1. Emergency Preparedness Agenda

    Documents:

        2020-03-05 Emergency Preparedness Agenda_Revised.pdf

2. Meeting Materials

    Documents:

        2020-02-06 Emergency Preparedness Minutes.pdf
        2020-03-05 Handout Demaris.pdf

CITY OF YACHATS

Emergency Preparedness Committee

441 Hwy 101 N., Yachats Commons, Room 3

Thursday March 5, 2020 at 2:00pm
AGENDA

I. Call to Order

II. Approve Minutes February 6, 2020

III. Business
1. Lincoln County Emergency Management Guest: Samantha Buckley
    a. Updates and Community Preparations for COVID -19 (Coronavirus)
2. Emergency container tubs – Cost
3. Animal Shelter Information
4. Emergency Sheltering Workshop– Asch & Sanders to give update
5. Status Check on Way Finding Grant
6. Visit to Newport area Containers

IV. Other Business
1. From the Committee
2. From the Staff

This is a sub-committee working on behalf of Public Works & Streets Commission. This meeting is open to the public and interested citizens are invited to attend. This is not a community forum; audience participation is at the discretion of the sub-committee members.

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org .

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted:03/02/20

City of Yachats

EMERGENCY PREPAREDNESS COMMITTEE
February 6, 2020

Draft Minutes

I. Call to Order

Bob Bennett called the February 6, 2020 meeting of the Emergency Preparedness Committee at 2:00 pm in Room 1 of the Yachats Commons. Members present: Tracy Crews, Tom Fisher, W. John Moore, and Bob Bennett. Absent: Jill Asch, Don Groth, Rick McClung, James Sanders, and Max Glenn. Staff Present: Clerk Kimmie Jackson. Audience: 0.

II. General Discussion

Bennett noted that a quorum was not present so no votes could be recorded.

Bennett reported the Fire Department is willing to have the Fire Station be an assembly area. They are willing to put the blue tsunami zone marker on the road as long as the proper placement is noted. This location will replace the Diversity Drive assembly area.

John Moore reported that Justin Peterson learned of a grant to cover the cost of way-finding signs and has applied. Bennett suggested they put up signs on the north side that indicate which direction people should be moving.

Tom Fisher asked about the location of the assembly area on Horizon Hill. Bennett thought it should be in the area of the switchback in the road where the walking path comes through from King Street.

Tracy Crews asked if anyone had received the information Jenny Demaris indicated she would send after the Table Top exercise.

Bennett clarified with Jackson that the emergency contacts had been updated. Jackson indicated she would double check the status of this update. Bennett added that they still need to address the process of contacting people within the City. Bennett suggested the contacts were the City Manager, the Mayor, Rick McClung, Max Glenn and Kimmie Jackson.

Bennett clarified with Jackson that she had a list of what was in the containers.

Moore asked about if the sizes of the containers needed to be changed. Jackson noted that the containers needed to be wider. Bennett indicated the containers could not be wider but they could be longer or taller. Members discussed possible locations for the south container.

Bennett noted he saw the budget planning date has been moved out and asked if the Emergency Planning budget had been added to the overall budget. Bennett indicated Don Groth was going to raise the issue at the upcoming Finance Committee. Anderson indicated the amounts for operations and capital were discussed at the August 1, 2019 meeting and are in the minutes.

Crews asked about the catalogs for selecting boxes for the containers. Jackson stated that the catalog is at Public Works but she would ask Dave Buckwald to deliver it to City Hall.

Crews reported the people at South Beach were happy to have the Committee come view their container set up and color coding. Crews reviewed what was at the storage places in Waldport at Safe Haven Hill and at the Community College.

Bennett suggested the Committee work with the Fire Department about what can be stored there as the fire station was the only public building outside of the tsunami zone.

Crews asked if anyone knew about the alleged food that was bought from surplus. Jackson was not aware but indicated she would ask at Public Works.

Fisher suggested sending the inventory list to the members to discuss at the next meeting.

Don Groth arrived at the meeting at 2:54 pm to establish a quorum.

Crews reported that Lincoln County received the grant to help get medical supplies from Emergency Health Corps that resident medical people could use. Jackson reported she had an old list of medical people in the community. Crews indicated she would send information to Helen Anderson for the Newsletter.

Fisher asked about the woman who could speak about emergency procedures for pets. Crews reported Laura Braxling with the Human Society has been wrapped up in the situation with the animal shelter. Braxling had indicated she could do a public meeting on preparations for pets.

III. Minutes

Moore moved to approve the minutes of December 5, 2019 as presented: Aye – 5; No – 0.

Bennett adjourned the meeting at the meeting at 3:09 pm.

_____ _____

Bob Bennett Date

Minutes prepared by H H Anderson on February 8, 2020

COVID – 19 Preparedness

Business Continuity Planning Tool

Prepared on 03/03/20
Prepared for Lincoln County Cooperators

PREVENTION-PROTECTION-MITIGATION-RESPONSE-RECOVERY

Public Health
Lincoln County

Lincoln County, Oregon
PUBLIC HEALTH

1

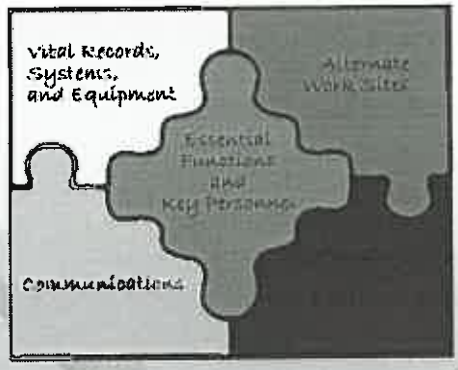
The Need for Preparedness

Lincoln County along with other Oregon counties are responding to a respiratory disease outbreak caused by a novel (new) coronavirus first detected in China and now detected in the United States.

In late February, the first COVID-19 case in Oregon was reported. The Oregon Health Authority provides weekly updates of state and regional information related to this response on their public website. This virus is not currently spreading widely in Oregon; however, it is important to note that per the CDC, current global circumstances suggest it is likely that this virus will continue to spread.

2

Using this Presentation



The purpose of this presentation is to provide questions and talking points to help prepare your agency/department for any impacts that may affect your daily operations. The impacts may be through staff attrition due to their illness or their need to stay home to take care of their family members. It may also be due to the limitation of needed supplies and resources to continue services.

Please consider each slide carefully and be sure to reference any Continuity of Operations Plans that your agency/department/business has already in place.

At the end of this presentation consider changes to your existing COOP so that it is strengthened for any future interruption that may affect your ability to deliver services

3

Stay Informed

Consider current or additional processes needed to stay apprised of changing conditions or information.

- Set a **specific day or time to check** reputable sources for current information.
- **Assign specific staff members** to monitor source information.
- **Subscribe to sources** that can automate updates.
- **Establish frequency and process** to keep your staff, clients or contacts apprised of new information.
- **Assess and monitor state/federal agencies** that provide guidance or policy on the services you provide – depending on the situation they may change frequently

- Lincoln County Public Health – COVID-19
- Oregon Health Authority – COVID-19
  - Subscribe to OHA for daily email updates
- Centers for Disease Control and Protection
- General Public Questions re COVID-19
  - Call 211 or https://www.211info.org/

4

Essential Functions & Key Personnel

Each business and agency should carefully consider how it might curtail operations in the event of an outbreak while sustaining their mission.

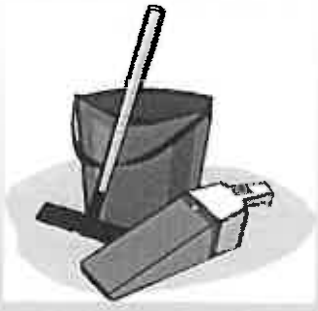
- Is your agency/department **legally mandated** to provide services?
- Do you have **grant obligations** to meet certain deadlines? Can extensions be requested, or deliverables modified?
- Is your agency/department **required to maintain** systems management, can maintenance be deferred to a later date?
- What are your **Human Resource requirements or limitations** (time off banks, work from home policies, union contracts)?
- What **required functions** must be performed according to a fixed schedule (budget, payroll)?
- Are there **key positions** to consider for which you currently have no succession planning in place?

5

Resource Assessment - Supplies

The outbreak may impact the supply chain denying your agency/department the materials necessary to meet daily operations.

- **Conservation** - Can you do the same with less? Should you implement a conservation plan?
- **Alternatives** - Can you identify other sources of supplies, or alternatives to your usual materials that may be easier to obtain?
- **Stockpiles** – Do you have the supplies you need to operate without the possibility of re-supply for some time? What supplies need to be stockpiled if possible?



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Resource Assessment - Staff

The COVID-19 outbreak may cause attrition of your staff as the virus spreads through the community and causes illness. Your agency/department may consider:

- **Leadership line of succession considerations.** Who is next in line to lead if you or your key staff are not available.
- **Cross-training** for anticipated absences.
- **Alternate staffing patterns.** Can your department implement reduced hours or change shift hours? What are your minimum staffing levels?
- **Just-in-Time training.** Are there functions that can be performed by temporary staff, or staffing from another department, with minimal supervision and training?
- **Additional PPE requirements** (fit testing, resources, training)
- **Telecommuting.** What documents and applications will your staff need to access to continue work from home in the event they are requested to quarantine themselves. Are they prepared for 14 days?

7

Sheltering-in-Place/Telecommuting

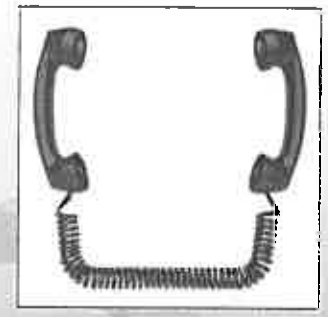
Providing telecommuting opportunities might create staffing solutions in some work environments, particularly for employees who have been directed to quarantine themselves for 14 days or take care of family members. In such cases, the precaution may include asymptomatic persons who are able to perform job functions, but not at the workplace.

Some of the same shelter-in-place guidance for hazardous materials applies to these situations:

- Food, water and **supplies for all persons** in the home for **14 days**.
- **Redundant methods of communications** (radio, phone, computer).
- If you have **pets at home**, plan for them too.
- **Stay informed** with reputable sources and maintain **communications with your employer.**
- **Work-related access** to supplies, documentation & applications.

8

Communications



Use multiple technology platforms in order to successfully maintain operations.

- With reduced staff how will you **bridge communication gaps** if key personnel are not available? Do you have conference call ability?
- **What methods will you use** to communicate with staff that may be working from multiple different locations (home, office, alternate facility) simultaneously?
- How will you conduct regularly scheduled or legally required meetings (staff, councils)? How will they meet? Are they allowed to use web, Facetime, etc.?
- How will directors/managers/supervisors **maintain span of control** over diverse working locations and alternate schedules?
- What methods will you use for **emergency communications** with your clients, customers, vendors or policy groups?
- Will your staff or yourself have **access to digital files** on agency servers?

9

Communications – Notifications

What processes are you using to notify your employees, clients, customers or visitors of precautions they should take and how to care for their physical and emotional well being?

- **Reduce stigma and marginalization** – agency leadership should promote calmness and access to appropriate information – all demographics and socio-economic cultural, religious and ethnic backgrounds are affected.
- Provide **guidance on self monitoring** and **self-care** (physical and emotional support)
- **Post signs** at building front entrances (in color), in bathrooms, breakrooms
- **Email digital information** (new information, policy changes) as appropriate on regular schedule that is not overwhelming.
- **Provide a printed copy**, as appropriate for situations that may affect the employee direct job functions
- **Provide hand sanitizer** at additional locations, **check soap dispensers** and tissue boxes frequently.

10

Financial Considerations

- Would you qualify for **reimbursement** for declared disasters and/or are you **insured for business loss?** Here are considerations for either situation:
  - Documentation of who is assisting you (paid time, overtime or volunteer time)
  - Documentation of activated mutual aid agreements or pre negotiated emergency contracts
  - Documentation of any emergency purchases to meet your business needs
- Do you have a **contingency fund**? Do you have an administrative policy or ordinance that needs to be invoked to access your contingency funds?
- Are key staff required for **specific fiscal responsibilities** (payroll, deposits, procurement, accounts payable, contract approvals)?

11

Alternate Plans Assessment

Are there alternate plans you need to consider to maintain continuity? Some you may develop as the event unfolds while others may already be in your contingency plans. Some examples include:

- **Increasing travel restrictions** due to limited staffing or heightened transmission concerns.
- **Consideration of cancelling** or postponing activities (due to staffing, limited supplies or decrease in revenue).
- Applying or adding **disinfecting practices** (frequency, product type or scope of area).
- Activating **conservation and optimization** strategies for personnel and supplies.

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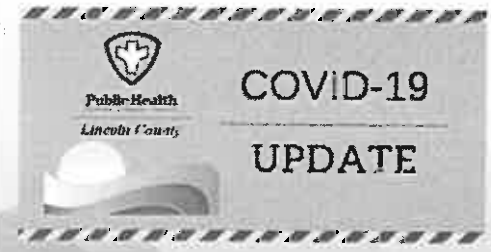
Contact Us



Lincoln County Public Health Cooperator Liaisons:

Samantha Buckley, Assistant Emergency Manager
541-265-0657, sbuckley@co.lincoln.or.us

Jenny Demaris, Emergency Manager
541-265-4199, vdemaris@co.Lincoln.or.us

Lincoln County Public Health COVID-19 Resources:
https://www.co.lincoln.or.us/hhs/page/2019-novel-coronavirus

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