

1. 2:00 P.M. Agenda

Documents:

[2025-07-07 Emergency Preparedness Agenda.docx \(1\).Pdf](#)

2. Meeting Material

Documents:

[2025-06-02 EP Minutes Summary \(1\).Pdf](#)
[Emerg Shelter Approach 6-2025.Pdf](#)



CITY OF YACHATS
EMERGENCY PREPAREDNESS COMMITTEE

Monday, July 7, 2025 at 2:00 pm

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. **Call to Order** - No paper documents at meetings beyond the agenda – bring your laptop
- II. **Announcements & Correspondence**
 - a. Simulation of an Emergency with Red Cross – Thursday, October 9 All Day
- III. **Citizen's Concerns**
- IV. **Reports**
 - a. Fire Dept Report (Linn - No Report)
 - b. Finance Report
- V. **Current Business**
 - a. Conex ; Radar & Crestview
 - b. Waiting for Student Install for Key Access
 - c. Installation of key boxes
- VI. **Ongoing/New Business**
 - a. Emergency Shelter.....Commons & Campus
 1. Recap of Mtg with Red Cross
 2. Next Steps for EPC
 - b. Clean up Crestview Conex
 - c. Replace Conex.....
- VI. **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 06/25/2025 By: Kimmie Jackson, Recorder.



CITY OF YACHATS
EMERGENCY PREPAREDNESS COMMITTEE
MEETING SUMMARY MINUTES
City Hall, 441 Hwy 101 N, OR 97498
Monday, June 2, 2025

- I. Call to Order Emergency Preparedness Meeting 2:00 pm**
- II. Roll Call**

Committee Members	P/A
Linn West, Chair	P
Don Groth	P
Drew Roslund	A
Kathryn Torrence	P
Mary Reeves	P
Kathy McCulloch	P
Susan Oppenheimer	A
Seve Oppenheimer	A
Jill Asch	A
Tom Rafalski	P

Staff Members	
Kimie Jackson, Recorder	Neal Morphis, City Infrastructure Clerk

- III. Announcements / Correspondence**
 - a. None
- IV. Citizens' Concerns (5 Minute Limit)**
 - a. None
- V. Reports**
 - a. Fire Dept Report - No report and no communication with the fire department in the past month.
 - b. Finance Report - The budget for the upcoming year has been reduced to \$5,000; the grant for \$2,500 from the county is pending.
- VII. Current Business**
 - a. Wildfire Tabletop and Emergency Shelter Discussion - The discussion was

around the representatives from the Red Cross and local facilities, including members from; the Commons, Presbyterian Church, and Baptist Church, to assess how each venue could function during an emergency; to plan a full-scale emergency simulation in the fall to prepare personnel from various departments and identify roles for managing such situations effectively. The members concluded the discussion on plans to use the Commons as an emergency shelter, with the understanding that equipment and support from the Red Cross would be necessary.

- b. First Aid Supplies in Conex: Radar & Crestview - The discussion on first aid supplies may lack adequate resources during emergencies. Members agreed on the importance of having well-stocked supplies and noted that collaboration with the Red Cross would be essential. Members will meet on Monday, May 9th, at 1:30pm to assess what will be needed.

Discussion continued around next steps and choosing dates to assess the first aid supplies; discuss with the city manager how to approach using The Commons as a shelter and assess equipment needs; organize an emergency simulation for the fall, coordinating with key personnel from various departments and the Red Cross; Establish a routine for updates and communication with the fire department to ensure alignment on emergency response strategies.

Adjourn City Council Meeting 3:13 pm

Minutes prepared by: Kimmie Jackson, Recorder

EMERGENCY SHELTER - THE COMMONS

The following is an outline summary from the meeting with Red Cross Officials May 19, 2025

Approach via Red Cross to create a Shelter Area utilizing:

The Commons (TC)

Check-in : Main Entry, Council Chambers

Holding: Rm 3

Sleeping Area: Multipurpose Rm 9

Snacks & Drink & limited serving No. Kitchen Rm 5

Movie/Activity: Room 8

Children area: Classroom

Restrooms

Yachats Community Presbyterian Church (YCPC)

Sleeping: Multipurpose Rm

Snacks: Kitchen

Counseling: various rooms

The Baptist Church (BC)

Serving Meals: Lower Level-Multipurpose Rm

Counseling: Offices/other rooms

City Hall (CH)

Administration functions

Communications to Agencies

Support for individuals to contact: Agencies, family

Green Space west of City Hall & Commons (GS)

RV Parking

Pet Area

Parking

? where

First Aid/Medical

MEETING 6/20/2025

With Rick Booth of Red Cross

Idea is to cover some of the basics of setting up Yachats in response to an Emergency and people in need of Shelter. We are hoping to have a Simulation sometime in the Fall with Red Cross. This is to do a little advance planning so we have little idea of what to do, how and how to interact with Red Cross.

1. Assume some kind of emergency incident has occurred, City Hall has declared an Emergency and called Red Cross for assistance and the immediate responders to set-up the Shelter
2. What should be done while Red Cross is on route
 - a. Set-up - what & where
 - b. Supplies that should be on hand
 - i.
 - c. Number of volunteers to be called:
 - i. If a small event and not many individuals (1-16) will need taken care of
 - ii. If larger event and 16 plus individuals will need taken care of
 - d. What contacts to be made locally:
 - i. Restaurants
 - ii. Churches
 - iii. Fire Dept
 - iv.
 - e. Positions for key volunteers
 - i.
 - f.
3. What should be done if Red Cross will not be enroute
 - a. Set-up - what & where
 - b. Supplies that should be on hand
 - i.
 - c. Number of volunteers to be called:
 - i. If a small event and not many individuals (1-16) will need taken care of
 - ii. If larger event and 16 plus individuals will need taken care of
 - d. What contacts to be made locally:
 - i. Restaurants
 - ii. Churches
 - iii. Fire Dept
 - iv.
 - e. Positions for key volunteers
 - i.
4. At what level would we activate the Shelter and not require Red Cross to be here
5. We need to establish written Protocols for various task and volunteer positions as available people will change. Is there a written guide to assist in preparing that?
6. Parking and Entry
7. Waiting / Check-in / Registration

8. Security
9. Snack
10. Dormitory / Family / Men / Women
11. Pets
12. Snack Area
13. Persons Belongings
14. Volunteers: Shifts / Breaks / Identity / background
15. Others?

All of this can not be covered in depth. Getting a brief idea of the needs would be ideal for us to continue to plan ahead.

Linn