

SANDY UTAH CRESCENT STAKE

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

April 2014

INTRODUCTION

Note: This Stake Emergency Preparedness and Response Plan (hereinafter the “Plan”) is based on principles set forth in the Stake and Ward Emergency Planning Guide published by The Church of Jesus Christ of Latter-day Saints. The intent of the leaders responsible for this Plan is to organize in advance how the members of the Stake will be mobilized to assist one another, how the buildings will be used, and to assign leadership responsibilities in the event of an emergency. **All preparation and response should be carried out through existing Church organizations.** Stake and Ward councils and leaders should be used fully in these efforts. The Plan is not a document to itemize what kind of supplies to keep on hand or how to build your food storage. Saints are encouraged to make their preparation a matter of prayer and to research emergency preparedness and food storage resources on their own. This is a mobilization Plan intended to keep the saints organized in the event of an emergency.

Updates: This Plan should be reviewed and updated annually at the Stake Emergency Preparedness Meeting on the **second Sunday in February of each year.** The Stake Emergency Management Director is responsible to keep the changes in Stake related names, telephone numbers and positions updated and to coordinate with the Bishoprics in each ward to update individual Ward information. Addendums and leadership list should be updated quarterly as needed.

TABLE OF CONTENTS

Purpose	3
Preparing for Emergencies	3
Personal Preparation.....	3
Definitions	4
Stake Chain of Command.....	5
Bishops by Building	6
Ward Officers	7
Stake Emergency Director Actions	8
Ward Emergency Director Actions	11
Ward Emergency Action Plan.....	14
Appendix A: Ward Member Experts.....	18
Appendix B: Contacting Civil Authorities.....	19
Appendix C: Local Hospitals and Medical Centers	20
Appendix D: Stake Emergency Preparedness & Management Team.....	21
Appendix E: Ward Emergency Preparedness & Management Team	23
Appendix F: Sandy Utah Crescent Stake Bishoprics	24
Appendix G: Use of Ward/Stake Buildings for Emergency Shelter	25

PURPOSE

A guide for Stake & Ward leaders of actions to take during a local emergency: This Plan both addresses the actions that church leaders should follow in the event of a local emergency and is a resource guide, listing people with skills who could be called upon as needed. This plan lists the names and phone numbers of church leaders, member experts, and civil authorities trained to assist in emergencies. The church organization should, in all circumstances, cooperate closely with local civil authorities during an emergency.

PREPARING FOR EMERGENCIES

The most likely emergencies the Sandy Utah Crescent Stake will encounter are:

- Earthquakes
- Wildfires
- Winter storms and extreme cold
- Power outages
- Chemical spills shutting down major roadways or requiring evacuation
- Biological and nuclear events
- Acts of terrorism
- Civil unrest
- Shipping and/or trucking disruptions

PERSONAL PREPARATION

Ward Councils should review and discuss progress toward encouraging members to acquire a three-month to one-year supply of food, water, clothing, medicine, and, where possible, fuel to prepare for likely emergencies. In the early stages of an emergency, immediate aid should not be expected from civil authorities or from the church, as these services and personnel will be overwhelmed.

Members should be familiar with basic first aid and CPR, and should know how to shut off their electricity, gas, and water connections. Members should consider the possibility that they may be asked to leave their homes for a period of time and should have 72-hour kits ready at all times. Preparation and self-reliance will greatly ease distress during an emergency, freeing up personnel and resources, allowing those with the greatest need to be assisted first.

DEFINITIONS

STAKE EMERGENCY DIRECTOR: The Stake Emergency Director has been assigned by the Stake President to be the **First Counselor in the Stake Presidency**. If he is unavailable or cannot function in this capacity, then the role is assumed by the Stake Emergency Management Director, one of the members of the High Councilors, or the chairman of the Bishop's council.

STAKE EMERGENCY MANAGEMENT DIRECTOR: Melchizedek Priesthood Holder called to the position to organize and manage efforts to teach and train stake membership in emergency preparedness procedures, document stake assets and liabilities, and make recommendations to the Stake Presidency regarding all the above. During an actual emergency he assists the Stake President and the Stake Emergency Director in gathering information and deploying Stake resources.

CIVIL AUTHORITIES: People who are employed by city, county, and state governments for the purpose of providing public relief during an emergency. These people have specialized training and skills for dealing with all kinds of public problems.

MEMBER EXPERTS: Church members with special training, skills, and equipment that could be used in an emergency. Included in this list are doctors, nurses, emergency medical technicians, amateur radio and CB operators, legal advisors, financial and insurance advisors, heavy equipment owners and operators, social workers, chefs, morticians, and others.

WARD EMERGENCY DIRECTOR: The Ward Emergency Director is a member called by the Bishop to be over emergency preparedness in the Ward. If he is unavailable or cannot function in this capacity, the role is assumed first by the Bishop or one of his counselors, then by the Elders Quorum President or High Priests Group Leader.

WARD OFFICERS

(To be added by individual ward)

Calling	Name	Cell Phone	Email Address
Elders Q. Pres.			
High Priests G. L.			
Relief Society Pres.			
Primary Pres.			
Y. Women Pres.			
Young Men Pres.			
W. Emer. Specialist			

STAKE EMERGENCY DIRECTOR ACTIONS

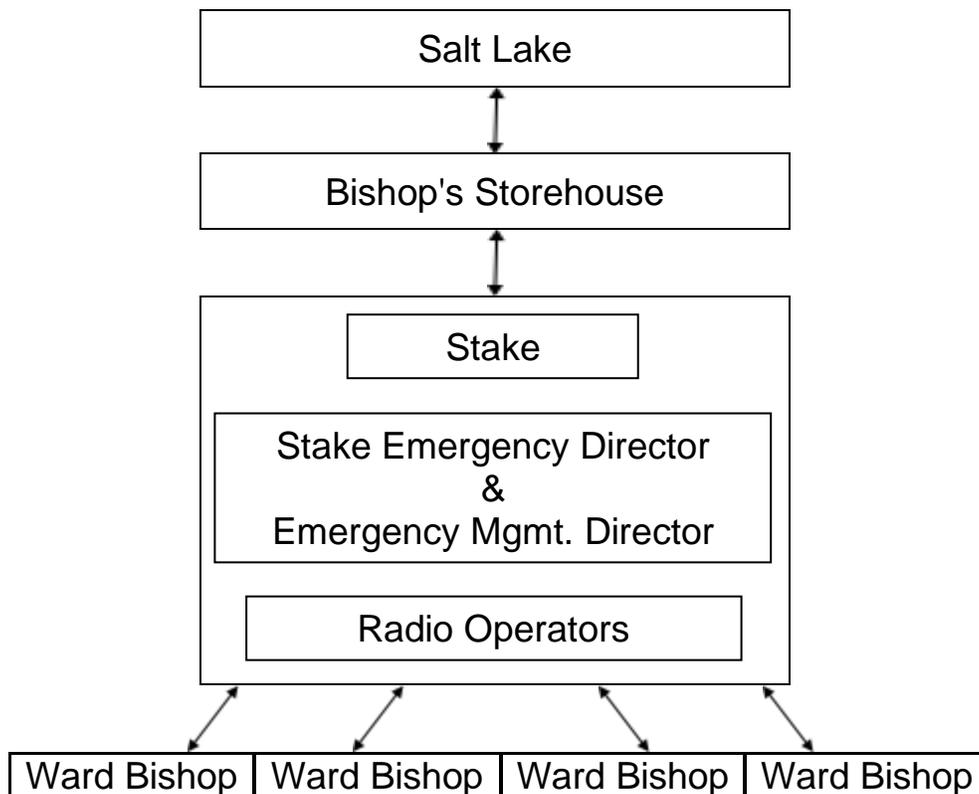
- 1. Provide for the safety and needs of your own family.** Your first responsibility is to your own family. You should not neglect to provide the proper care for your own family because of your involvement with supervising emergency relief measures. Assign someone in advance to help look after your family while you are away performing your duties (your home teacher MAY be able to fill this role).
- 2. Remain at a pre-determined “command post”.** The command post is to be at the stake offices unless otherwise determined by the Stake Emergency Director ("SED"). This will assure order and make it easier for the SED to be contacted by bishops, other Stake leaders, Area Authority, and civil authorities. Assign investigation excursions and on-site relief activities to others.

The availability of the Stake Emergency Management Director ("SEMD") is critical to communications, appropriate decision-making, and deployment of resources. The stake command post will be located in the Sandy Utah Crescent Stake Offices. The first step in coordinating emergency relief efforts is to organize forces and establish clear communications. Stake office (801-576-██████); President ██████ (801-██████) is the SED and ██████ (801-██████) is the SEMD. They must be notified to avoid confusion in Operations Center Chain of command.

- 3. Command Post Radio Communications:** The stake center and each bishops office has been provided with _____ radios for emergency communications. These radios are to be operated on channel _____ during an emergency. Phone systems, including cellular phone systems, are likely to be non-operational during certain emergencies. The stake SED and SEMD should conduct a drill once each year with the bishoprics and the Ward Emergency Directors to insure everyone is conversant with the use of these radios during emergencies.
- 4. Contact Ward Emergency Directors down the chain of command.** Notify them of your ability to function. (Alternate Ward Emergency leaders: contact other alternate leaders up/down the chain of command to determine their ability to function and inform them of your readiness to assume command or assist as necessary.)
- 5. Contact all bishops, identifying yourself as the functioning Stake Emergency Director, and receive a report of the situation in each unit.** Your immediate areas of concern regarding Wards are:
 - Are people’s lives threatened?
 - Are their health and/or safety threatened?
 - What percent of the unit membership is accounted for?
 - Are shelter, food and water, and first aid supplies adequate?
 - Are there any deaths?
 - Is there any property damage, and can further damage be prevented?
 - Does the unit need aid from the Stake?

6. **Report the stake situation to the Area Seventy, who is [REDACTED] [REDACTED].** The Welfare Manager for the State of Utah is [REDACTED] [REDACTED], who may also be of assistance.
 - a. Number of deaths.
 - b. Number of injuries.
 - c. Number of people unaccounted for.
 - d. Number of people receiving alternate housing.
 - e. Levels of shelter, food, water, and first aid supplies; amounts and types of supplies needed.
 - f. Emotional status of members.
7. **Solicit aid from Church member and non-member experts as needed.** Enlist help, as needed, from those people who are not already on assignment from employers, civil or military authorities.
8. **Assign available Church resources to wards with the greatest needs.** Encourage individuals and wards to satisfy their own needs as much as possible.
9. **Hold emergency leader meetings as needed to coordinate relief efforts.** Your purpose is to create structure, give direction, delegate responsibility, and demand accountability. Hold meetings when necessary and keep them short and precise. The format of meetings should be centered on giving assignments and receiving reports.
10. **Set up a stake emergency center, establish the communications network.** The Stake President's Office and High Council room in the stake center is the emergency "command post." From there, the Emergency Director will supervise emergency activities. The stake center will be the communications headquarters for radio system operations.
11. **Implement the stake-housing plan as needed.** Members should try to provide for their own housing needs wherever possible. However, members must abandon homes that are unsound or put the members in further danger. Displaced members are encouraged to secure housing with relatives or friends in the area whenever possible. Church buildings are available for limited emergency housing. All buildings in the Stake may provide facilities for housing, food service, first aid, recreation center, or morgue if the situation requires. Only the Stake President or the Stake Emergency Director acting under the authority of the Stake President may give permission for stake or ward buildings to be used for housing, food service, first aid, recreation centers, or morgues in an emergency. In the event an emergency situation necessitates such use and permission is obtained, then the responsibilities and guidelines set forth in Appendix G should be implemented.
12. **Appoint a member of the High Council as the Stake Public Relations Chairman as a 'spokesperson' to issue official communications and press releases to the media and to the public.** [REDACTED] phone: [REDACTED] Appointing an official spokesperson will reduce confusion and erroneous information, free up the Emergency Director's time, and help provide order and security by disseminating accurate information.

- 13. Determine the need for social activities in order to provide emotional relief and social strength to the stake.** If emergency conditions persist for an extended time, people will need things to do to relieve stress, boredom, worry and fear. Children will need activities to create a better emotional climate for all involved. The Stake Aaronic Priesthood Committee, Stake Primary and Stake Relief Society could be the source of structured activities and emotional support for members. Aid from trained counselors and social workers would be helpful for those who are emotionally distraught, or who have injured, missing or deceased friends or relatives.
- 14. Supervise the return to normalcy, as emergency conditions are resolved.** As soon as conditions begin to stabilize, the Church can provide manpower and materials for cleanup, moving, and/or rebuilding. The spirit of rebuilding can help restore emotional stability and provide members with feelings of purpose.
- 15. Communicate to civil authorities, the condition of the Stake community and correlate relief activities with them.** Civil authorities may prefer that the Church NOT be involved in certain activities, especially if they expose participants to danger or if they interfere with civil relief measures. At all times the Church should cooperate with civil authorities. Requests to civil authorities for aid should come from the Emergency Director or his official spokesperson. The Church should be willing to provide assistance to civil authorities in helping community relief efforts, and if possible, should provide work forces that will act under the direction of civil authorities.



WARD EMERGENCY DIRECTOR ACTIONS

- 1. Provide for the safety and needs of your own family first. Assign someone to watch over your own family so you can attend to your calling.** Your first responsibility is with your own family. You should not neglect to provide the proper care for your family because of your calling/involvement with the supervising of emergency relief measures. Assign someone in advance to assist in looking after your family while you are away performing your duties.
- 2. Set up a Ward/Branch Command Post as quickly as possible.** This command post is to be in the bishop's office unless otherwise provided by the Ward Emergency Director ("WED"). This will assure order and make it easier for the WED to be contacted by the Stake Emergency Director and other leaders and by your ward members. As the WED you should let members of the ward know in advance from where you will be working. The WED should report by telephone or radio to the Stake Emergency Director and/or the Stake Emergency Management Director as soon as practicably possible during an emergency situation and give a status report on the ward status regarding the matters set forth in paragraph 5 below.
- 3. Remain at the pre-determined "command post" so as to be easily contacted by ward members and/or stake leaders.** Assign investigative excursions and on-site relief activities to others, as assigned by the stake emergency director. The availability of the Ward Emergency Director at all times is critical to communications, appropriate decision making, and deployment of resources.
- 4. Command Post Radio Communications:** The stake center and each bishop's office have been provided with _____ radios for emergency communications. These radios are to be operated on channel ____ during an emergency. Phone systems, including cellular phone systems, are not likely to be operational during certain emergencies. The WED is to participate in a annual drill with the bishopric and the Stake Emergency Director and other stake officials annually to insure everyone is conversant with the use of these radios during an actual emergency.
- 5. Contact Elders Quorum, High Priests Group, and Relief Society leaders for an accounting of ward members' status.** Full time missionaries assigned to a ward and living within the ward boundaries also need to be accounted for and can be used for emergency purposes.

Immediate help must be provided to those whose lives, health, and safety are in danger. One of the fastest ways to assess members' needs is through a person-by-person accounting, using the existing Home/Visiting Teaching organizations.

If telephone and/or radio communications are down, an assessment must be made "by foot". Aaronic Priesthood, Young Women, and Full-Time Missionaries in good physical condition could assist with this. They could also act as messengers between the Ward and

Stake Emergency Directors; traveling on bicycle or motor scooter, if necessary, and if conditions warrant safe travel for them to commute.

6. The Ward/Branch Emergency Director must immediately assess the following (using the priesthood quorums and auxiliaries) and report to the Stake Emergency Director re:

- The number of injured and the help they require.
- Those whose homes are unsafe, and who must be relocated. Under emotional trauma, people may act irrationally, and may try to remain in unsafe homes, or may refuse to leave behind pets or memoirs.
- Housing alternatives and availability for the homeless.
- Availability of food, water, medicine, and other supplies.
- Special needs of persons who are elderly, disabled, deaf, blind, pregnant, injured, and those on special medications.
- The number of deaths.
- The extent of property damage, and what needs to be done to repair or demolish the property.
- Whether there are needs that must be met by civil authorities, by the stake or by resources outside of the ward boundaries.

7. Direct the following activities as needed:

- **Rescue people whose lives are threatened.** This is your first concern (after your family). Prevent unnecessary deaths.
- **Prevent or limit danger to people.** Remove those from unsound structures, surroundings, or areas.
- **Provide shelter, food, water, first aid, and other supplies, as needed.** Some people will be able to remain in their homes. Others will be able to move in with family or friends in the area. Others will need your help to locate housing for them. Look among other ward members first. The ward building may provide temporary facilities for housing, food service, first aid, recreation, or as a morgue if the situation requires. Permission to use the ward building for such uses must be obtained from the Stake President or the Stake Emergency Director. In such an event, then the responsibilities and guidelines set forth in Appendix G should be implemented.
- **Prevent or limit property damage.** Members may need help shutting off electrical, natural gas, oil, and water supplies. Some homes may be made livable with minor repairs. Others may need to be evacuated. Members may need help boarding up homes to prevent looters from breaking in.
- **Solicit aid from Church member and non-member experts as needed.** Enlist help as needed from those people who are not already on assignment from employers, civil or military authorities.
- **Restore normal living conditions as quickly as possible.** As soon as conditions begin to stabilize, the ward can provide manpower and materials for cleaning, rebuilding, and moving. Giving members jobs to do may help replace feelings of worry with feelings of purpose, and may help restore emotional health.

- **Strengthen social, emotional, and spiritual levels.** If emergency conditions persist for a time, people will need things to do to relieve stress, boredom, worry, and fear. Children will need activities to create a better emotional climate for all involved. The Young Men, Young Women, Primary and Relief Society could be the source of structured activities and emotional support for members. Aid from trained counselors and social workers would be helpful for those who have injured, missing or deceased friends or relatives.
8. **Report ward status to the Stake Emergency Director, especially informing him of areas where Stake and civil assistance is required.** The Stake Emergency Director will check with you on the status of the ward. If you need help from the Church, he is the person you are to contact. The Stake “command post” is the Stake President’s office and/or High Council room at the Stake Offices, (801-576-██████) and can be contacted by use of the ward's radio system during an emergency.
 9. **Report the status of the ward/branch buildings.** The structural soundness of the various stake buildings will need to be reported. Was the damage minor, major, or any destruction. Would the buildings be suitable for habitation if needed?

WARD EMERGENCY ACTION PLAN

INTRODUCTION

THE STAKE EMERGENCY MANAGEMENT TEAM HAS PREPARED THIS DOCUMENT TO ASSIST WARDS IN INTERFACING WITH THE STAKE IN THE EVENT OF A DISASTER.

D&C 38:30 ~ “but if ye are prepared ye shall not fear”

BISHOP’S RESPONSIBILITY

- A. Spiritually prepare the members of the Ward.
- B. Call an “Emergency Preparedness Specialist”
- C. Emphasize the importance of preparation to all leaders.
- D. Know the Ward-Stake “chain of command” and communication procedures for emergencies.

BEFORE THE DISASTER

- A. Update “hard copy” membership list at least once a month for all ward leadership. (Pass this out to each leader on a regular basis.)
- B. Distribute emergency preparation material to members (Bishopric, Elders, High Priests, and Relief Society) provided by the Stake.
- C. Conduct emergency preparation trainings.
- D. Encourage members to maintain “72-hour kits/backpacks” and food and water storage.
- E. Keep Ward roster of helpful members, i.e. Doctors, nurses, police, fire, contractors, etc.

DURING THE DISASTER “ALL MEMBERS”

- A. Seek shelter or some kind of protection from the event.
- B. Assess yourself and the people around you for injuries and treat to the best of your abilities. Check the building and surroundings for stability. Contact your family if possible and take whatever steps you can to help them.
- C. Contact your “home or visiting” teaching families if possible and collect information on their situation.
- D. Report to Ward leadership (Bishopric, Elders, High Priests, and Relief Society) what you have learned.
- E. Stay where you are or go home, unless otherwise instructed. Do not go to your Ward building (unless directed by the priesthood).
- F. Help where and when you can but endeavor to be prepared to be on your own for 3 to 5 days and not to become a casualty or cause more problems by doing things you are not trained for.

DURING THE DISASTER “LEADERSHIP”

- A. Do “all of the above” then proceed
- B. Contact the people up and down in your chain of command. Collect information and report it. Be prepared to assume necessary authority and fill leadership duties.
- C. Provide support and help at the direction of the Stake Presidency and Bishops. Cooperate

- with civil authorities.
- D. Bishops report to the Stake Emergency Director or Presidency. Be prepared to give information on the status of your Ward.

AFTER THE DISASTER

- A. Pray and grieve as necessary and appropriate.
- B. Rebuild and restore.
- C. After Action Report
- D. Start preparing for the next time.

WHAT TO TEACH

(Ward Preparedness Specialist)

TEMPORAL Preparation:

- A. 72 hour pack loaded and updated and placed in “grab and go” position.
- B. Three month to one year’s supply of food, clothing, and tools on hand.
- C. Ongoing efforts being made to be financially independent and out of debt.
- D. Home (structure) in good repair and functional.

SPIRITUAL Preparation:

- A. Daily personal prayer and daily family prayer.
- B. Home and visit teach monthly.
- C. Regular scripture reading or study.
- D. Regular attendance at church meetings.

PHYSICAL Preparation:

- A. Maintain a prudent weight control and dietary eating program.
- B. Maintain a regular exercise (workout) program relevant to your medical/physical condition.
- C. Observe and live the Word of Wisdom.

LEADERSHIP RESPONSIBILITY

Bishop:

1. SEEK / ADMINISTER / CONTACT / RESPOND
2. Receive and pass on ward member’s and full time missionaries’ conditions (dead, injured, home damage, church building damage) to stake leadership through chain of command or SEMT member at Stake.

1st Counselor (Bishopric):

1. SEEK / ADMINISTER / CONTACT / RESPOND

2. Assist Bishop in gathering information about ward member's status.
3. Help in the delivery of relief supplies to ward members or local community.
4. Offer advice to Bishop concerning emergency situation and how to best handle problems that arise.

2nd Counselor (Bishopric):

1. *SEEK / ADMINISTER / CONTACT / RESPOND*
2. Assist Bishop in gathering information about ward member's status.
3. Help in the delivery of relief supplies to ward members or local community.
4. Offer advice to Bishop concerning emergency situation and how to best handle problems that arise.

Executive Secretary:

1. *SEEK / ADMINISTER / CONTACT / RESPOND*
2. Assist Bishop in reviewing, interpreting & disseminating information gathered by ward leadership.
3. Act as messenger for bishop, delivering to stake leadership member status reports and situational updates (on going Deaths, injuries and damage).

Ward Clerks (financial or membership):

1. *SEEK / ADMINISTER / CONTACT / RESPOND*
2. Assist Bishop in making available financial reports, Membership records where needed during the emergency.
3. Help in the delivery of relief supplies to ward members or local community.

High Priests Group Leader and Assistants:

1. *SEEK / ADMINISTER / CONTACT / RESPOND*
2. Assist Bishop by gathering and compiling status information on all families they are responsible to home teach in the High Priests Group.
3. Help in the delivery of relief supplies to ward members or local community.

Elders Quorum President and Counselors:

1. *SEEK / ADMINISTER / CONTACT / RESPOND*
2. Assist Bishop by gathering and compiling status information on all families they are responsible to home teach in the Elders Quorum as well as the full time missionaries.
3. Help in the delivery of relief supplies to ward members or local community.

Relief Society President and Counselors:

1. *SEEK / ADMINISTER / CONTACT / RESPOND*
2. Assist Bishop by gathering and compiling status information on all individuals that the Relief Society visit teaches.
3. Help in the delivery of relief supplies to ward members or local community.

CONCLUSION

An Emergency plan is only as good as its implementation and the willingness of Ward leaders to not let the good times lull them into a false sense of security. Disasters by their very nature strike quickly without warning. Vigilance, education and preparation are the only tools we have against them.

APPENDIX A: WARD MEMBER EXPERTS

Doctors

First Last xxx-xxx-xxxx

Dentist

First Last xxx-xxx-xxxx

Chiropractors

First Last xxx-xxx-xxxx

Morticians

First Last xxx-xxx-xxxx

Law Enforcement/Security

First Last xxx-xxx-xxxx

Amateur Radio/C.B. Oper.

First Last xxx-xxx-xxxx

Food Specialists

First Last xxx-xxx-xxxx

Signing for the Deaf

First Last xxx-xxx-xxxx

Other

First Last xxx-xxx-xxxx

Paramedics/CPR Technicians

First Last xxx-xxx-xxxx

Physical Therapist

First Last xxx-xxx-xxxx

Nurses

First Last xxx-xxx-xxxx

Podiatrists

First Last xxx-xxx-xxxx

Optometrists

First Last xxx-xxx-xxxx

Heavy Equip. Operators

First Last xxx-xxx-xxxx

Carpenters

First Last xxx-xxx-xxxx

Electricians

First Last xxx-xxx-xxxx

Other

First Last xxx-xxx-xxxx

APPENDIX B: CONTACTING CIVIL AUTHORITIES

NOTE: The 911 Emergency phone system will likely be overloaded during a community-wide emergency. Use the numbers below for access to specific agencies.

Fire Departments	
Sandy City	801-568-2930
S. L. County United Fire Authority	801-743-7200
Sheriff, Police	
Salt Lake County	801-743-5779
Sandy City	801-568-7214
Poison Control Salt Lake County	800-222-1222
Emergency Management	
Salt Lake County	385-468-7098
Sandy	801-568-7279
American Red Cross (Salt Lake County)	801-323-7000
Sandy Suburban Imp. District (Sewer)	801-561-7662
Rocky Mountain Power	888-221-7070
Questar Gas	801-323-5517
Crisis Line (24 Hr. Emergency-mental health)	801-587-3000
Hazardous Chemical Spills	
Utah Dept. of Environmental Quality	801-536-0200

APPENDIX C: LOCAL HOSPITALS AND MEDICAL CENTERS

<u>HOSPITAL/MED. CENTER</u>	<u>ADDRESS</u>	<u>PHONE</u>
Alta View Hospital	9660 S. 1300 E., Sandy	801-501-2600
Intermountain Medical Center	5121 S. Cott. St., Murray	801-507-7000
The Orthopedic Specialty Hospital	5848 S. 300 E., Murray	801-314-4100
Huntsman Cancer Institute	2000 Circle of Hope, SLC	801-585-0303
LDS Hospital	8 th Ave. & C St., SLC	801-408-1100
Primary Children's Medical Center	100 N. Mario Capecchi Dr.	801-662-1000
St. Marks Hospital	1180 E. 3900 S., SLC	801-268-7766
Jordan Valley Medical Center	3580 W. 9000 S., W.J.	801-561-8888
Salt Lake Regional Medical Center	1050 E. South Temple, SLC	801-350-4111
VA Hospital	500 Foothill Drive, SLC	801-582-1565
Riverton Hospital	3741 W. 12600 S., Riverton	801-285-4000

APPENDIX D:

STAKE EMERGENCY PREPAREDNESS & MANAGEMENT TEAM

Organization

Stake Emergency Management Team (“SEMT”) consists of the Stake Emergency Director (first counselor of the Stake Presidency, presently [REDACTED]), the Stake Emergency Management Director (presently [REDACTED]), the High Councilor over Emergency Preparedness (presently [REDACTED]), and the Stake Communication Specialist who should be skilled in the emergency communication equipment the Stake plans to use during an emergency. The Emergency Director should be the liaison to the civil authorities or delegate that responsibility to a member of the SEMT. The team should meet at as often as necessary to keep current with Stake progress and should report current status to the Stake President. A Stake Emergency Preparedness Council meeting should meet at least once a year to coordinate emergency preparedness on a Stake and Ward basis. This council should consist of the Stake Emergency Management Team, Stake Relief Society President, Ward Emergency Preparedness Specialists, and designated members of each of the Bishoprics.

During an Emergency

1. Report to Stake leadership as soon as possible during an emergency.
2. Serve as liaison between civil authorities and church leadership.
3. Collect information from Wards (Bishops, Elders Presidents, Relief Society Presidents, etc.) and local communities on current conditions (injuries, deaths, damage, etc.) for Stake Presidencies use.
4. Advise Stake leadership on problems and suggested remedies.
5. Secure Stake buildings when necessary and possible.
6. Coordinate availability and use of members with specialized training with Stake Emergency Director and civil authorities.
7. Coordinate emergency communications.

During Normal Times

8. Offer assistance to Ward leadership when asked, including: advising and assisting in training (emergency preparedness, food storage, emergency backpacks, First Aid training, the importance of spiritual as well as temporal preparedness, etc.) the Ward preparedness specialist.
9. Coordinate with wards using some of the wards’ members with specialized training as a resource to the Stake during emergencies.
10. Represent the Church to other emergency groups, (Red Cross, FEMA, etc.)
11. Prepare and test emergency communications system.

APPENDIX E: WARD EMERGENCY PREPAREDNESS & MANAGEMENT TEAM

Organization

The Ward Emergency Preparedness & Management Team should consist of the Ward Emergency Director (“WED”), Relief Society President, High Priests Group Leader, Elders Quorum President, and an assigned member of the ward bishopric. “Make work” meetings should not be held. The WED should be invited to a Ward Council meeting twice a year to report on his/her stewardship and discuss plans with the Ward EP&M Team with input from the rest of the Ward Council. The WED should keep current with Stake/Ward progress and should report the ward’s current status to the Stake Emergency Preparedness Director. Once a year the WEPS should meet with the Stake Emergency Preparedness Council (“SEPC”) to coordinate emergency preparedness on a Stake and Ward basis. The SEPC should consist of the Stake Emergency Management Team (see Appendix “D”), Stake Relief Society President, WED from each ward, and designated members of Bishoprics.

During an Emergency

1. Report to Stake leadership as soon as possible.
2. Serve as liaison between civil authorities and church leadership.
3. Collect information from Wards (Bishops, Elders Presidents, Relief Society Presidents, etc.) and local communities on current conditions (injuries, deaths, damage, etc.) for Stake Presidencies use.
4. Advise Stake leadership on problems and suggested remedies.
5. Secure Stake buildings when necessary and possible.
6. Co-ordinate use of ward members with specialized expertise, skills, resources and/or equipment as identified by the ward on Appendix "A" for availability and dispersal with Stake leadership and civil authorities.
7. Co-ordinate emergency communications.

During normal times

8. Provide assistance to Ward leadership as required and when requested. Advise and provide training (emergency preparedness, food storage, emergency backpacks, First Aid training, the importance of spiritual as well as temporal preparedness, etc.) to the Ward preparedness specialist.
9. Make a list of those members in the ward with specialized training for use as a ward and stake resource during an emergency.
10. Prepare and test emergency communications system.

APPENDIX G: USE OF WARD/STAKE BUILDINGS FOR EMERGENCY SHELTER

RESPONSIBILITY ACCORDING TO CALLING

Each calling in the church has a correlating responsibility in the event of an emergency. Below are listed a variety of needed responsibilities with the correlating calling assigned to fulfill the responsibility. This Appendix is meant to be used as a guideline for both stake and ward callings. During an emergency, individuals with stake callings are to be a support to correlating ward positions. For example the Stake President or Stake Emergency Director (SED) and/or Stake Emergency Management Director (SEMD) will correlate with all Bishops to ensure their ward members are taken care of. The Stake Primary President would check with each shelter or building and ensure the Ward Primary Presidents' responsibilities and needs are taken care of.

Since there are multiple wards in each building, the Agent Bishop is to coordinate the staffing of his building. For instance, the Agent Bishop may choose to schedule one ward to staff the building for a 12-hour period and then switch to the next ward in the building thus rotating the various positions to allow for proper rest. The last page of this Appendix is a sample pre-plan for the use and layout of a ward building. Since each ward building has a different layout, each ward should use this sample shelter/building layout as a guide for their own building layout.

Responsibility	Calling
Incident Commander/Supervisor: Supervise implementation of stake and ward emergency plans. Authorize the use of the Bishop's Storehouse, Deseret Industries, and LDS Social Services when appropriate; Liaison with local governmental agencies.	SED and/or SEMD under direction of the Stake President / Bishop in conjunction with the Ward Emergency Director (WED)
Operations--Set up of Shelter/Command Center: Set up Command Center and Shelter for optimal use, obtain generator if needed, label building rooms according to pre-plan.	SED and/or SEMD / Bishop/WED
Logistics-Storehouse/Social Services: Assist in assessing the needs of members and arrange for assistance through the immediate family, local ward members, Church Welfare Services, and government agencies.	Second Counselor-Stake Presidency/Bishopric
Communications: Assist the Communications Specialists in setting up the two way radios and establishing communication links with other buildings, assist in logging communications and delivering messages.	Stake / Ward Executive Secretary & Communications Specialists
Emergency Supplies: Report to Logistics Coordinator. Locate supplies needed during and immediately after an emergency such as building materials, carpentry tools, medical supplies, etc.	Stake Clerk / Ward Clerk

Responsibility	Calling
<p>Food Preparation: Arrange for procuring, preparing, and distributing food to members unable to provide for themselves. Prepare and serve food at shelters ensuring sanitation measures are kept.</p>	Stake / Ward Relief Society President
<p>Work Assignments: Coordinate work assignments for volunteers coming from outside the stake or ward boundaries. Assist in coordinating extra assistance from ward members beyond that available from family and home teachers. Work with Stake / Ward Clerk in procuring emergency supplies.</p>	Stake High Counselor over Emergency Preparedness / Elders Quorum President
<p>Medical Care: Arrange for the medical care of those in need during an emergency. This care can be given by coordinating with experienced medical care givers living within the stake or ward boundaries.</p>	Stake / Ward Young Women President
<p>Sanitation: Arrange for portable toilet facilities if the sewer system is unusable. Arrange central location for collection of trash if normal collection services are interrupted. Arrange for water trucks to deliver water to central location for washing and cleaning.</p>	Stake / Ward PFR
<p>Housing: Arrange for shelter for those in need during and after an emergency. Arrange for bedding and sleeping areas at shelters.</p>	Stake / Ward Sunday School President
<p>Security: Ensure church buildings are secure after an emergency. Assist in providing security to member homes and church buildings to discourage looting. Provide general security at shelters.</p>	Stake / Ward Young Men President
<p>Transportation: Mobilize resources as needed—Food, generators, tents, water, snowmobiles, tractors, communications equipment, etc.</p>	Stake High Councilor / Ward Mission Leader
<p>Recreation/Child Care Nursery: Plan and supervise the child care of young children when parents are dealing with emergency situations either as victims or when offering assistance. Organize recreational activities for adults and youth to ease tensions. Staff shelter Child Care/Nursery.</p>	Stake / Ward Primary President
<p>Public Information: Information flowing from the Church to the Media is to be delivered by the Stake President or his designee.</p>	Stake President or his designee.
<p>Social/Emotional Needs: Find resources of emotional support for those affected by emergencies. Organize social activities; coordinate with the Primary President to encourage a sense of togetherness in the face of disaster.</p>	Stake High Councilor / High Priests Group Leader

Sample Building Pre-Plan

