

Policy and Procedure for Hazardous Weather Shelter (HWS) and Lincoln County Commons-Main Hall

Authorized by Lincoln County Fair Board (and Lincoln County) on October 13, 2016 and updated November 9, 2017

Opening Protocol

- NOAA will be the official weather forecast. National Weather service [website](#) for Newport, including forecast discussion, to be used.
- 32° F or below or two consecutive nights of 38° F or below
- Wet conditions 38° F or below
- Windy conditions, sustained winds of 35mph or higher
- Center closed Friday nights for Saturday Market
- Center may open at 6pm and must be closed by 8am, daily
- Opening available starting November 15, 2017
- Cannot conflict with other scheduled events, which will be determined through notification of group (1) contacts below

Contacts

- Traci Flowers, Hazardous Weather Shelter (HWS) authorized representative, will be issued a key that she will hold until the end of the winter weather season
- Traci Flowers, HWS, will notify the following via email when a shelter is opening and closing:

(1) Amy Howard ahoward@co.lincoln.or.us , Jack Whaley jwhaley@co.lincoln.or.us , Bill Hall whall@co.lincoln.or.us , Kristi Whitaker kwhitaker@co.lincoln.or.us Todd Williver todd.williver@oregonstate.edu and Michele Ousterhoudt Michele.osterhoudt@oregonstate.edu

(2) Casey Miller cmiller@co.lincoln.or.us , Brian Cameron (LCSO) bcameron@co.lincoln.or.us , Virginia Demaris vdemaris@co.lincoln.or.us , Jason Malloy (Newport PD) j.malloy@newportpolice.net , Derrick Tokos (City of Newport) d.tokos@newportoregon.gov , Nathan Perry (Salvation Army) nathan.perry@usw.salvationarmy.org , Lola Jones (Samaritan House) lolakathleenjones@gmail.com and Kelly Morris (Jonah's Whale) rebmaryjane2002@yahoo.com

Commons Requirements

- All guest pets must be on a leash or in a crate
- HWS staff will ensure guests do not smoke on Commons property

- HWS staff will clean all areas (including kitchen and bathrooms) to the standards of the current rental agreement. As of January 2017, Commons bathrooms will no longer be available to HWS, but ADA accessible portable bathrooms will be provided by County (with HWS to pay a proportionate share of costs as determined by County, if funding is available). HWS will provide and dispose of "sharps" disposable containers for the portable bathrooms.
- HWS staff will clean and return all tables and chairs to storage area
- HWS may store up to 40 guest sleeping mats (for the winter weather season) in Southeast corner of the East Hall until such time county staff can make room in a storage area
- No clothing, food or other belongings of HWS or guests are to be left behind
- HWS understands that the county is not responsible for theft or damage of mats left on Commons property
- HWS will continue to pursue grant funds to cover overages on electric, water/sewer bills, and costs for portable toilets and bathroom supplies used
- HWS staff will ensure that all guests have vacated Commons property by 8am daily
- HWS will utilize professional security services (TCB is acceptable) for periodic monitoring of operations when HWS uses Commons property. HWS will notify all volunteers each day property is in use of the policy that volunteers are to contact TCB or Newport police department if problems arise rather than engage in "self-help" for any disruptive activity by anyone (volunteers or guests).

Fair Board / County Authorizations

- HWS will continue to seek insurance coverage for its use of Commons property
- Activities are authorized by Lincoln County Fair Board and Lincoln County for purposes of liability insurance coverage
- County staff will work with HWS to resolve any issues involving use of Commons property for above purposes. However, Fair Board and County, through County Staff, reserves right to suspend authorization of use of Commons property for Hazardous Weather Shelter if violation of any requirements or protocols occurs. Staff shall immediately notify Fair Board of any suspension.

So Authorized on Behalf of the Lincoln County Fair Board and Lincoln County



Wayne Belmont

Lincoln County Counsel

Date Updated November 9, 2017