



City of Yachats
Emergency Preparedness Committee Meeting
To Be Held Via Zoom & In Person
Monday, May 4, 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

Regular Session

- I. Call to Order**
- II. Announcements & Correspondence**
 - a. The June Meeting will be a workgroup.
- III. Citizen's Concern**
- IV. Reports**
 - a. Fire Department Report
 - b. Finance Report
 - c. Reports: Conex
- V. Current Business**
 - a. Review OEM Webinar (4/22) – Take aways?

- b. Review Protocol for Emergency Shelter
- c. 2-Week Ready Fair (Oct 3)
- d. Article for Newsletter

VI. New Business

- a. Review Workgroup Requirements

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.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 April 27, 2026 By: Kimmie Jackson, Recorder

DRAFT

THE COMMONS AS AN EMERGENCY SHELTER

3-2-2026

GOAL:

Provide a safe temporary place for individuals and families affected by a disaster/event that may displace them from their home for a period of 2 days or more.

Assumes the event is of a size that the number of Individuals to serve can be handled by the City without the need for Red Cross.

We will:

- Serve: Adults, Seniors, children and pets on a limited basis
- Provide a place to sleep or rest, sanitation facilities, safety, and provide Basic First Aid:
 - Offering food, snacks, beverages, cots, blankets.
 - Assist in obtaining information on recovery efforts
- Provide services to as many as we can affected by the Event.
- Provide Sleeping for up to 6 on cots plus several on mats on the floor
- Provide limited basic First Aid on-site with communications to more complete services with Fire Department, Waldport Clinic and Samaritan Hospital in Newport.
- Provide contacts for local Lincoln County Emergency Management and other County Services to provide information for occupants
- Pets will **not** be allowed in the Commons Building. They can be housed in the Pavillion with Owners carriers or portable cage or kept in Owners Vehicles.

FIRST RESPONSE:

Determination will be made by City Manager & Mayor when the Shelter should be open.

NOTIFICATION –They will notify of the need to open and when to arrive:

- Emergency Preparedness Lead – Notifies first Level of Volunteers and indicates time to arrive
- Emergency Preparedness Lead – Notifies second Level of Volunteers and indicates time to arrive
- City Staff
- City Council
- Lincoln County OEM
- Yachats Rural Fire District and Ambulance for on call or assistance
- **Waldport CERT**
- Red Cross about our responding: Put them on hold depending on extent of event
- Scheduled users of Commons – cancel use

ALL as requested by phone are to meet at The Commons for instructions.

37 Public notification goes out indicating the Shelter will opened at approximate time.....

38 **How?**

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41 **PROCEDURE:**

42 COMMONS BUILDING UNLOCKED BY: Facility Manager / Mayor / Emergency Prep Lead

43 • Unlock Miscellaneous rooms as required

44 • Assigned Individuals start coffee

45 Assigned Individuals sent to pick up supplies from Cemetery Conex.

46

47 SET-UP -First group of volunteers

48 ▪ Assigned duties to move supplies from where they are being stored to Commons

49 ▪ Put out signage

50 ▪ Sandwich Boards

51 ▪ Signs on exterior of Exterior Doors directing to Main Entry only, all other doors not
52 open

53 ▪ Signs on inside of Exterior Doors: Emergency Exit Only, Keep closed

54 ▪ Signs to Parking

55 ▪ Set up Reader Board identifying the Emergency Shelter Open

56 ▪ No Access at Kitchen Exterior Entry

57 ▪ Put out Tarps (Follow Diagram)

58 ▪ Entry Hall to entry of Rm 1 plus a walk off matt

59 ▪ Tape down perimeter and joining edges

60 ▪ Area Set-ups (See Diagram)

61 ▪ Check-in:

62 • Table + 2 chairs near entry to Rm 1

63 ▪ Set up Room 1 for registration, family waiting, and First Aid for those being interviewed

64 ▪ Registering on East & West side of 'U' 3 chairs each side

65 ▪ First Aid station near sink, table +2 chairs + pipe & drape for privacy

66 ▪ Half dozen chairs along North wall for family members

67 ▪ Place Tubs of clothing near First Aid area

68 ▪ Chair at Door for a runner / escort / access control

69 ▪ Set up Room 3 as Holding area for individuals (before registration) and First Aid

70 ▪ 2-3 round tables with chairs

71 ▪ Table for First Aid + 2 chairs

72 ▪ Set up the Multi-purpose room

73 ▪ Line up Panels to create private/quiet area with 1 round table + chairs

74 ▪ Set up area to charge phones

75 ▪ Set up couple of tables with chairs for gathering & watching monitor = movies,
76 TV etc

77 ▪ West end of Room for activities

78 ▪ Set-up Room 8 for sleeping

79 ▪ Set Tarped Area - 6 cots + chairs per layout

- 80 ▪ Stack pads (6) for added individuals if needed
- 81 ▪ Close shades
- 82 ▪ Set up tables for people to gather, equipment etc for activities.

83 SET-UP KITCHEN – Kitchen Mgrs

- 84 ▪ Start Coffee – first person to arrive!
- 85 ▪ 1st Trip to C&K for snacks for volunteers

87 CM and/or Mayor determine time to open Shelter

89 SET UP – Second group of volunteers

- 90 ▪ Distribute Tubs of supplies for each station
- 91 ▪ Key City Hall, EPC & volunteers setting up stations:
 - 92 ▪ Check-in
 - 93 ▪ Registration
 - 94 ▪ First Aid
 - 95 ▪ Emotional support

97 **ARRIVAL of People in need**

98 Residents in need of Shelter Hold in chairs at entry after Tarps down

- 99 ▪ Provide Handouts:
 - 100 ▪ Parking areas and requirements
 - 101 ▪ Rules of the Building and Being in the Shelter
 - 102 ▪ Pets
- 103 ○ After ½ hour begin estimating how many individuals will be needing assistance:
 - 104 ▪ If it appears more than 6-8, notify Red Cross who is on standby
 - 105 ▪ Calling committee to start scheduling additional volunteers:
 - 106 • Runners, back-up positions, parking area watchers, people in halls and each room
 - 108 ▪ Kitchen – trip to C&K for food to prepare and additional Snacks
 - 109 ▪ Kitchen begins preparing a meal
 - 110 ▪ Each station follows their protocols and keeps Site Managers appraised

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

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

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

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

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

135

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

- 137 • Table with 1-2 people + chair

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139 **ROOM 3 HOLDING AREA PROCEDURES** (1 -2 volunteers)

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

144

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

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

- 152 • Set up a bulletin Board:
- 153 ○ Shelter Rules
- 154 ○ Message Board
- 155 ○ Meal Times

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158 **KITCHEN PROCEDURES** (Viki & Katherine + volunteer when needed)

- 159 • Coordinate with C&K
- 160 • Set out snacks and have Coffee & water available
- 161 • Establish an eating area
- 162 • Establish times for Meals
- 163 • Limit number of people in the Kitchen Area and keep out of cooking area
- 164 • Prepare Meal or order meal from Restaurant(s)

165

166 **PAVILION – PETS**

- 167 • All pets in kennels and on leashes
- 168 • Water available – need multiple containers

169

170 **MAINTENANCE/CLEAN-UP**

171 Volunteer(s) wandering around (1 Male & 1 Female):

172 Reminding people to pick-up and clean up after them selves

173 Clean up spills

174 NEED CONTACTS for Supplies needed as

175 Lyons Club Thrift Shop

176 ??

177

178 Supplies as needed for each area?

179 Towels

180 Blankets

181 Toiletries

- 182 Pavillion: Pet carriers, pet dishes for food & water, towels
- 183 Bulletin /Communication Board
- 184 Cleaning Supplies
- 185
- 186
- 187
- 188 NEED Written Handouts:
 - 189 Rules for the Pavillion
 - 190 Rules for the Commons – various areas
 - 191 Sleeping Area
 - 192 Multi-purpose Room
 - 193 General use of Facility: Clean up
 - 194 Kitchen / Eating Area

City of Yachats Shelter Procedure

1. Purpose

The Yachats Shelter provides a safe, warm place for community members during severe weather, emergencies, and hazardous conditions.

2. Activation Criteria

Activate if the event is of size that the number of individuals to be served can be handled by the City without the need of the Red Cross

- Environmental Triggers
- Emergency Conditions
- Community-Based Triggers

3. Shelter Rules

Post rules at the entrance and review with guests:

- Be respectful of others and the space
- No drugs or alcohol inside
- Keep belongings together
- Pets not allowed
- Quiet hours begin at 10:00 PM
- Re-entry allowed unless behavior is unsafe

3. Staffing and Volunteer Roles

Core Roles

- Shelter Lead
- Intake / Greeter
- Safety Monitor
- Hospitality Volunteer
- Overnight Volunteer (if applicable)
- Acquisition
- Food Service
- First Aide

4. Daily Operations

During shelter operation:

- Track number of guests
- Replenish food and supplies
- Maintain cleanliness
- Ensure warmth and comfort
- Check in with guests regularly
- Coordinate updates with Lincoln County Emergency Management

5. Closing Procedures

When closing the shelter:

- Provide advance notice to guests
- Share information about resources in Newport or Florence
- Debrief with volunteers and staff
- Document lessons learned for future events
- Clean and sanitize the facility
- Inventory remaining supplies

Local Partners

- Yachats CERT
- Yachats Fire District
- City of Yachats staff
- Local churches
- South Lincoln Resources
- Lincoln County Emergency Management

Checklists would follow for each of the roles and procedures....for example registration role..

- First name or nickname
- Emergency contact (optional)
- Medical concerns (if any)
- Time of entry

Do NOT ask:

- Housing status
- Income
- Identification or documentation

Safety Role

- Keep all exits clear at all times
- Monitor indoor temperature
- Maintain a calm and supportive environment
- Be prepared for medical emergencies
- (Contact Yachats Fire District as needed)
- Document all incidents for city records

Check this out and see if this is the path we want to follow. If we discuss it at the next meeting maybe we can fill in the checklist part for roles and procedural setup.