

1. 2:00 P.M. Agenda

Documents:

[2023-11-06 Emergency Preparedness.pdf](#)

2. Meeting Material

Documents:

[2023-10-02 Emerg Prep Action Summary.pdf](#)

[ICS_EOC Position Folders In Yachats EOC.pdf](#)

[Yachats EOC And ICS Organization Charts.pdf](#)

[YEPC Materials Stored In The Council Room Cabinet.pdf](#)



CITY OF YACHATS
EMERGENCY PREPAREDNESS COMMITTEE
Monday, November 6, at 2:00pm
To Be Held Via Zoom & In Person Located at:
Commons Bldg., Civic Meeting Room 1
441 Hwy 101 N., Yachats, OR 97498

Join Zoom Meeting

<https://us02web.zoom.us/j/88005525235>

Meeting ID: 880 0552 5235

AGENDA

- I. Meeting Called to Order
- II. Announcements, Proclamations, and Correspondence
- III. Citizens' Concerns (limited to items not on the agenda, 5-minute limitation per person)
- IV. Current Business
 - a. New members for the committee
 - b. Updates to the EOP
 - 1. File Folders in the Council Room
 - c. Conex's
 - 1. Update and expansion
 - 2. Blankets from Drew
 - 3. Further Radio testing
 - 4. Feeding capacity for each Conex
 - d. Tabletop Exercise
 - e. Fire Department Board Meetings
 - f. Vacation rental preparedness
 - g. Antennae for the new City Hall
- VI. New Business
 - a. None
- VII. Other Business
 - a. From Committee
 - b. From 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. 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.
Posted 11/01/2023 By: Kimmie Jackson Deputy City Recorder.

ACTION SUMMARY

Date:	October 2, 2023
Time:	2:00 p.m.
Place:	441 Hwy 101 N., Civic Meeting Room 1
Attending:	James Sanders, Tom Fisher, Don Groth
Absent	Linn West, Alex Cox, Drew Roslund, Jill Asch and Rick McClung

1. Agenda Items and Notes, Decisions, Issues

Topic	Discussion
Announcements or Correspondence	The need to advertise for additional members for this committee; articles for the city newsletter and on city website.

2. Agenda Item #2

Conex's	Conex's supplies have all been ordered and distributed to the appropriate Conex's.
	Used the radios between the Conex's and found that they don't work well between the locations; the HAM Radios work well; discussed contacting Lincoln County Emergency Management for mobile units to possibly purchase from them.
Action Items:	Contact Lincoln County Emergency Management for mobile units to purchase. Contact is Samantha Buckley
	Tom Fisher will attend the Fire Department meeting Oct 16 th and Nov 20 th ; James Sanders will attend Nov 6 th in Alex Cox' absence.

3. Agenda Item #3

Tabletop Exercise	Discussed having the tabletop around a Distant Tsunami / Flooding;

CITY OF YACHATS EMERGENCY PREPAREDNESS COMMITTEE

Action Items:	Member's Sanders and Fishers will look into getting information for this exercise.
4. Agenda Item #4	
Storm/Tsunami Ready Renewals:	It was mentioned that Public Works Lead McClung stated it was completed.
Action Items:	Check with McClung regarding the certificates and where are they on file.
5. Agenda Item #5	
Elect substitute Chair:	Discussion amongst members and the previous conversations Members Fisher and Sanders about taking over as Chair in Alex Cox' absence.
Action Items:	Member Sanders agreed to fill in as Chair until Member returns.

Adjournment:	2:55 p.m.
Prepared By:	Kimmie Jackson, Deputy City Recorder

ICS/EOC Position Folders in Yachats EOC (Council Chambers in the Commons)

Organizational sections are in bold type. Folder titles (40 total) are in regular type.

Incident Command

Incident Commander

EOC Coordinator

Command Staff

Public Information Officer

Safety Officer

Liaison Officer

Expanded Liaison Positions

Hospital Liaison

Animal Control Liaison

Shelter Mass Care Liaison

Utilities Liaison

Public Works Liaison

Fire/EMS Liaison

Public Health Liaison

Law Enforcement Liaison

General Staff

Operations Section Chief

Planning Section Chief

Logistics Section Chief

Financial/Administration Section Chief

Operations Section Groups, Branches or Units

Staging Area Manager

Medical Officer*

Environmental Health Officer*

Damage Assessment Leader*

Planning Section Units

Resources/Personnel Unit Leader

Resources Unit Leader

Situation Unit Leader

Demobilization Unit Leader

Documentation Unit Leader

Logistics Section Units

Service Branch Director

Communications Unit Leader

Medical Unit Leader

Food Unit Leader

Logistics Section Units (Continued)

Support Branch Director

Supply Unit Leader

Facilities Unit Leader

Ground Support/Transportation Unit
Leader

Finance/Administration Section Units

Time Unit Leader

Procurement Unit Leader

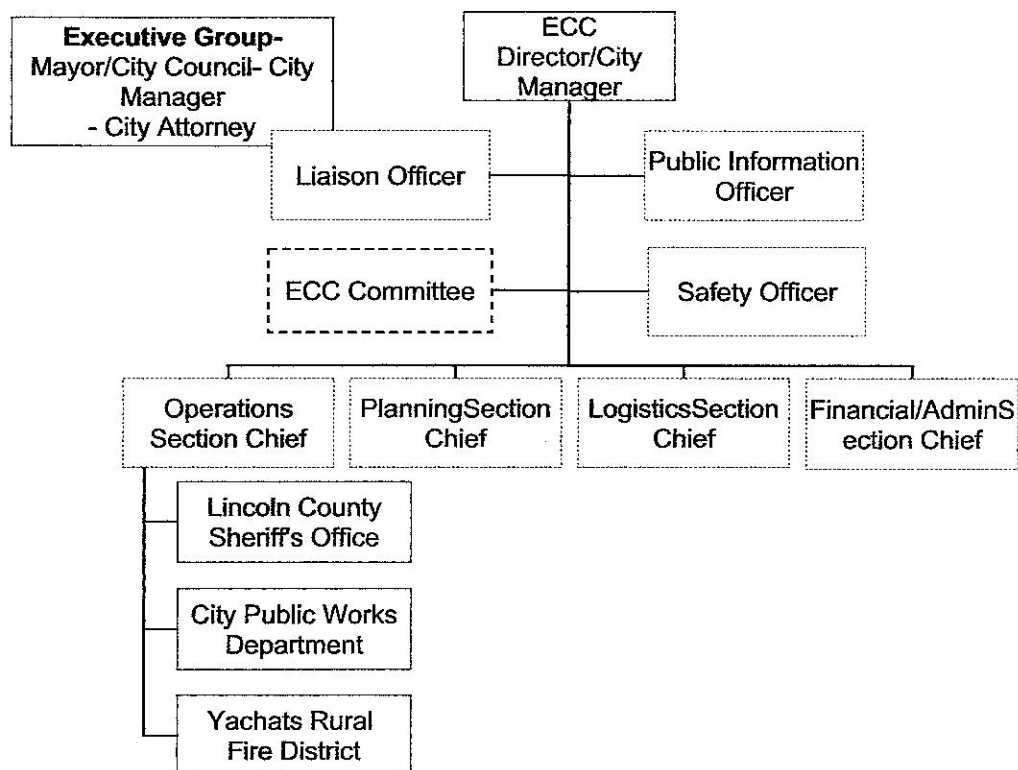
Purchasing Unit Leader

Compensation and Claims Unit Leader

Cost Unit Leader

Policy Group*

*These positions were not found on any organization charts but placed by association with designated tasks.

5. Command and Control**5.5.1 Emergency Coordination Center Director**

The ECC Director is responsible for operation of the ECC when it is activated and has overall responsibility for coordinating resources in support of emergency operations. In general, the ECC Director is responsible for:

Maintaining ECC operations in accordance with the principles of ICS and NIMS.

Approving and supporting implementation of an IAP.

Coordinating activities supporting emergency operations.

Approving release of information through the PIO.

Performing the duties of the following Command Staff if no one is assigned to the position:

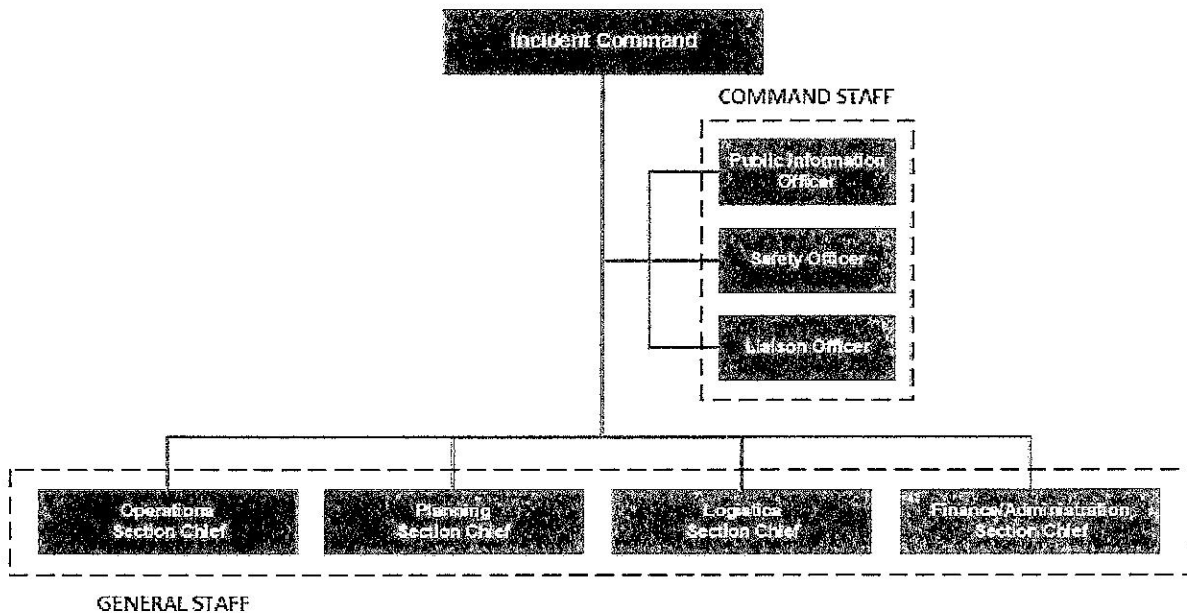
Safety Officer

PIO

Liaison Officer

At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the ECC Director may change to meet the needs of the incident.

Visual 11: ICS Structure



Note

The standard Incident Command System (ICS) organizational structure is shown here. Incident Command, which could be a single Incident Commander or a Unified Command, will lead the effort and, as needed, assign Command Staff and General Staff. For the remainder of this unit, we will discuss the Incident Command function and the members of the Command Staff.

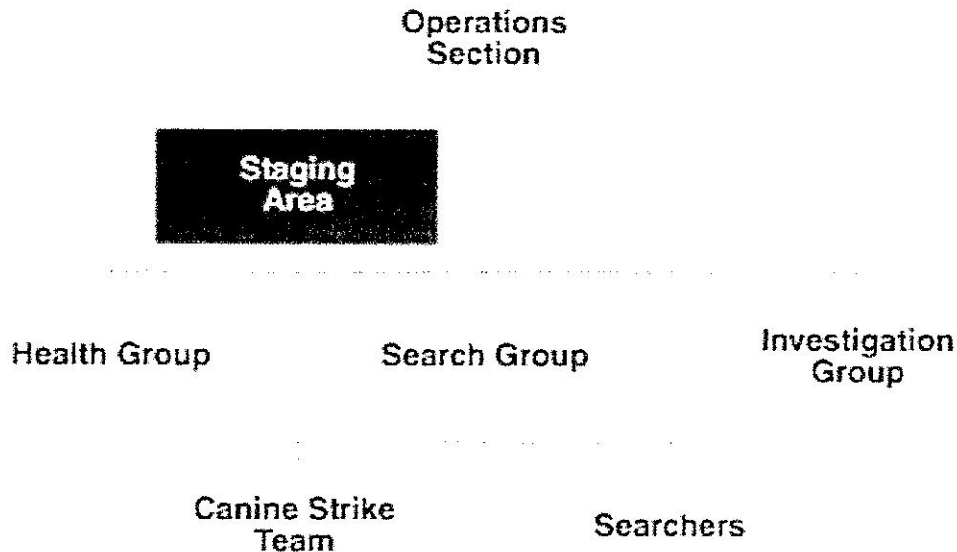
ICS Organization is Unique

The ICS organization is unique but easy to understand. There is no correlation between the ICS organization and the administrative structure of any single agency or jurisdiction.

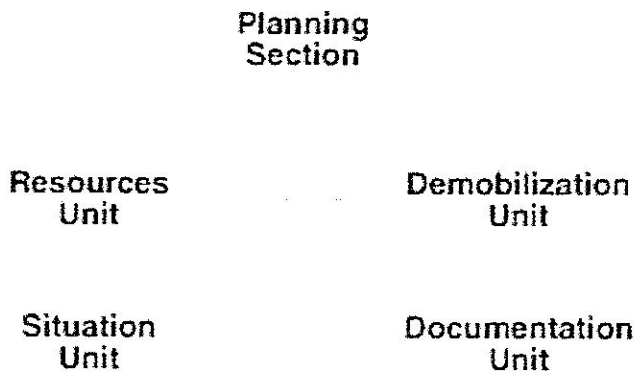
For example, someone who serves as a director every day would not normally use that title when deployed under an ICS structure. They would use the ICS title of the position that they were assigned to within the ICS structure.

Visual 18: Staging Areas: Chain of Command

The graphic below shows where the Staging Area Manager fits into the Operations Section.



Visual 25: Planning Section Units



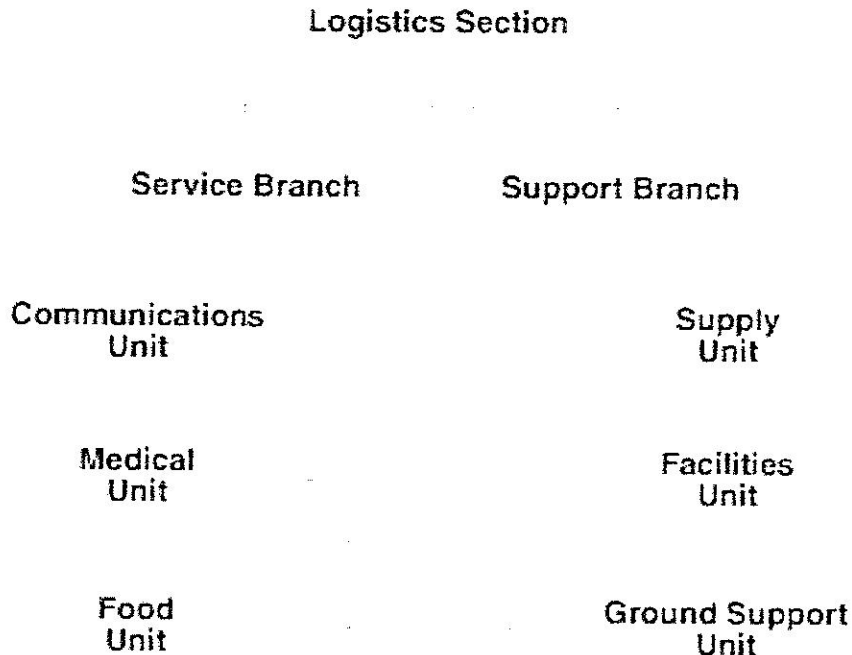
Note

Planning Section Units

The major responsibilities of Planning Units are:

- **Resources Unit:** Responsible for all check-in activity and for maintaining the status on all personnel and equipment resources assigned to the incident.
- **Situation Unit:** Collects and processes information on the current situation, prepares situation displays and situation summaries, and develops maps and projections.
- **Demobilization Unit:** On large, complex incidents, assists in ensuring that an orderly, safe, and cost-effective movement of personnel is made when they are no longer required at the incident.
- **Documentation Unit:** Prepares the Incident Action Plan, maintains all incident-related documentation, and provides duplication services.

Visual 27: Logistics Section Units

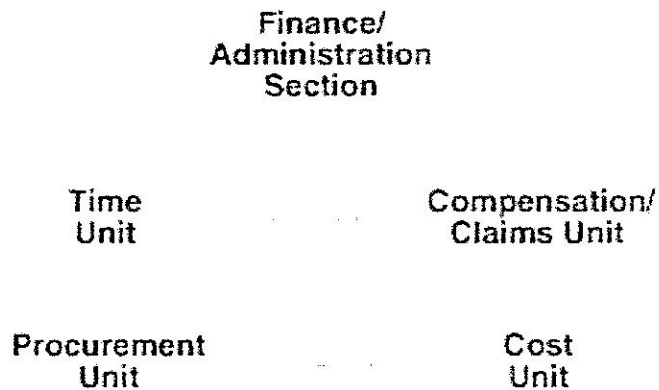


Note

Logistics Section

It is important to remember that Logistics Section functions, except for the Supply Unit, are geared to supporting personnel and resources directly assigned to the incident. For example, the Medical Unit provides medical support to the incident response personnel. Medical resources that support the population affected by the incident would be managed under the Operations Section.

Visual 31: Finance/Administration Units



Note

Finance/Administration Units

Finance/Administration Units include the following:

- The **Time Unit** is responsible for equipment and personnel time recording.
- The **Procurement Unit** is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.
- The **Compensation/Claims Unit** is responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.
- The **Cost Unit** is responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

YEPC Materials Stored in the Council Room Cabinet

(Quantities are estimates)

“OK/HELP” signs – several hundred

American Red Cross (ARC) “Prepare” booklets – several hundred

Box with ARC shelter materials (registration forms, signs)

“Your Local Fire Department” coloring books – 50

2 boxes of FEMA P-2143 Hazard information sets, 17 information sheets per set – 500 sets

Box of outdated Yachats evacuation maps without sticker update - 1000