

1. 3:00 P.M. Agenda

Documents:

[2019-08-01 Emergency Preparedness Agenda.pdf](#)

2. Meeting Materials

Documents:

[2019-07-09 Emergency Preparedness Minutes.pdf](#)

[2019-08-01 Yachats City And YRFPD Table Top For 2019 Grid Flowchart.pdf](#)



CITY OF YACHATS

Emergency Planning Committee Work Session Meeting

441 Hwy 101 N., Yachats Commons, Room 3
Tuesday August 1, 2019 at 2:00pm

AGENDA

- I. Call to Order
- II. Approve Minutes July 9, 2019
- III. Business
 - 1. Obtain recommendations from the EM Committee for capital spending requirements
 - 2. Consider purchasing a 3rd container for emergency supplies
 - 3. Consider purchasing 1 or 2 storage facilities for hotel surplus blankets and towels for emergency supplies.
 - 4. Pursue additional options for ingress and egress in emergency situations
- IV. Other Business
 - a. From the Committee
 - b. From the 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.

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; 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:09/05/19





City of Yachats

EMERGENCY PREPAREDNESS COMMITTEE

July 9, 2019

Draft Minutes

I. Call to Order

Chair Larry Nixon called the July 9, 2019 meeting of the Emergency Preparedness Committee at 2:00 pm in Room 1 of the Yachats Commons. Members present: Bob Bennett, Rick McClung, Larry Nixon, Max Glenn, Tom Fisher, and Don Groth. Absent: James Sanders and Tracy Crews. Audience: 1.

II. Minutes

A. June 6, 2019

Bennett moved to approve the June 6, 2019 meeting minutes as presented: Aye – 6; No – 0.

III. Business

A. Discussion of Tabletop exercise with Fire Department

Bennett reported he met with Robert Jaegge from the Yachats Rural Fire Department. He reported the next step for the tabletop was to establish a grid flow chart which identified the key players and when they would be acting. Jaegge explained a call would come in, Salem would be notified, Chief Petrick would be contacted, a radio channel would be established, and Petrick would contact the City Manager. Jaegge explained scenarios related to hose setups. He also explained scenarios around fire containment and water needs.

Bennett reported that from the time the fire starts to the time the EOC is formed and ready for a City Notify could be 10 or 15 minutes. Then the City would need to set up its EOC. Bennett explained the City Manager would need to assign two people to each of the diversion and shelter assignments. Bennett explained City staff would initially be responsible for setting up the diversion.

Groth clarified that Jaegge would be requesting all support from Salem, including a County Sheriff. Bennett pointed out that the City team should contact the Fire EOC (Jaegge) for support such as ambulances.

Jaegge stated there needs to be a phone number established for the table top room.

Bennett explained the “parking lot” concept for the training, in which as problems are identified, they are placed in the parking lot to be resolved at a later time.

1 Bennett explained the County now has an option for people to use their cell phones to sign up for
2 community (Yachats) information. He suggested that they send out a test message during the
3 exercise to determine how many people are set up in the system. He also noted they could post a
4 notice on Facebook. Jaegge suggested notifying the local radio station. Groth stated that News
5 Lincoln County would also be an option. Bennett asserted that it could be possible to use the
6 Lincoln County alert system (Reverse 911) to notify of a highway closure in Yachats.

7
8 Bennett stressed that the point of the exercise was to validate and/or improve the
9 communications outlined in the EOP and with the Yachats Rural Fire Protection District.
10 Bennett indicated that James Sanders was willing to work with him to have pre-prepared cards to
11 represent the scenarios that could arise.

12
13 Bennett suggested the Facilities Manager could be involved in the process. Jaegge suggested
14 Public Works was better suited to handling issues outside of the Commons. Bennett added that
15 the City EOC needs to immediately set up a Recorder to document everything. Jaegge referred
16 to the FLOP anagram for the components needed: Finance, Logistics, Operations, and Planning.
17 Bennett provided an example of locating a credit card to get water and snacks for the shelter.

18
19 Bennett explained they will need two separate rooms for the exercise, one for the City and one
20 for Fire. Jaegge suggested that Chief Petrick be in the room with the City. Bennett indicated the
21 exercise would require a projection system for posting information and photos.

22
23 Jaegge added that the Trails group would be an excellent resource to help direct people as they
24 have vests and know the lay of the land.

25
26 Jaegge explained the area is considered a crime scene so fencing would be needed to keep people
27 out until investigation could be done.

28
29 Bennett expected that the exercise would take about three hours with another 45 minutes to wrap
30 up. Jaegge suggested that each person have a sign to indicate what their role is.

31
32 Nixon clarified with McClung that he can track water usage and tank levels remotely but he must
33 be at the plant to operate it. Jaegge noted Public Works may need to open manhole covers to
34 handle the runoff from the 4,000 gallons per minute being used on the fire.

35
36 Bennett added that they should ask Dan Serbu from the Dublin House to send a test fax. Jaegge
37 indicated he would handle this step.

38
39 The Committee agreed to aim for September 13, 2019 as a table top training date.

40 41 **B. Emergency Preparedness table at Farmers Market**

42 Nixon reported he contacted Betty Johnstone about materials for the Farmers Market. Glenn
43 reported George Mazeika, Farmers Market Manager, stated no one showed up for the Emergency
44 Preparedness table at the last Farmers Market.

1 **IV. Other Business**

2 **A. From the Committee - none**

3 **B. From Staff – none**

4
5 Nixon adjourned at the meeting at 2:55 pm.
6
7
8
9

10
11 _____
12 Larry Nixon

_____ Date

13 Minutes prepared by H H Anderson on July 26, 2019
14

Yachats City and YRFPD Table Top for 2019

Time Line/ Actor	Fire Starts	Fire EOC Established	City Notified	City EOC Established	+ 15 Min From Prev. Entry	+ 10 Min From Prev. Entry	+ 50 Min From Prev. Entry	+ 60 Min From Prev. Entry	+ 60 Min From Prev. Entry
Fire EOC Commander	YRFPD gets 911 dispatch	YRFPD notified LCSO, OSP, ODOT. US101 Closed	Fire EOC notifies City. Request Diversion route & possible need for Receiving Facility	Exchange status reports with City. Send or receive requests with City as needed.	Exchange status reports with City. Send or receive requests with City as needed.	Exchange status reports with City. Send or receive requests with City as needed.	Exchange status reports with City. Send or receive requests with City as needed.	Exchange status reports with City. Send or receive requests with City as needed.	Exchange status reports with City. Send or receive requests with City as needed.
City EOC Commander				City follows procedure in EOP. Requests help from EPC, SC- CERT. Assign team leader for Diversion & Receiving Facility	Prepare EOC staffing plan. Need Recorder, Procurement, Communication	Gets staffing requirements for Diversion & Receiving Facility. Assigns staff to both teams.	Relief staff arrives. Work with 2 Leads to replace or add to Diversion, Receiving Facility, or EOC.	Exchange status reports with Fire. Send or receive requests with Fire as needed.	Exchange status reports with Fire. Send or receive requests with Fire as needed.

Time Line/ Actor	Fire Starts	Fire EOC Established	City Notified	City EOC Established	+ 15 Min From Prev. Entry	+ 10 Min From Prev. Entry	+ 50 Min From Prev. Entry	+ 60 Min From Prev. Entry	+ 60 Min From Prev. Entry
City EOC Staff						Recorder tracks all requests, Procurement establish account codes. Communication prepares info release for EVB, Facebook, and bulletins to post.	Continue logging requests. Procure supplies as needed. Prepare next public announcement.	Continue logging requests. Procure supplies as needed. Prepare next public announcement.	Continue logging requests. Procure supplies as needed. Prepare next public announcement.
Lead Traffic Diversion					Prepares Diversion Plan & staff needs	Use assigned staff to setup diversion	Brief new staff and assign location	Get status from staff and report to EOC	Get status from staff and report to EOC
Staff Traffic Diversion						Place cones, barriers. Direct traffic	Hand over to relief staff as needed. Report to EOC for new assignment	Continue to run diversion until all clear	Continue to run diversion until all clear

Time Line/ Actor	Fire Starts	Fire EOC Established	City Notified	City EOC Established	+ 15 Min From Prev. Entry	+ 10 Min From Prev. Entry	+ 50 Min From Prev. Entry	+ 60 Min From Prev. Entry	+ 60 Min From Prev. Entry
Lead Shelter					Prepares Receiving Facility Plan & staff needs	Use assigned staff to setup Receiving Facility. Send request for supplies to EOC.	Brief new staff and assign location	Get status from staff and report to EOC	Get status from staff and report to EOC
Shelter Staff						Prepare to login refuges. Setup table & chairs. Request water & snacks	Hand over to relief staff as needed. Report to EOC for new assignment	Maintain Receiving Facility. Login or Logout refuges	Maintain Receiving Facility. Login or Logout refuges
Public Works Staff							Now available to assist Fire as requested.		