YS9...">https://anthc.zoom.us/j/93720319898?pwd=rdLHoJmCPPANGcBzWsAeD20YS9...</a></p>	<p>22</p> <p>Valdez</p> <p>8:30am staff meeting; Microsoft Team...</p> <p>11:00am Statewide GAP regional Provl...</p> <p>11:30am CRNA - Climate Change Vide...</p> <p>3:00pm weekly report</p>	<p>23</p> <p>9:30am Environmental Fair planning meeting; CRNA Board Room; Sarah Sherwood</p> <p>10:00am Jan Environmental Fair planning meeting; CRNA Board Room...</p> <p>3:00pm ATCEM Abstract Selection Meeting; <a href="https://anthc.zoom.us/j/957...">https://anthc.zoom.us/j/957...</a></p>	<p>24</p> <p>8:30am staff meeting; Microsoft Teams Meeting; Colleen Merrick</p> <p>10:00am RFP meeting; CRNA Board Room; Sarah Sherwood</p> <p>10:00am Old BIA School RFP bid evaluation final meeting; CRNA Board Room / zoom; Sarah Sherwood</p>
<p>27</p> <p>Colleen gone</p> <p>select contractor for Old BIA School site work</p> <p>8:30am staff meeting; Microsoft Teams Meeting; Colleen Merrick</p> <p>9:00am Send weekly email to IGAP Co...</p>	<p>28</p> <p>Colleen gone</p> <p>pick up mail and 1099 form for ROAR from CBS</p> <p>9:00am Presentations Committee; zoom; Sarah Daszkiewicz</p>	<p>29</p> <p>Colleen gone</p> <p>8:30am staff meeting; Microsoft Team...</p> <p>10:00am NTAA Alaska air workgroup ...</p> <p>10:30am drug test apt at crna clinic</p> <p>3:00pm weekly report</p>	<p>30</p> <p>Colleen gone</p> <p>11:00am order lunch for tazlina meeting</p> <p>11:30am meeting at Tazlina about TRP funds - provide lunch</p> <p>2:00pm January TRP Webinar; Pelagio...</p>	<p>31</p> <p>Colleen gone</p> <p>8:30am staff meeting; Microsoft Teams Meeting; Colleen Merrick</p> <p>1:30pm deposit roar checks into business account and mail roar tax forms</p>

# Puzzle 2: The Missing Link

1. Draft Document

2. \_\_\_\_\_

3. Submit Document

Clue: A draft is written, but it can't be submitted yet.

One important step makes sure mistakes are caught and improvements are made. What comes next?

# Answer: Review Document – Procedure Manual

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Important because:

- Turnover
- Clear instructions
- Resources



EPA Tribal  
Response  
Program  
Procedure  
Manual

2024

The following procedure manual is for the Copper River Native Association (CRNA) EPA Tribal Response Program (TRP).



# Puzzle 3: Lost in Translation

Clue: Without me, misunderstandings grow. With me, teamwork thrives. What am I?





# Answer: Communication

A background collage of various communication-related icons in different colors. These include speech bubbles, a group of three people, a question mark, a play button, a shopping bag, a mobile phone, and an envelope.

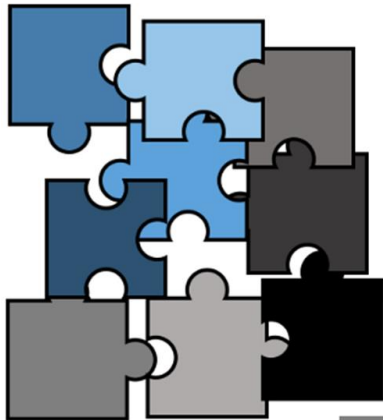
Important  
because:

Builds clarity

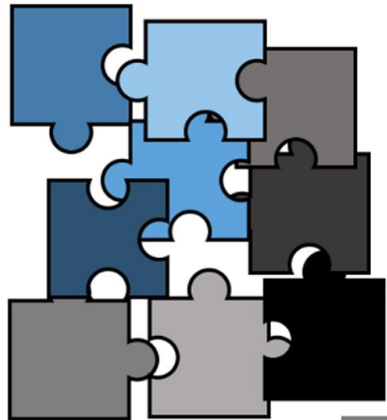
Stronger  
teamwork

# Puzzle 4: Memory Matters

Clue: I'm your memory  
when you forget.  
Without me, details  
disappear.

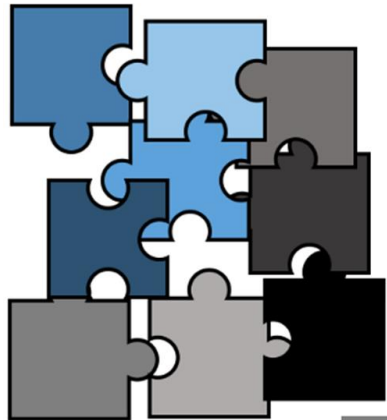


7 14 23 5 42 9




## Puzzle 4: Memory Matters

Clue: I'm your memory  
when you forget.  
Without me, details  
disappear.



## Puzzle 4: Memory Matters

Clue: I'm your memory  
when you forget.  
Without me, details  
disappear.



Answer: 7 14 23 5 42 9 –  
Keep Records

Important  
because:

- Organization
- Memory
- Turnover

Tribal Community services (R:)

File

Home

Share

View

←

→

↶

↷

This PC > Tribal Community services (R:)

Search Tribal Community services (R:)

Pictures

Deliverables

TRP FY24

Old Gulkana pellet mill

Pictures

Receipts

Receipts

OneDrive

OneDrive - Copper River

This PC

3D Objects

Desktop

Documents

Downloads

Music

Pictures

Videos

Windows (C:)

Home (H:)

Finance (M:)

Tribal Community servi

Shared (T:)

26 items

1 item selected

Name	Date modified	Type	Size
Athna Lesson materials 2023	9/29/2023 3:14 PM	File folder	
background check	3/14/2023 4:39 PM	File folder	
Computer Class 2024	7/10/2025 10:49 AM	File folder	
Executive Assistant	12/12/2024 11:26 AM	File folder	
GRANTS	12/26/2024 4:42 PM	File folder	
IGAP	8/15/2025 9:25 AM	File folder	
NewOrg Invoices	1/2/2025 11:01 AM	File folder	
OneNote Notebooks	12/4/2024 10:29 AM	File folder	
OPERATIONAL	12/17/2024 12:00 PM	File folder	
Organizational	7/1/2025 11:11 AM	File folder	
Outlook Files	12/4/2024 10:31 AM	File folder	
Partners	12/4/2024 10:23 AM	File folder	
Photos	7/8/2022 10:50 AM	File folder	
Pictures	12/22/2023 4:40 PM	File folder	
Projects	12/17/2024 11:01 AM	File folder	
Succession Planning	12/4/2024 10:23 AM	File folder	
TCS Director files	12/26/2024 4:50 PM	File folder	
TCS PROGRAMS	6/17/2025 11:22 AM	File folder	
TCS Proposed Programs	12/17/2024 11:02 AM	File folder	
TRP	7/16/2025 8:03 AM	File folder	
Athna Poster Original -Animals and num...	6/26/2025 1:50 PM	Microsoft Publish...	666 KB
BIA 2024 Welfare Assistance Need Standa...	1/2/2025 8:42 AM	Microsoft Excel W...	151 KB
Board room TV's	9/9/2024 1:08 PM	Foxit PDF Editor D...	0 KB
Create new Support Ticket	1/9/2024 11:46 AM	Shortcut	2 KB
PL 102-477 Membership Dues Notice_FY...	9/9/2024 3:47 PM	Foxit PDF Editor D...	598 KB

TRP

FileHomeShareView

←→↕↑

This PC > Tribal Community services (R:) > TRP

Search TRP

Pictures

Deliverables

TRP FY24

Old Gulkana pellet mill

Pictures

Receipts

Receipts

OneDrive

OneDrive - Copper River

This PC

3D Objects

Desktop

Documents

Downloads

Music

Pictures

Videos

Windows (C:)

Home (H:)

Finance (M:)

Tribal Community servi

Shared (T:)

36 items

Name	Date modified	Type	Size
Regional Brownfield meetings	8/6/2025 10:52 AM	File folder	
TRP Assessment docs	8/19/2025 11:33 AM	File folder	
TRP docs and info	8/20/2025 4:01 PM	File folder	
TRP FY12	3/28/2022 10:26 AM	File folder	
TRP FY14	3/28/2022 10:31 AM	File folder	
TRP FY15	11/23/2022 2:15 PM	File folder	
TRP FY16	3/28/2022 11:08 AM	File folder	
TRP FY17	3/28/2022 11:02 AM	File folder	
TRP FY18	10/5/2022 9:31 AM	File folder	
TRP FY19	3/1/2022 8:13 AM	File folder	
TRP FY20	3/28/2023 11:47 AM	File folder	
TRP FY21	10/18/2024 11:58 AM	File folder	
TRP FY22	11/6/2024 11:31 AM	File folder	
TRP FY23	11/6/2024 11:42 AM	File folder	
TRP FY24	8/25/2025 10:00 AM	File folder	
TRP FY25	5/9/2025 8:16 AM	File folder	
TRP Sites	7/9/2025 8:52 AM	File folder	
Ahtna Region Community Wide Assessm...	3/18/2025 2:59 PM	Foxit PDF Editor D...	28,772 KB
Ahtna Region Community Wide Assessm...	12/19/2023 4:15 PM	Foxit PDF Editor D...	1,168 KB
Ahtna_FY2023_Assessment_Workplan_8.2...	3/4/2025 1:34 PM	Microsoft Word D...	104 KB
brownfields presentation2	5/3/2022 1:38 PM	Microsoft PowerP...	5,154 KB
CRNA organizational chart	1/27/2022 8:03 AM	Microsoft Word D...	478 KB
CV Brownfield Task Force Invitation Packet	10/7/2020 3:42 PM	Foxit PDF Editor D...	829 KB
Environmental Resources Contacts list	6/26/2025 9:38 AM	Microsoft Word D...	32 KB

TRP FY24

FileHomeShareView

←→↕↑

This PC > Tribal Community services (R:) > TRP > TRP FY24

Search TRP FY24

Pictures

Deliverables

TRP FY24

Old Gulkana pellet mill

Pictures

Receipts

Receipts

OneDrive

OneDrive - Copper River

This PC

3D Objects

Desktop

Documents

Downloads

Music

Pictures

Videos

Windows (C:)

Home (H:)

Finance (M:)

Tribal Community servi

Shared (G:)

61 items

Name	Date modified	Type	Size
Budget	6/12/2025 2:32 PM	File folder	
Deliverables	1/23/2025 8:40 AM	File folder	
Grant info	3/13/2025 9:13 AM	File folder	
Receipts	8/25/2025 10:50 AM	File folder	
Village LOS	12/4/2023 7:59 AM	File folder	
Ahtna brownfield grant pitch	3/11/2025 2:47 PM	Microsoft Word D...	15 KB
Ahtna brownfield grant scope of work de...	7/17/2025 8:27 AM	Microsoft Word D...	19 KB
Ahtna Brownfields Project collaboration ...	6/4/2025 1:13 PM	Microsoft Word D...	120 KB
ANCSA training pic 1	1/21/2025 1:44 PM	JPG File	3,223 KB
ANCSA training pic 2	1/21/2025 1:44 PM	JPG File	0 KB
ANCSA training pic 3	1/21/2025 1:44 PM	JPG File	3,160 KB
ANCSA training pic 4	1/21/2025 1:45 PM	JPG File	0 KB
ANCSA training pic 5	1/21/2025 1:46 PM	JPG File	3,224 KB
ANCSA training pic 6	1/21/2025 1:46 PM	JPG File	0 KB
ANCSA_Training flyer 1.2025	12/16/2024 8:20 AM	Foxit PDF Editor D...	162 KB
ANTHC and CRNA ANCSA podcast agree...	1/6/2025 9:55 AM	Microsoft Word D...	91 KB
ANTHC and CRNA ANCSA podcast agree...	1/6/2025 9:56 AM	Foxit PDF Editor D...	158 KB
ANTHC_ANCSA_Podcast flyer	1/3/2025 1:48 PM	Foxit PDF Editor D...	78 KB
ATCEM BF presentation 3.2025	3/21/2025 1:35 PM	Foxit PDF Editor D...	791 KB
ATCEM BF presentation 3.2025	3/19/2025 9:34 AM	Microsoft PowerP...	34,364 KB
ATCEM bf presentation notes 3.2025	3/20/2025 3:31 PM	Microsoft Word D...	27 KB
Brownfield video notes	5/30/2025 1:57 PM	Microsoft Word D...	20 KB
Brownfields TRP Video draft script	8/15/2025 1:36 PM	Microsoft Word D...	28 KB
Chemtrack Community Meeting Present...	6/16/2025 10:08 AM	Foxit PDF Editor D...	3,373 KB



# Final Unlock!

🎉 The lock breaks open —  
we've escaped!

The 4 keys to a strong internal system:

- 1. Calendar
- 2. Procedure Manual
- 3. Communication
- 4. Keep Records

