

1. 2:00 P.M. Agenda

Documents:

[2022-05-02 Emergency Preparedness Agenda.pdf](#)

2. 2:00 P.M. Meeting Materials

Documents:

[Team B Goals.pdf](#)

[Team B - Work Assignments\[14209\].Pdf](#)

[Team B Work Assignments.pdf](#)



CITY OF YACHATS
Emergency Preparedness Committee
Yachats, OR 97498
ZOOM MEETING
Monday, May 2, 2022 at 2:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86268718302>

Meeting ID: 862 6871 8302

One tap mobile

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AGENDA

- I. Call to Order**
- II. New Business**
 - A. Visit with City Manager
 - B. CRE22 – Team B doc prep and schedule
- III. Ongoing Business**
 - A. YRFPD MOU
 - B. Update – Hatfield Visit
 - C. Update – Prepare Fair
- IV. Old Business**
 - A.
- V. Other Business**
 - A. From the Committee
 - B. From the Staff

*******NOTICE OF POSSIBLE CITY COUNCIL QUORUM**

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. The Audio of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org. 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.

Team B Goals

- Pre-development of catastrophic response document(s) needed for coordinated response of a Cascadia event.
- Development of a “Cascadia Activation Kit” for agency leadership
- Development of “just in time” overview of Cascadia

Activation

Kit

- Submit Cascadia pre resource requests to State of Oregon

—

Office of Oregon Emergency Management via County
Emergency Manager

Sub-Work Groups

2-3 Team Members per Work Group

City/Tribal/County EM Reps will be leads on each of
the groups

Team Members may need to be on more
than 1 Work Group

Some Workgroups may take longer to complete, will be
migrated into CR22 after action report

Priority Workgroups

1. ICS Forms & Response Objectives
2. Emergency Declarations, Delegation of Authority & Line of Succession
3. Resource Orders (fuel, essential needs, medical, water, shelter)
4. Government Go Kit for Activation & Just In Time Overview
5. Situational Assessment Reporting Specific to Cascadia
6. How to Utilize Amateur Radio Operators Guide (ACS Team)

7. Priority Road Clearing (Public Works)

Team Member Roles

Sign-up and participate in Work Groups, sign up for more than one group

Act as Liaison to your home agency. You may need to consult agency leadership to extract needed information

Discuss options and obtain agency preference

Work with agency leadership to refine agency specific documents

Regularly update agency leadership with Work Group progress

Orient/Train your agency once the Just in Time boxes are done



Team B Work Group

04/13/22 at 1100 – 1200

Lincoln County

1. **Purpose:** Workgroup of local government, fire, police, health, public works to develop planning, resource and situational assessment documents needed for the initial response to Cascadia by local officials.
2. **Workgroup volunteered/delegated individuals/agencies to work on the categories of tasks:**
 - a. ICS Response Forms (mainly developing a list of solid response objectives that local officials could utilize for the initial response of Cascadia)
 - b. Develop resource request forms specific to a Cascadia event
 - c. Create modified version of a sit rep specific to Cascadia that can be easily transmitted via amateur radio
3. **Next Steps:**
 - a. Send email to each group with defined task items to complete – there is a lead for each group
 - b. Use Basecamp to store items being created – forms, templates, tools developing
 - c. Schedule next meeting doodle polls for the groups
 - d. Begin working on group goals, finalize draft documents with City/Co/Tribal Reps
 - e. Build out the Government Go Kit Box with drafted documents and resources needed
 - f. Utilize new Government Go Kit boxes during Cascadia Rising Exercise

Status	Team Members Lead in Bold	Description	Instructions
	Jenny Demaris LCISO – OSFM, Chief Robeson, Dahlman, Lapof, Murphy, Yachats	ICS201	Draft form, identify initial response objectives
		ICS 202 (Week 1)	Draft form, identify initial objectives
		ICS 202 (Week 2)	Draft form, identify on-going objectives
		ICS 202 (Week 3)	Draft form, identify on-going objectives
		ICS 202 (Week 4)	Draft form, identify on-going objectives
	Del Lockwood EM's, Rep from Each City,	Emergency Declaration for Catastrophic Cascadia Event	Prepare draft form
	Jen Demaris	Delegation of Authority	Brainstorm situations where a delegation of authority may be needed for Cascadia – draft forms
	Jenny Demaris	Line of Succession	Validate current forms are up to date for each entity.
	Randy Storms*	Government EOC Activation Kit	Brainstorm what items needs to be in kit, develop table of contents and example kit so it can be duplicated for each city/tribe/county
	ACS Team City/Tribal/Co EM's	User Guide – Local Officials – How to Interact with your designated amateur radio operator	Create User Guide
	Jess Palma EM's – Toledo, City of Siletz-Community	Resource Orders – Community Ordering Roster – Essential Needs (213RR-CE – catastrophic event)	Brainstorming a new resource order form specific to “whole community essential care needs”
	Jenny Demaris Fire, EMS, Hospital	Resource Orders – Community Ordering Roster – Medical Care (213RR-CE – catastrophic event)	Brainstorming a new resource order form specific to “whole community medical care needs”

Status	Team Members Lead in Bold	Description	Instructions
	Public Works Directors	Resource Orders – Community Ordering Roster – Water Purification and Distribution (213RR-CE – catastrophic event)	Brainstorm and create resource order form for mobile water purification system and supply needs for each City, Tribal, County population areas (possibly by fire districts); to include small generator or solar power
	Jenny Demaris ARC, MCS Team,	Resource Orders – Community Ordering Roster – Field Shelter Operations (213RR-CE – catastrophic event)	Brainstorm and create resource order form for field shelter needs – develop concept of “units”, individual and field operations
	County EM – Public Works 1 Liaison to each discipline - Fire - Law - Public Works/Roads - Power - Natural Gas - Water - Hospital - City - Tribal - County - Fed USCG - Shelters/Schools - Food - Morgue	Resource Orders – Fuel (213RR- Fuel)	Complete needed fuel order forms by each qualifying agency. - Initial fuel needs – utilizing fuel conservation methods - On-going maintenance – utilizing fuel conservation methods -
	Roads – Public Works Directors	Priority Road Clearance Areas	Develop list of priority road clearance areas to critical resources – - Beach Site Assessments - Airports/Landing Strips - Hospitals - Fire Stations - Shelters - Fuel Pods - Communication Systems - Others?
	City/Co/Tribal EM's – Cities	Situational Reporting – ICS 209 Modified for Catastrophic Event	Brainstorm modifications to the ICS 209 – Incident Status Summary to slim down, priority items, using FEMA community lifelines, easily transmittable via amateur radio
	City/Co/Tribal EM's – Cities, maybe Fire give input	Situational Reporting – Rapid Needs Assessment	Review examples and modify to fit a Cascadia type response for local official use

Team B Work Assignments

James,

Thanks for your email as it helps frame the work to be done. I am taking a more overall look and I do agree that we need to share the document with the actual work assignments.

1. The work list includes the person to lead the “brainstorm” session for each topic as listed in **bold**.
2. There currently is no set schedule for these “brainstorm” sessions but the document lists those persons or group who should be represented. We need as EPC to see that someone attends.
3. There is a need for someone from Public Works to participate in Resource Ordering and Road Clearing.
4. There is a need to update the Succession List of who can declare an Emergency.
5. We also have a problem related to the Succession List and the location of where the person declaring an Emergency would be located and how they could contact the County Emergency site (EOC).
6. This also begs the question of how to communicate with the EOC. We have talked about the use of a satellite phone.
7. Our other issues (perhaps not for this drill) is that the location for getting staff together for a catastrophic event (large earthquake or earthquake/tsunami) none of the current city locations are not likely to be useable. Is it possible to use our current Conex sites for such a purpose?

James any other thoughts? If not I think we should just send this email and the document to Tom and take it from there. Take care, Bob.

From: James Sanders <james.elaine.sanders@gmail.com>

Sent: Monday, April 18, 2022 8:19 AM

To: Bob Bennett <rmbenn@casco.net>

Subject: Re: Description of Team B Responsibilities

Bob,

I realized late last night that I failed to point out areas that appear on the Work Assignment document that call for the specific involvement of Rick as our public works director (or whatever his title is). At least I assume that he is the appropriate person to work on those assignments.

James

On Sun, Apr 17, 2022 at 6:06 PM James Sanders <james.elaine.sanders@gmail.com> wrote:

Bob,

As I understood your request, you wanted each of us to write an email that clarifies what Team B is being asked to do. You would then combine your and my emails into one email that would be shared with the rest of the EPC for their information and for the enlistment of additional assistance in accomplishing this task. That is the frame of reference I am working from as I write this. I ended up writing suggestions addressed to you rather than addressing the EPC.

1. Begin with introductory statements from us that clarifies from the beginning that we are developing documents that will be used in the Cascadia Rising 2022 Exercise in June. Those documents will then become part of a Go Kits that could be stored at City Hall and the various caches to provide guidance for whomever is able to respond to any kind of future disaster, not just a Cascadia event.

2. Overview the parts of the Cascadia Rising 2022 in which Local Governments, i.e., City of Yachats staff designated with EOC roles by our EOP, are being asked to participate. See attachment, "CR Registration.pdf.":

- a. Participate in a drop, cover, hold on, and evacuate buildings on June 9th, 8am - 9am.
- b. Attend an Open House at the Newport Fairgrounds Monday, June 13, drop in anytime 11am -3pm.
- c. Participate in the EOC exercise at the Fairgrounds Tuesday afternoon, June 14, 10am - 5pm (Have also seen 4pm as the end time).
- d. Participate (at City Hall in Yachats) with assigned ACS personnel in the practice of sending predetermined data to the County EOC at the Newport Fairgrounds at a predetermined 1-2 hour time slot on Wednesday, June 15. ACS will assign two people to work with our EOC staff at the Tuesday exercise and the Wed. I have volunteered to be one of those two but it remains to be seen if they will place me or someone more experienced in amateur radio work.
- e. Participate virtually in the Hot Wash evaluation on Friday, June 17, 9am - 11am.

3. I suggest sharing with them the entire "Work Assignment" document. The introductory statements (1, 2 and 3) state specifically what we are to do. The chart shows the exact areas of responsibility and the tasks for each. To summarize we would need individuals to address the following areas:

- a. one person from Yachats to work with a subcommittee putting together pre-filled ICS forms.
- b. one person to work on a subcommittee to draft "Emergency Declaration for Catastrophic Cascadia Event."
- c. one or two people representing Public Works to work on "Resource Orders".
- d. one or two people to work on "Situational Reporting."

Those are my suggestions.

James