



**City of Yachats
Emergency Preparedness Committee Meeting
To Be Held Via Zoom & In Person
Monday, March 2, 2026, 2:00 PM**

In Person Meeting Location:

Commons Building, Civic Meeting Room 1
441 N. Hwy 101, Yachats OR 97498

Join Zoom Meeting

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

Meeting ID: 880 0552 5235

Agenda

Work Session

Regular Session

- I. Call to Order**
- II. Announcements & Correspondence**
- III. Citizen's Concern**
- IV. Reports**
 - a. Fire Department Report
 - b. Finance Report
 - c. Sept. 26th - 2 week Ready Fair
- V. New Business**
 - a. Protocol for Emergency Shelter - Commons

VI. Current Business

- a. Cone
- b. Cemerary Conex Status
- c. Article for Newsletter

VII. Other Business

- a. From Committee
- b. From Staff

VIII. Adjourn

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 recordings of all public meetings are available for review at City Hall, or on the City website at www.yachatsurgeon.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 February 24, 2026 By: Kimmie Jackson, Recorder

GOAL:

- Provide a safe temporary place for individuals and families affected by a disaster/event that displaces them from their home for a period of 2 days or more.
- Who will determine when the Shelter is necessary: Mayor & City Manager
 - Provide a place sleep or rest and offer food, snacks, beverages, cots, blankets, sanitation facilities, safety, first aid and information on recovery efforts.
 - Provide services to as many as we can affected by the Event. Housing up to 6 within the Commons. Based on Red Cross criteria, and with their help, additional to be housed at the Presbyterian Church and fed at the Baptist Church.
 - Provide limited basic First Aid on-site with communications to more complete services with Fire Department, Waldport Clinic and Samaritan Hospital in Newport.
 - Establish contacts for local Lincoln County Emergency and Oregon Emergency Management (OEM) and provide information to occupants
- Serve: Adults, Seniors, children and pets on a limited basis
 - Pets welcome and will be housed in the Pavillion, not in the Commons Building

PROCEDURE:

- NOTIFICATION – Determined by Mayor & City Manager who will:
 - Notify: Emergency Preparedness Lead – Notifies first Level of Volunteers
 - City Staff
 - Lincoln County OEM
 - Yachats Rural Fire District and Ambulance for on call
 - Red Cross about our responding: Put them on hold depending on extent of event
 - Scheduled users of Commons – cancel use
 - ALL meet at Commons for initial directions
- COMMONS UNLOCKED BY: Facility Manager / Mayor / Emergency Prep Lead
- SET-UP -First group of volunteers
 - Assigned duties to move supplies from where they are being stored to Commons
 - Put out signage
 - Sandwich Boards
 - Signs on exterior Doors directing to Entry only, all other doors not open
 - Signs to Parking
 - Reader Board identifying the Emergency Shelter Open
 - No Entry thru Kitchen
 - ??
 - Put out Tarps in Entry Hall, front portion of Rm 1, down hall to Multi-purpose Rm
 - Follow Diagram
 - Set up Table for check-in at the Entry Hall
 - 2 people at the Table, only a couple of additional chairs

- 1 host/runner/ volunteer available to escort
- Set up Room 1 for registration, family waiting, and First Aid for those being interviewed
 - Tarps in the waiting area with chairs
 - 2 individuals to Register – opposite sides with 2 extra chairs each
 - Volunteer near door
- Set up Room 3 as Holding area for individuals (before registration) and first aid
 - Round Tables & Chairs
 - Table for First Aid + 2 chairs
- Set up the Multi-purpose room for
 - Set Tarped Area near Stage - 6 cots + chairs per layout
 - Line up Panels for privacy to cots
 - Set up area to charge phones
 - Set up tables for people to gather, equipment etc for activities.
- SET-UP KITCHEN – Kitchen Mgr
 - Start Coffee
 - 1st Trip to C&K for snacks for volunteers
 - 265
- SET UP – Second group of volunteers
 - City Hall & EPC for setting up stations: Check-in, Registration, emotional support,

ARRIVAL: General

- Residents in need..... begin arriving / let in
- Provide Handouts:
 - Parking areas and requirements
 - Rules of the Building and Being in the Shelter
 - Pets
- After ½ hour begin estimating how many individuals will be needing assistance:
 - If it appears more than 6-8, notify Red Cross who is on standby
 - Calling committee to start scheduling additional volunteers:
 - Runners, back-up positions, parking area watchers, people in halls and each room
 - Kitchen – trip to C&K for food to prepare and additional Snacks
 - Kitchen begins preparing a meal
 - Each station follows their protocols and keeps Site Managers apprised

CHECK-IN PROCEDURES: (Lorraine & Kathryn) + volunteer

- Check-in : Name, Contact info, primary need to be there (FORM)
- Identify Special needs: refrigerated meds,
- Maintain privacy from others near by
- Identify if First Aid needed

- Determine if dry or warm clothes are needed
 - Have them taken to where stored to select
- Direct individual to Room 3 to wait if Room 1 has 2 people being interviewed
- Maintain control of those waiting to be checked in
- Handout Rules of the Emergency Shelter
- Check-in & Check out requirements

REGISTRATION PROCEDURES - RM 1 (Kimmie & Diane) + 2 volunteers

- Repeat contact info
- Determine needs:
 - Overnight Stay – how many, provide wrist bands and assign cot no.
 - Vehicles- parking
 - Pets – pavilion
 - First Aid, Meds Special needs etc
 - Need to contact people, agencies
- Identify requirement re checking in & out
- Send to Multi-purpose Room

FIRST AID PROCEDURES – RM 1 & RM 3 (Tom, Mary, CERT)

- Table with 1-2 people + chair

ROOM 3 HOLDING AREA PROCEDURES (1 -2 volunteers)

- Tables and chairs for people to talk and gather
- First Aid available (1 person ?)
- Verify if dry or wet clothes needed:
 - Have them taken to where stored to select

MULTI-PURPOSE AREA PROCEDURES (Kevin & James + volunteer)

- Arrange Sleeping Area for Privacy
- Only allow people with wrist bands into Sleeping area
- Set-up area for just sitting & talking couple of round Tables
- Set up game area for adults & kids
- Hand out Toiletries as needed
- Limit and control people in the area to those

- Set up a bulletin Board:
 - Shelter Rules
 - Message Board
 - Meal Times

KITCHEN PROCEDURES (Viki & Katherine = volunteer)

- Coordinate with C&K
- Set out snacks and have Coffee & water available
- Establish an eating area
- Limit number of people in the Kitchen
- Prepare Meal or order meal from Restaurant

PAVILION – PETS

All pets in kennels and on leashes

Water available – need multiple containers

NEED CONTACTS for Supplies needed as

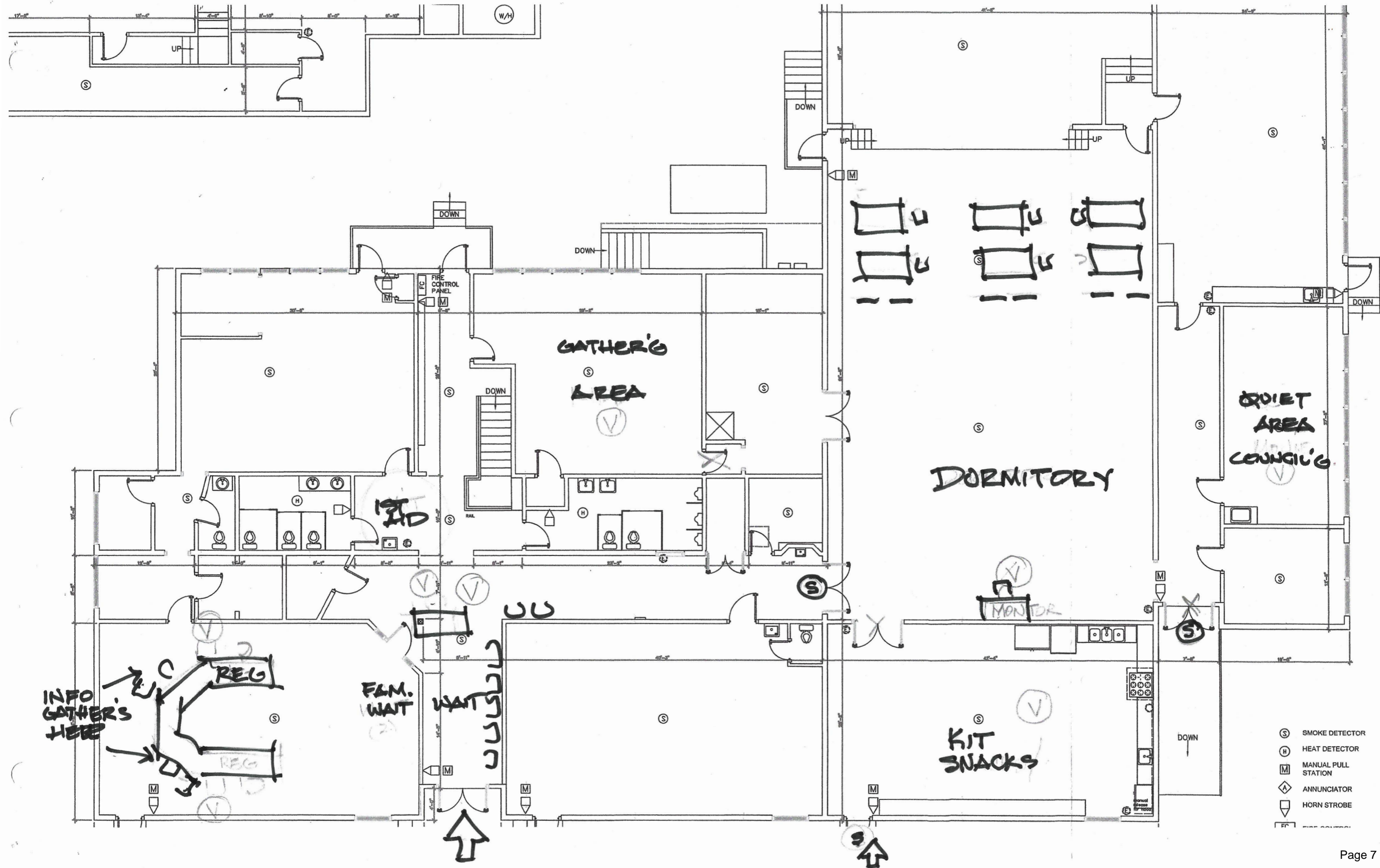
Lyons Club Thrift Shop

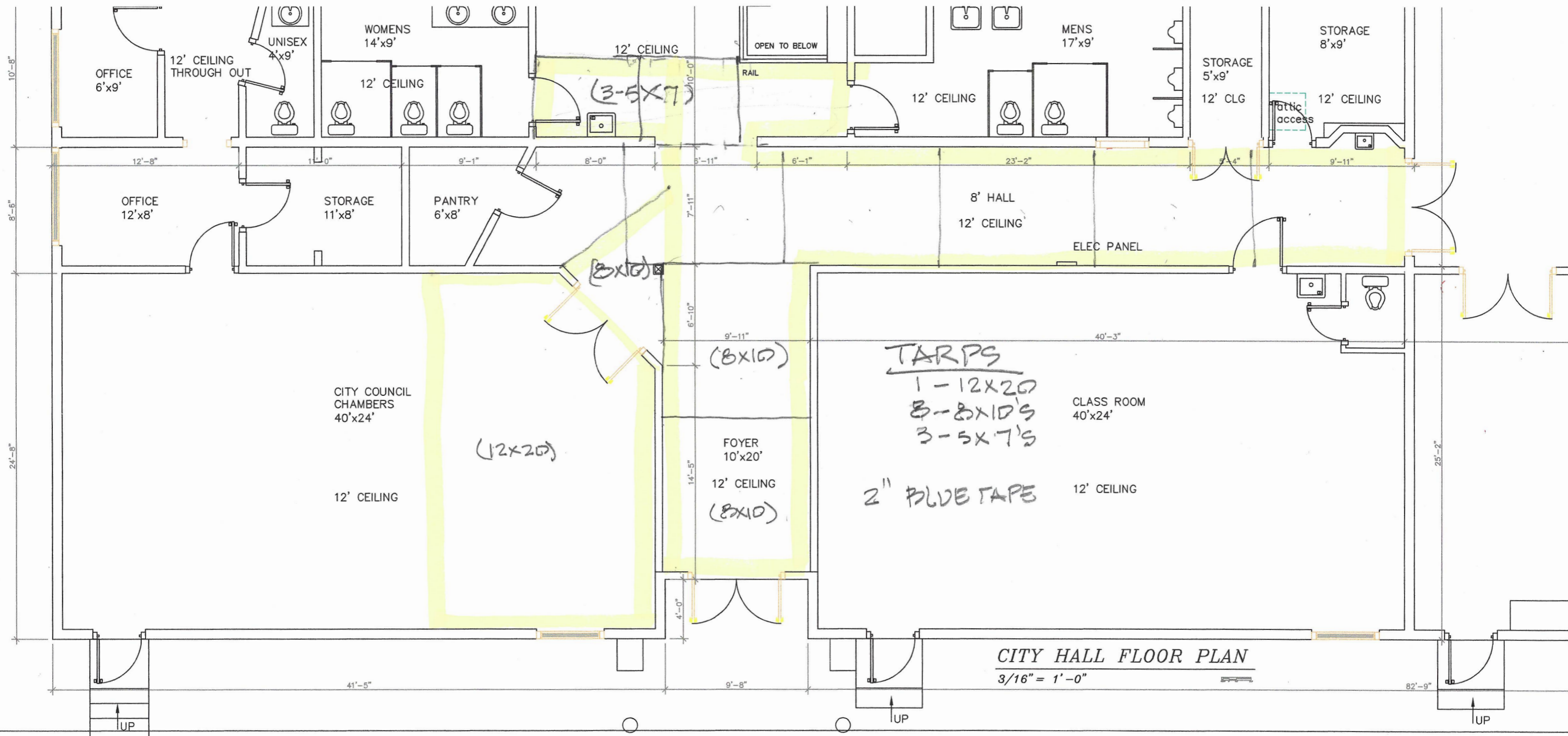
Supplies as needed for each area?

Towels

Blankets

Toiletries





CITY HALL FLOOR PLAN
3/16" = 1'-0"