

Stake Emergency Preparedness & Response Plan



Nampa Idaho South Stake

***“For behold, it is not meet that I
should command in all things...”***

D&C 58:26

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Table of Contents

- Overview** 3
- Preparation** 4
 - Item 1 – Potential Disasters 5
 - Item 2 – Gathering and Maintaining Critical Information 5
 - Item 3 – Emergency Response Organization, Roles, & Procedures..... 5
 - Item 4 – Emergency Communications Methods & Processes 7
 - Item 5 – Member & Community Preparation 8
- Response** 8
- Activation of the Stake EOC** 11
 - Priorities 1 & 2 – Account for Individuals & Their Needs 11
 - Priority 3 – Respond to Immediate Needs 11
 - Priority 4 – Reporting..... 12
- Incident Termination**..... 12
- Recovery** 13
- Mitigation** 13
- Appendices**..... 15
 - #1 – Stake EOC Locations..... 15
 - #2 – Emergency Operations Assignments & Roles 16
 - #3 - Stake Emergency Operations Center Support List..... 17
 - #4 – Stake Emergency Contact List..... 18
 - #5 – Committees & Callings 19
 - #6 – Ward Emergency Preparedness & Response Plan 22
 - #7 – Family Emergency Preparedness & Response Plan 27
 - #8 – Procedure for Using a Church Meetinghouse as a Shelter 30
 - #9 – Stake Emergency Quick Reference Guide 31

Overview

"... THE TIME HAS COME TO GET OUR HOUSES IN ORDER ... THERE IS A PORTENT OF STORMY WEATHER AHEAD TO WHICH WE HAD BETTER GIVE HEED."

-Gordon B. Hinckley

President, The Church of Jesus Christ of Latter-day Saints
Conference Report, Oct. 1998

This document represents the Stake Emergency Preparedness and Response Plan for the Nampa Idaho South Stake. Its contents are based on the recommendations and guidelines of The Church of Jesus Christ of Latter-day Saints emergency preparedness handbooks and websites.

The primary objectives of an emergency response plan are to:

- Prepare in advance of an emergency/disaster
- Respond to the short term effects of a disaster
- Recover from the long term effects of a disaster
- Mitigate future risks by reviewing lessons learned

This plan is not meant to be all inclusive and should be tailored to fit the circumstance at hand. Its contents are the sole responsibility of the Nampa Idaho South Stake. The guidance in this document does not preclude common-sense response to general emergencies.

This stake plan will be useful to individual wards as they make their ward emergency preparedness plans, and to ward and community families who seek to prepare their homes for “any needful thing.”

Spiritual Foundations of Preparedness

The Lord has instructed his people in the latter days to “Organize yourselves; prepare every needful thing...” (D&C 88:119). In this last dispensation before the Millennium, we know that there will be discord and upheavals and the earth will be in turmoil as the time of the Second Coming draws near. In preparation, the Lord has declared “...if ye are prepared, ye shall not fear” (D&C 38:30).

The doctrine of preparation is centered on the principle of acting rather than being acted upon. It prepares people to heed the warnings as found in the Book of Revelations and Matthew 24, to start early and prepare for potentially perilous times using wisdom, following the Spirit, and by taking small steps to prepare themselves, their families, and their communities to have the basic necessities of life and maintain health and safety during times of strife and disaster. The doctrine of preparation has, at its core, the blessings of peace of mind and peace of heart. As we follow the counsel of the Lord, we are entitled to the protection and peace that comes from obedience.

(See <https://www.churchofjesuschrist.org/life/temporal-preparedness-resources?lang=eng>)

Emergency Response Planning Guidelines

Purpose: This document outlines preparation, organization, and implementation guidelines for stake and ward leadership in the event of an emergency or disaster that require disaster relief assistance. It is intended to be “a simple written plan for the stake to respond to emergencies” (see *General Handbook*, 22.5.3). The major components are:

- Preparation
- Response
- Recovery
- Mitigation

Scope: This plan outlines an emergency response plan/process for most types of emergency situations declared by civil authorities or the Stake President. It applies to both real world incidents and training or assessment exercises, although “mock emergency exercises should not be conducted.” (see *General Handbook*, 22.5.3). The stake may tailor the response and duration according to the type and magnitude of the incident.

Implementation: The Stake President is the Stake’s Emergency Operations Center (EOC) Incident Director. He will determine the Stake’s emergency response objectives, including scope, magnitude, constraints, limitations, expected duration, etc. Others will assist with preparation, implementation, and communication but do not supplant the Stake President or his designated official (see *Emergency Response Guidebook*).

PREPARATION

Preparation entails all of the planning and preparation activities that help to ensure the safety, protection, and health of individuals and families, as well as setting up the emergency response organization, collecting and storing key resources, preparing response plans for individuals/families, and detailing the processes for effective coordination with, and between, leaders and individuals in the event of an emergency situation. It also requires identification of the various types of potential disasters/emergencies that are common to the geographic area.

We must be “anxiously engaged in a positive program of preparation. The Lord will not translate one’s good hope and desires and intentions into works. Each of us must do that for himself” (Spencer W. Kimball, *The Miracle of Forgiveness*, 1969, 8).

Preparation planning includes:

1. Identification of likely disasters
2. Gathering critical information
3. Outlining the emergency response organization, assignments and procedures
4. Identifying emergency communications methods and processes
5. Encouraging and assisting member and community preparation

Preparation Item 1: Potential Disasters in Our Area

This list identifies those events *that are most likely to occur* based on local and regional geography and locational situations. It is not a comprehensive list of all potential events possible.

- Sustained loss of utilities (e.g., electrical, gas, water)
- Significant weather event (e.g., wind or snowstorm, less likely - flooding, tornado)
- Earthquake
- Flooding
- Fire affecting multiple homes or wilderness/farming lands
- Pandemic disease affecting the general population
- Supply chain disruption (due to strikes, civil disobedience, natural disasters in other areas, etc.)
- Act of Terror (nuclear, biological, chemical)
- Large airplane or jet crash
- Chemical or other hazardous material event

Preparation Item 2: Gathering and Maintaining Critical Information

Assemble critical information; regularly review and update (see *Stake and Ward Emergency Planning Guide*, providentliving.churchofjesuschrist.org)

- Collect and maintain contact information for all members and missionaries, include also those community members who wish to participate and prepare
 - These data should be kept in physical form in the event internet and online resources are unavailable (i.e. Member Tools app, churchofjesuschrist.org, etc.)
- Create and print local area maps
- Create and update lists of individuals with special needs and what those needs are
 - Identify resources that those individuals/families have to address special needs if resources are not available in the short-term
- Create and maintain lists of individuals with equipment and/or skills useful in a disaster
- Collect and publish contact information for public safety agencies, state emergency management departments, and community organizations
- Other information as identified by local leaders

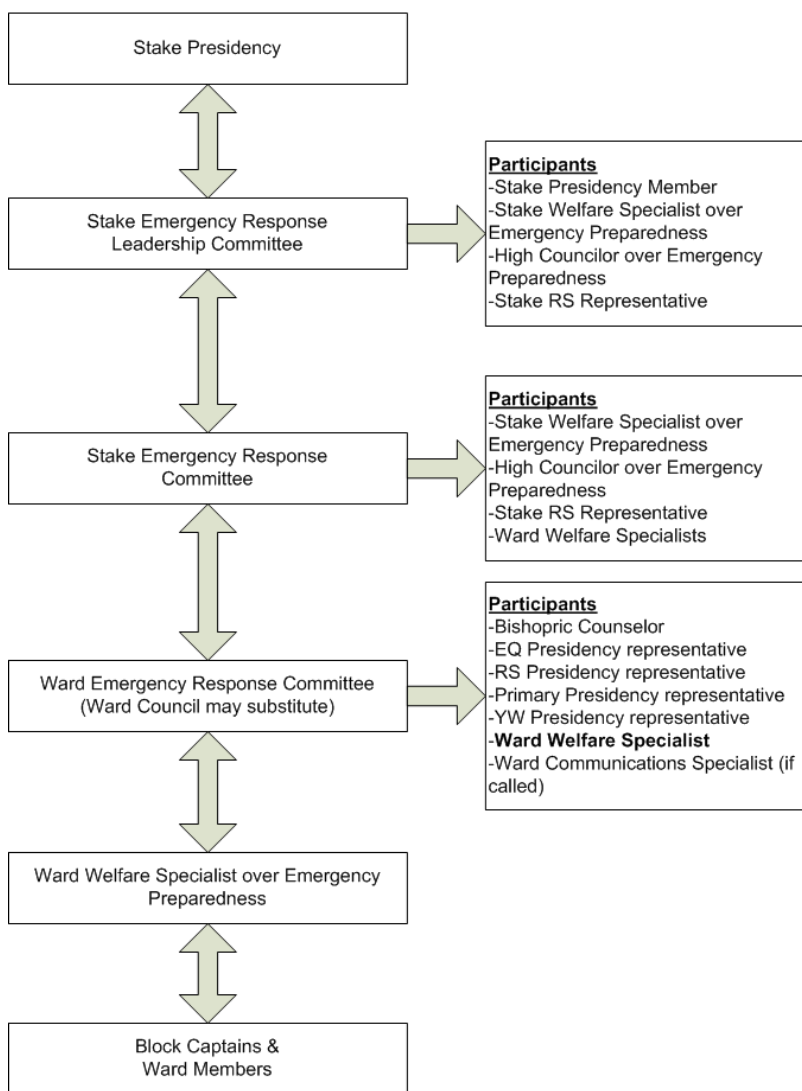
Preparation Item 3: Outlining Emergency Response Organization, Roles/Assignments, and Procedures

Define the organizational structure and roles of those involved, make assignments and callings, and outline emergency response procedures that will be followed in the case of a disaster. Response planning will include accounting for members and families, assessing immediate needs, responding to those needs, and reporting to leaders

- Develop and maintain Stake and Ward Emergency Response Plans
 - Review plans and procedures on a regular basis and modify as required/needed

- Ensure that assigned roles and responsibilities are clearly defined and, as people move and receive new responsibilities, that new assignments are made in a timely manner
- Call and train Stake and Ward Welfare Specialists with responsibility for Emergency Preparedness and emergency communications (ham radio licensed)
- Create, train, and maintain Emergency Preparedness committees at the stake and ward levels
 - Establish regular reporting to the Stake Welfare Specialist and ultimately to the Stake Presidency
 - Develop relationships with civil authorities and local response agencies (Red Cross, VOAD, Idaho OEM, etc.)
 - Identify civil and local emergency resources and how to access them
- Organize wards into convenient geographic sections to ensure ease of accountability and communication
 - One effective method of setting up ward communication is to assign/designate Block Captains and collect/maintain their contact information
 - Regularly train Block Captains and assist them in their preparations for responding in an emergency situation

Emergency Response Information Flowchart



Stake Level Roles and Responsibilities in an Emergency Event:

1. The Stake President will:
 - Staff and activate the Stake EOC (Emergency Operations Center - the Deer Flat Stake Center or other appointed building)
 - **Order of succession:** Stake President, 1st Counselor, 2nd Counselor, High Council member over emergency preparedness, any high council member, Stake Welfare Specialist over Emergency Preparedness
 - Provide overall leadership and strategic oversight during an incident response
 - Determine incident response objectives, including constraints, limitations, expected duration, etc.
 - Communicate with the local ward units via functioning communications systems
2. Stake Emergency Preparedness Specialist will:
 - Coordinate setup of the Stake EOC, when activated
 - Advise and support the Stake President and EOC staff, as necessary
3. High Council and Stake Clerks:
 - Support the Stake President and fulfill assigned duties (see Appendix 2)
 - Support communications between stake leadership and bishops/branch presidents
4. Stake Relief Society Presidency:
 - Support the Stake President and fulfill assigned duties
 - Work with individual ward units and the EOC to ensure individual needs are being met:
 - General hygiene and privacy concerns
 - Children and supervision requirements
 - Nutrition

Practice Exercises and Training

From time to time, the stake presidency may conduct both communications and EOC operational exercises for assessing the stake and ward readiness and for familiarization training. Periodic familiarization training will also be provided to stake and ward leadership.

Wards should work with, and within, organizations to understand and practice emergency preparedness and response activities. Families are also encouraged to have a family emergency preparedness plan and to practice so that all members of the family are familiar with actions and roles in the case of an emergency situation.

Preparation Item 4: Identifying and Implementing Emergency Communications Methods and Processes

Emergency communications are critical to carrying out emergency response plans. Identifying methods, defining standard operating procedures, and practicing communicating are all key components of Emergency Preparedness preparation

- Identify Stake and Ward emergency operations centers (EOCs) where operations and communications will occur during an emergency/disaster

- Practice regularly to ensure that radio communications are possible and sufficiently clear between the Stake EOC and each Ward EOC. Adjust locations appropriately, as needed
 - Note that, over time, changes to the local environment may inhibit the clear communication of ham radio and FRS (Family Radio Services) between ward and stake EOCs
- Identify potential issues with Stake and Ward leaders (Stake President, Bishops, etc.) accessing ham radio communications in the event of an emergency, and create contingency plans
 - Plan for and provide access to FRS or ham radio resources to the block level
 - Perform regular check-ins to ensure communication lines are ready when needed (see Appendix 5)

Preparation Item 5: Encouraging and Assisting Member and Community Preparation

Members, and those in the community who wish to participate, may need direction, counsel, guidance, and assistance in preparing themselves and their families in the event of a disaster.

- Teach the principles of preparedness regularly and consistently at the Stake and Ward levels
- Assist families/individuals to develop and maintain Emergency Response Plans (see Appendix 7)
 - Individual home units should be as prepared as their means allow
 - A well prepared individual becomes an asset to the stake and the community in the event of an emergency
- Guide members in preparing physically, emotionally, financially, and socially to respond appropriately in a crisis
- Teach individuals and families how to best respond to Block Captains and Ward emergency response leaders to communicate their situations and conditions during a disaster/crisis event

RESPONSE

The response to a crisis situation is the action part of the plan and focuses on the following priorities:

1. Accounting for all individuals and families
2. Assessing immediate needs of individuals and families
3. Responding to immediate needs for basic provisions, health needs, sanitation, shelter, clothing, etc.
4. Reporting the data and information from steps 1-3 above

The coordination and communication required to support the efforts outlined in this response plan will require the activation of the Emergency Operations Centers (EOCs) for the Stake and the Wards.

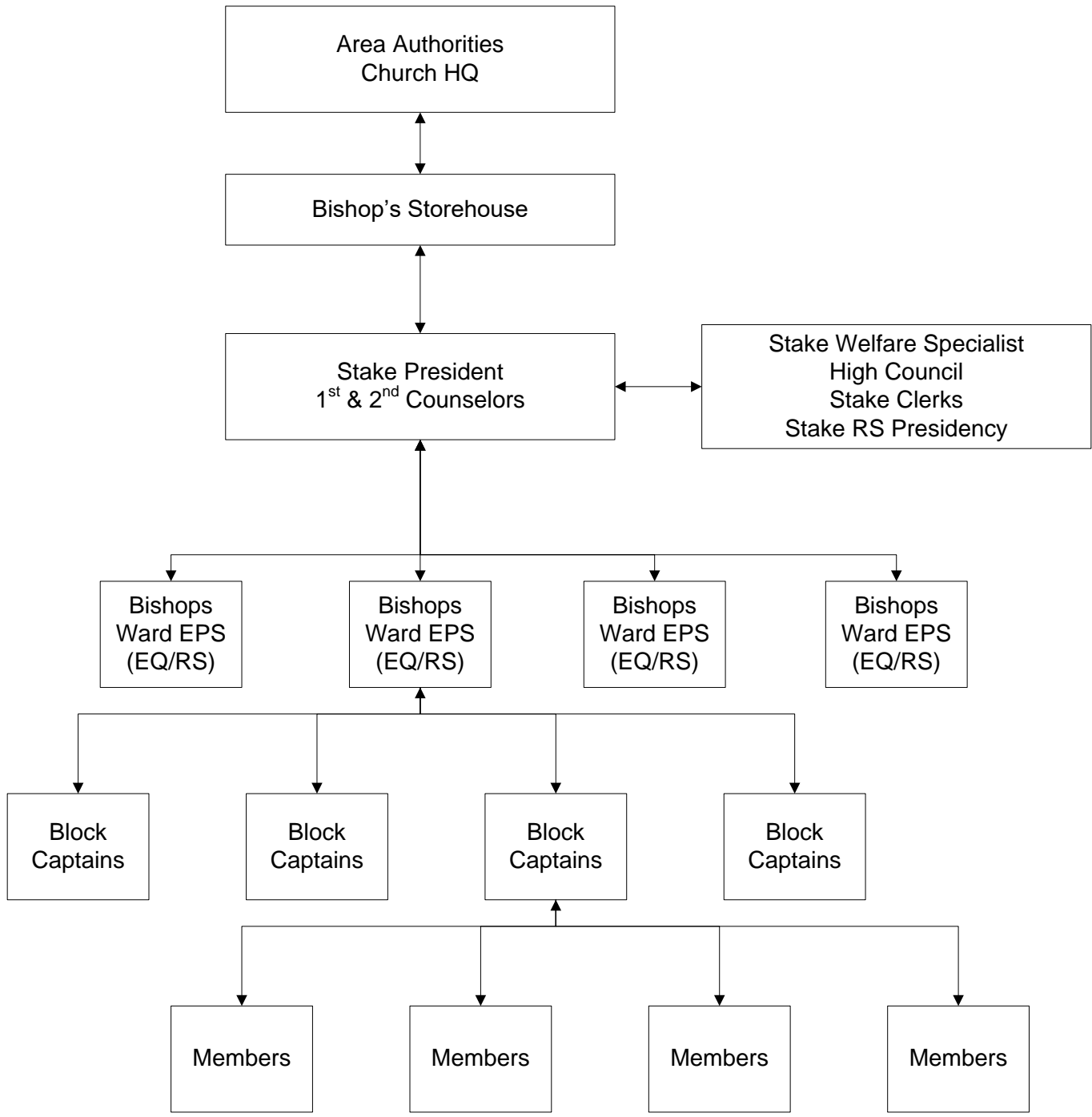
First responders and those with assigned roles and responsibilities in this plan should first account for and assess their own needs and those of their families and ensure their immediate well-being before undertaking additional actions.

Activation of the Stake EOC

- 1) The Stake President determines if the EOC requires activation (may consult Area Authorities or church HQ if needed)
- 2) The stake presidency, high council, Stake Welfare Specialist, and Stake Relief Society presidency will report to the Stake Center to be briefed on the incident

- i) The stake presidency will notify the Bishops' Storehouse when the EOC is operational
 - ii) Note: All Bishops' Storehouse requests go through the Stake President at this time
- 3) The stake emergency response staff will perform emergency implementation functions in accordance with their respective duties:
 - a) Sustaining the EOC staff for the duration of the incident (i.e., food, water, backup power, sanitation, etc.)
 - b) Managing the incident until termination (e.g., food/commodity distribution, feeding individuals, locating temporary shelter, storage, security, child support, pet/livestock support, restoration, cleanup first aid, mortician requirements)
 - c) Situational awareness in a disaster or emergency is critical to the effective and efficient management of response and coordination activities. Emergency response staff are responsible for ensuring communications are set up according to predetermined plans
 - i) If voice telecommunications are still functioning, connect with local ward units via cell/landline
 - ii) If traditional telecommunications vectors are not feasible, then activate/initiate Ham radio and/or FRS communications with ward EOCs
 - iii) Given an actual (e.g., earthquake) or potential (e.g., severe winter storm) incident, stake and ward leadership and Ham or FRS radio operators should stand-by for information and instructions regarding EOC activation
 - iv) Primary notification will be attempted by telephone (land, cell, or text message); secondary notification may be sent by e-mail or by courier
 - v) Concurrently, the Stake EOC Communication Center Supervisor may provide notice via Ham radio on frequency 145.580 Simplex
- 4) Assess the status and condition of Church buildings
 - a) Assess if ward buildings need to be utilized in the response activities
- 5) Follow the list of "Priorities" as outlined above under "Response"
 - i) Account for and assess the safety, health, personal property, and well-being of:
 - (1) Church members
 - (2) Missionaries
 - (3) Other community members
 - ii) Assess the needs and arrange for the supply of basic provisions and services
 - (1) Through the Bishops' Storehouse if needed
 - iii) Coordinate with civil authorities and community relief organizations
 - iv) Characterize and organize Stake members who can provide assistance
 - v) Locate and reunite family members who have become separated
 - vi) Obtain medical care for the injured or those with health challenges
 - vii) Provide spiritual/emotional support through ward Elders Quorum and Relief Society organizations
- 6) Organize work crews
 - i) Safety mitigation
 - ii) Disaster cleanup
- 7) Manage offers of help from others (government agencies, community organizations, or individuals)
- 8) Respond to the community's request for assistance
- 9) Ensure all requests for reimbursement are submitted in accordance with Church policies
- 10) Update Area Authorities (see *Emergency Response Procedures (Overview) for Area Seventies and Stake Presidents*)

EOC Flow of Communication



Response Priorities 1 & 2: Account for each individual and assess their immediate needs

These two priority response actions happen at the block level within wards and go hand-in-hand because they are most frequently performed at the same time. The immediate location and situation of individuals and families are of paramount importance to be able to respond quickly and appropriately and to triage the most urgent needs for prioritizing responses. Assessment activities should also include determining the conditions of Church buildings and properties. Action steps include:

- Account for and assess the safety, health, shelter, provisions, and well-being of individuals and families
 - Residents of homes should be trained to communicate the status of residents by placing a status card in a window regarding needs (Red = immediate need, yellow = non-urgent need, green = all okay) to assist in these efforts
- Each ward bishop should receive a report from each Block Captain pertaining to the individuals and families within their designated geographic area. Bishops may assign local priesthood leadership to assist with this effort
 - Flow of reporting:
 - Ward members report to their Block Captains
 - Block Captains report to bishops
 - Bishops report to the Stake President
- Assess and determine the condition of Church buildings and properties
- Characterize and organize available individuals who are able to provide accounting and assessment assistance. Additional hands will ensure faster identification of people and determination of needs
- Follow instructions from government leaders

Response Priority 3: Respond to immediate needs for basic provisions, health care, sanitation, shelter, clothing, etc.

Stake and Ward emergency response leaders will coordinate the acquisition and distribution of required relief resources and services to address immediate needs. Ward and Stake organizations (i.e. High Council, EQ, RS, YM/YW, etc.) can be called upon and assigned to assist with response and relief activities. Supplies and resources may be requested from the Bishop's Storehouse, or may be available through state and local emergency response organizations. Families who have followed emergency preparedness counsel and have prepared physically for emergency situations may be called on to donate excess through coordination efforts provided by Bishops and Stake leaders. The actual work of providing for immediate needs will be dependent upon situations, scope, and availability. Leaders will work with each other and seek the guidance of the Spirit in directing response activities.

Preparation for response to basic needs including food, shelter, water, sanitation, health, and other needs must begin in the "Preparation" stage and not left as a reactive measure after an event occurs.

- Arrange for the supply of basic provisions and services
 - Through the Bishops' Storehouse if needed/available (Stake President will coordinate)
 - Through management of excess within blocks and wards
- Utilize trained/licensed medical personnel within ward/stake to provide triage and emergency care for life-threatening situations until additional help becomes available

- Coordinate with civil authorities and community relief organizations
- Organize Stake members who can provide assistance as identified in pre-emergency skills assessments
- Provide shelter for those who may not have shelter available
- Locate and reunite family members who have become separated
- Address special health and physical needs for those who are disabled or have special needs
- Provide spiritual/emotional support through the Elders Quorum, Relief Society, YM/YW, and Primary organizations
- Assess if ward buildings need to be utilized (Stake Leaders to determine)
- Organize work crews
 - Safety mitigation
 - Disaster cleanup
- Manage offers of help from others (government agencies or individuals)
- Respond to the community’s request for assistance, as resources allow

Response Priority 4: Reporting

The concept of “return and report” has long been part of the Lord’s church. Clear and consistent communications with those on the ground and those who are leading emergency response efforts is critical to success. While this priority is listed fourth, operationally it should be integrated with the three prior steps while they are ongoing. Leaders (Stake President, bishops, block captains, and others) will define reporting patterns and communications expectations before and during an emergency when the EOC is activated. As mentioned above, communications technologies that are available should be used. In the event of a complete breakdown of communication methods, couriers and personal messengers can be employed to make sure information and conditions are reported precisely and accurately to those in charge.

Incident Termination:

The Stake President may terminate the incident when conditions in the stake are deemed to be sufficiently manageable within individual wards with little or no outside support.

Media:

The Stake President will keep the media informed of the Church’s status and response (see *General Handbook 22.5.3*)

RECOVERY

Recovery consists of the long-term activities that help restore the community. This is particularly important to assist individuals and families to rebuild and recover, both temporally and emotionally. The principles of recovery can best be achieved by following the welfare principles of the Church in conjunction with community recovery resources.

Local and Community restoration

- 1) Temporal
 - a. Building, home, and property restoration
 - b. Access to physical commodities such as clothing, vehicles, tools, gasoline, etc.
 - c. Restoration and access to utilities such as power, gas, water, sewer, drainage, etc.
 - d. Access to healthy food and medicines
 - e. Access to things required by those with special needs
 - f. Employment and insurance
- 2) Emotional
 - a. Access to counseling and emotional support resources
 - b. Emotional resilience and emotional stability classes/training
 - c. Social activities

MITIGATION

Mitigation is the process of learning from both practice situations and through actual disaster response and recovery efforts. By assessing and evaluating past disaster relief efforts, and understanding how, in hindsight, problems could have been prevented, Church leaders can mitigate these problems in future crisis events. This requires review and planning sessions to review results from the current event and record lessons learned, and update current emergency response plans appropriately

- 1) Evaluate the emergency and the response as outlined below assessing each entity as deemed a priority per the Stake Emergency Preparedness Committee. This list includes but is not limited to:
 - a. Preparation, Response, Recovery
 - b. Improvements
 - i. Emergency Response Plans
 1. Effectiveness
 2. Functionality
 - ii. Early Warning and Notification
 1. Threat identification
 2. Member notification
 3. Evacuation plans
 - iii. Emergency Communication
 1. Tools utilized
 2. Specialists
 3. Church leaders communication with government agencies
 4. Assess the most valuable sources of information
 - iv. Initial Response Reports

1. Missionaries, members, church property
 2. Help in the community
 3. Accuracy of reports
 4. Best methods for gathering information
 - v. EOC (Emergency Operations Center)
 1. Effectiveness
 2. Staffing
 3. Leadership
 - vi. Sheltering
 1. Hygiene
 2. Children support
 - vii. Help from local church specialists
 1. Bishop's Storehouse
 2. Liaisons with VOAD and other community resources
 - viii. Help from Church Headquarters
 - ix. Cleanup Efforts
- 2) Update plans and guidelines as necessary
 - 3) The stake may also review with the Bishop's Storehouse, Area leadership, and/or state and county agencies regarding recommendations and response

Appendices

Appendix 1: Stake Emergency Operation Center Location

1. Primary (Preferred):
 - a. Nampa Idaho South Stake Center
 - i. Deer Flat Building: 7809 Deer Flat Rd, Nampa, ID 83686
 - ii. (208) 461-3691
2. Secondary:
 - a. Ruth Lane Building
 - i. 927 Ruth Lane, Nampa, ID 83686
 - ii. 208-318-0015

Appendix 2: Emergency Operations Assignments/Roles

Function	Calling	Description
EOC Director	Stake Presidency	-Overall authority and command of the EOC
Emergency Response Coordinator	Stake Welfare Specialist	-Supports Stake Presidency and ensures lines of communication are open. -Communicates in behalf of Stake Presidency to individual wards
Public Information	Stake Public Relations Specialist	-Per the Stake President communicates with the media
Finance	Stake Clerk	-Disperses funds for supplies and services -Accounts for incident related costs and reimbursements
Operations	High Council Members	-Provides security at the EOC or elsewhere to protect food and commodities -Provides safety checklist to volunteers that may be dispatched to perform restoration or other field services -Maintains operational management of the EOC -Sets up and manages staging areas for incoming stores -Generates work teams to perform restoration services
Logistics	High council Members	-Locates materials and supports allocation to impacted areas -Identifies volunteer workforce available to Bishops' Storehouse and ward ground support requests -Is responsible for the Stake EOC physical set up and for facility sanitation -Provides meals and accommodations for EOC staff beyond 72 hours -Arranges for delivery of meals where needed in impact areas -Organizes first aid and mortuary services at the Stake Center -Maintains list of Stake professional and trade services support volunteers -Arranges for and coordinates temporary sheltering for displaced Church members
Planning	High Council Members	-Maintains logs: sign in/out, records: materials expended, names of people receiving first aid, types of aid rendered -Identifies equipment and other material resources to sustain the EOC and for distribution to support work teams -Maintains records and documents actions taken (ie, # meals provided, volunteer hours rendered, EOC service logs, message book, dispatch logs of equipment and materials, etc) -Recovers, restores, and returns borrowed equipment -Coordinates with Bishops' Storehouse, Ward leaders, and civic agencies to analyze and report the current incident situation awareness
Support	Stake R.S. Presidency	-Supports the Stake Presidency and stake members -Ensures health of individuals and supports as needed

Appendix 3: Stake Emergency Operations Center Support List

- White Board w/markers
- Office supplies
- Clock
- Signage
- Incident Mgmt Vests/Name Tags
- Poster Easel
- Flashlights (w/extra batteries)
- Battery Operated Camper Camping Lanterns (3 ea)
- Halogen shop lights (4 ea)
- Glow Sticks
- First Aid Kit
- MREs or equivalent 3-day supply
- Bottled Water 3-day supply
- Portable Restrooms/Plastic Bags
- 72-hour packs provided by each ERC member
- Cots and sleeping bags (4 ea)
- Available Pop-Up Shelter, Large Tent or Motor Home
- Portable Radio w/extra batteries
- Conference Table, with chairs
- Phone, cell phones, satellite phone (if available)
- Laptop Computers (optional)
- LED Projector (optional)
- Wi Fi Terminal/Internet Connectivity (optional)
- Generator with power Cord (100 feet) and four power strips (w-72 hours of fuel)
- Functional Work Books (i.e., Incident EOC-Director, Operations, Logistics, and Planning)
- Stake Emergency Response Plan (5 ea)
- Log Sheets
- Reporting Forms
- LCD Projector and Screen (optional)
- Copy Machine and paper (optional)
- 2-Way Walkie-Talkie Radios (w-extra batteries)
- Stake Area Map
- Ham Radio equipment (e.g., transceivers (2 ea) w/antenna capable of reaching all wards and Bishops' Storehouse via Simplex

Appendix 4: Stake Emergency Contact List

President Keith Stucki	208-989-6575
1 st Counselor President Kim Keller	208-467-6050
Bill Taylor (Stake Welfare Specialist over Emergency Preparedness)	208-989-4245
John Freeman (High Councilor over Em. Prep.)	208-965-7630
Idaho Office of Emergency Management -Great Idaho Shakeout training	208-258-6500
CERT (Community Emergency Response Team) training	208-455-5324
National Voluntary Organizations Active in Disaster (NVOAD)	info@idavoad.org
Nampa Police Department -Reverse 911 service -Crisis management	208-465-2257
Canyon County Sheriff Department	208-454-7510
Nampa/Melba Fire Department, EMT and Paramedics -Fire prevention and suppression -Fire drills, escape plan -Emergency management training	208-468-5770
American Red Cross -First aid, CPR, and AED training -First aid kits	208-947-4357
Intermountain Gas -How/when to turn off natural gas to house in case of a gas line break	208-376-4657
Idaho Power	208-388-2323

Appendix 5: Committees and Callings

Committees

Stake Emergency Response Leadership Committee participants: (4 people)

- Stake presidency member over emergency preparedness
- High councilor over emergency preparedness
- Stake Welfare Specialist over emergency preparedness
- Stake Relief Society presidency member designated to the committee

Stake Emergency Response Committee participants: (12 people)

- Stake Welfare Specialist over emergency preparedness
- High Councilor over emergency preparedness
- Relief Society Representative
- Ward Welfare Specialists over emergency preparedness (from each ward)

Ward Emergency Response Committee (or Ward Council) participants: (7+ people)

- Ward Welfare Specialist over emergency preparedness
- Bishopric member
- Elders quorum presidency member or representative
- Relief Society Presidency member or representative
- Primary presidency representative
- Sunday School presidency representative
- Young Women presidency representative

Callings

Stake Welfare Specialist over Emergency Preparedness

- Advise and support the Stake President as necessary
- Maintains Stake Emergency Preparedness & Response Plan
- Trains ward welfare specialists and stake and ward leaders as necessary
- Conducts stake exercises when directed by the Stake President
- Maintains copies of local emergency preparedness manuals
- Maintains updated maps and addresses of member's homes
- Maintains a list of Block Captains
- Be an FCC-licensed Ham Radio Operator
- Maintains liaison with the Bishops' Storehouse
- Maintains liaison with local first responder agencies (ARES/RACES)
- Develops and maintains supporting incident implementation plans
- Distributes documents as necessary
- Performs a monthly check-in with the ward emergency response specialists or designated ham radio operators for the wards and conducts a "Directed Net" roll call
- Performs a monthly check-in with the Bishops' Storehouse

Ward Welfare Specialist over Emergency Preparedness

- Attends all Stake Emergency Preparedness meetings as called by the Stake Emergency Response Leadership Committee
- Understands Ham radio operations
- Is ham radio licensed and has a ham radio
 - If not ham licensed then ensures a ward communication specialist is called with a ham license and radio.
- Develops and maintains the Ward Emergency Response Plan
- Works with the Ward Emergency Response Committee
- Works with ward members to develop an individual or family emergency response plan
- Encourages ward members to maintain aspects of ward emergency preparedness
 - Home storage
 - 72-hour kits
 - Year supply
- Organizes the ward into convenient neighborhood groups or blocks and recommends Block Captains to the Ward Emergency Response Committee for approval
- Performs a monthly check-in with the Stake Welfare Specialist
 - Utilizes a Ham radio
 - Maintains (or creates) the Ward Emergency Preparedness plan
 - Gathers critical information (see *Stake and Ward Emergency Planning Guide, providentliving.churchofjesuschrist.org*)
 - Outlines assignments and procedures
 - Maintains emergency communication methods
 - Encourages member participation
 - Makes the plan durable (ie, so you can hand it off to the next called specialist)
- Encourages individual ward training for temporal as well as spiritual and emotional needs

Block Captains (Ward divisions are up to the bishop and ward emergency response committee)

- Maintains an accurate list and map of ward addresses within their block
- Conducts regular activities to ensure the block can respond in the event of an emergency
 - Consider having them fill out Emergency Response Surveys (see *Stake and Ward Emergency Planning Guide, providentliving.churchofjesuschrist.org*)
- Determine those with special needs
- Determine those able to assist in the event of an emergency (special skills such as CPR training)
- Regularly ensures lines of communication are open with Ward Emergency Preparedness Specialist or Ward Communications specialist

Ham Radio Operators (either ward welfare specialists or communications specialists)

- Be licensed
- Keep equipment updated and functional
- Test systems regularly
 - Preferably weekly
 - Minimum monthly

Communications Frequencies and Related Information

Stake ERC Band Frequency: 145.580 Simplex

Ward	FRS Frequency	Tactical Call Sign
Nampa 5 th Ward	Ch 8 467.5625	N5
Nampa 10 th Ward	Ch 10 467.6125	N10
Nampa 17 th Ward	Ch 2 462.5875	N17
Nampa 19 th Ward	Ch 3 462.6125	N19
Nampa 22 nd Ward	Ch 4 462.6375	N22
Nampa 25 th Ward	Ch 5 462.6625	N25
Nampa 37 th Ward	Ch 6 462.6875	N37
Nampa 39 th Ward	Ch 7 462.7125	N39
Nampa 42 nd Ward	Ch 9 467.5875	N42

Appendix 6: Ward Emergency Preparedness and Response Plan

This Emergency Preparedness and Response Plan is intended to be simple, flexible, and yet effective in the event of a major unusual occurrence where public services may not be available.

The bishop will determine the need for the formation of a Ward Emergency Preparedness committee or if the ward council will be such committee

The ward welfare specialist over emergency preparedness (or EPS) will provide training and information to the Ward Emergency Preparedness committee, and as directed by the committee and the bishop provide information and training to members and others residing within ward boundaries (see Appendix 5).

This plan can be adopted “as is” or, if necessary to better prepare and handle a potential emergency unique to your ward, it can be modified to fit local needs.

Bishops have the primary responsibility for preparing and responding to the emergency needs of all people residing within their ward boundaries. The ward Emergency Preparedness committee and EPS are to assist the bishop in these matters.

PREPARING FOR EMERGENCIES

The most likely emergencies to strike the ward are:

- Sustained loss of utilities
- Significant weather event (wind or snowstorm, flooding, tornado)
- Earthquake
- A major fire
- Pandemic disease
- Supply chain disruption
 - i.e., strikes, civil disobedience, natural disasters in other areas
- Large airplane or jet crash
- Chemical or hazardous material event

The EPS, working with the Emergency Preparedness committee, will encourage members to:

- Develop a family emergency preparedness plan (see sample below)
 - To properly secure their homes in the event of a major earthquake
 - To acquire a family first aid kit
 - Participate in first aid training (CPR and/or CERT training)
 - Develop capacity for temporary sanitation and shelter needs
 - Maintain a 72-hour emergency kit, a 30day supply of food, and 2 55-gallon drums of water or equivalent
 - All of the above while working toward a goal of a year's supply of food, clothing, and, where possible, fuel to ensure adequate preparedness for emergencies.

The Ward Emergency Preparedness committee will facilitate this preparation through:

- Holding training sessions and activities for Relief Society, Young Men, Young Women, and Primary
 - Including home safety, emergency communication, emergency planning
- Encouraging members and community members to participate in home food production and storage opportunities
- Providing families with potential home emergency preparedness plans
- Organizing the ward into small neighborhood groups, with a supervisor for each group known as a Block Captain
 - Hold regular training sessions
- Obtaining information regarding their city's *Emergency Preparedness Guide* and complying with recommendations
- Encouraging members to participate in emergency response training (CERT - (Community Emergency Response Team, CPR)

Welfare Specialists (or Emergency Preparedness Specialists) should also review, update, and report to the Stake Welfare Specialist regularly:

1. The accuracy of the ward address list and maps of all homes.
 - a. Stake and ward clerks may assist.
 - b. Keep a printed copy.
2. The status of the ward's Block Captain organization, and activities conducted by Block Captains.
3. Who has been assigned to assist each family who may not be able to care for themselves.
4. Names of people with special skills or equipment helpful in an emergency
 - a. Including CPR or CERT certified
5. Other adequate training or skills.
6. The method of communication to be used in the ward if telephones are out
 - a. The ward welfare specialist should have access to a ham radio.
 - i. A Ward Communication Specialist may be called
 - b. Block Captains may utilize FRS radio systems
7. The designated location for a ward command post.
8. The ward's plan to care for spiritual and emotional needs
 - a. Including recreation and care for children.
9. The approach used to inform less active and community members of the ward's response plan.

Ham radio operators

1. Follow frequency and call letter guidelines.
2. Meet as directed with the Stake Welfare Specialist over Emergency Preparedness for training and coordination.
3. Test their systems at least monthly.

Block Captains

1. Encouraged to hold block parties or block meetings at least annually to define neighborhood staging areas and to train neighbors (members and other community members)

2. Encouraged to have those in their blocks complete the Emergency Response survey
3. Consider covering emergency prep topics as suggested by local stake or ward leaders.

The ward council will review regularly:

1. Ward plans.
2. Ward emergency response readiness levels and up-dated lists of resources available for emergency relief.
3. Methods for communicating within the ward if telephone service is lost.

RESPONDING TO EMERGENCIES

Civil authorities are in charge in the event of an emergency. When an emergency occurs, all members of the bishopric may not be available. Order of succession is as follows:

1. Bishop
2. 1st Counselor in bishopric
3. 2nd Counselor in bishopric
4. Elders Quorum president
5. Ward Welfare Specialist over emergency preparedness

In the event of an emergency **bishops** should:

1. Ensure their own home is secure and family members are accounted for
2. Assess the immediate needs of close neighbors and obtain help from those with special training in emergency response
3. Convene at the ward command post
4. Determine the initial course of action based on any direction from civil or stake authorities.
5. Make assignments for initial response.
6. Obtain reports from Block Captains or ministering brothers.
7. Establish communication with stake leaders at the Emergency Operations Center (most likely the Stake Center) via Ham radio (if unavailable consider FRS radios, runners or other methods).
8. Ward leaders will prepare and report the following to stake officers:
 - a. Name, title, and unit of the reporting officer, and how the presiding officer can be reached.
 - b. Description, location, and magnitude of the emergency.
 - c. Number of members injured, missing, or dead.
 - d. Location and extent of damage done to Church or member property
 - e. Actions being taken to help those in distress.
 - f. Needed assistance that is unavailable locally.

Priority Actions in an emergency for the **ward bishopric and EPS**:

1. Assist those who are injured or in danger.
2. Account for all families, assisting them to reunite as soon as possible. Particular attention should be given to individuals and families with special needs.
 1. Block Captains, ministering brothers, and church leaders will be the primary sources of this information.
3. Inform the stake of conditions in the ward and request assistance as necessary.

4. Arrange for shelter and other selected services, keeping people as close to their property as possible (such as, in the homes of relatives, friends, and neighbors prior to sending them to public shelters or establishing a shelter in a meetinghouse).
5. Assess damage to Church property and take steps to protect it.
6. Assess damage to homes and determine ways neighbors can assist one another.
7. Organize volunteer relief teams under the direction of stake or civic leaders if conditions are safe to do so.
8. Provide for the emotional and spiritual needs of the people. Include arrangements for the supervision of young children whose parents are injured or engaged in emergency response efforts.
9. Avoid establishing a shelter in a church meetinghouse unless requested by appropriate stake or civil authorities. (See below)

Communications during an emergency between the wards, stakes and civil authorities at the Stake Emergency Operations Center (EOC) will be handled as follows:

1. If functional, normal telephone/cellphone communications will be sufficient.
2. If telephone systems are not functional:
 - a. Ward EPS in conjunction with the bishop will contact the Stake President via Ham radio
 - b. In the event radio communications are unavailable paired runners may be assigned carrying written information.
 - c. Individuals and families may turn on battery powered radio or TV to receive updates

Block Captains will take the following actions during an emergency:

1. Ensure the safety of their own families.
2. Check on the status of the neighbors in their block. As soon as possible, check the status of all families on the block that have not contacted them.
3. Team up with neighbors to secure the neighborhood of safety or medical concerns.
 - a. Turn off running water ONLY if needed to prevent flooding.
 - b. Turn off natural gas ONLY if you smell a gas leak.
 - c. Turn off electricity ONLY if a dangerous condition exists.
 - d. Otherwise, leave utilities alone.
4. Report family status of neighborhood groups to the bishop's emergency command post or staging area as soon as possible. Include the following:
 - a. Families' physical health
 - b. Structural condition of each family's home
 - c. Report utilizing assigned FRS radio channels
 - d. If radio communication fails, send two people to the ward command center to report and receive instructions, preferably in writing.
5. Report any further significant changes as they occur
6. If your area is required to evacuate, make sure all neighbors are accounted for. Advise families to inform their Block Captain if they should decide to leave the general area.

Ministering brothers should take the following actions during an emergency when conditions permit:

1. Ensure the safety of their own family

2. Check on the status of their neighbors
3. Check on the status of their assigned families if possible
4. Report any needs to available Block Captains, quorum, or ward leaders

All others, including other community members:

1. Ensure the safety of their own family.
2. Check on the status of their neighbors.
3. Put the appropriate marker in a front window or other easily detectable location. Keep signal markers in a convenient place, perhaps a closet near the front door. Ensure that all members of the family know where and how to use them.
 - a. Red = Urgent Need
 - b. Yellow = Non-Urgent Need
 - c. Green = All OK
4. Report to their Block Captain as soon as possible at the neighborhood staging area. If the Block Captain is unavailable, report any needs to a ministering brother, any ward leader at the ward command post, or to a temporary Block Captain appointed by the available neighbors at the time of the emergency.
5. If no flag or marker is observed on the house of a neighbor, the status of the residents should be checked

Appendix 7: Family Emergency Preparedness and Response Plan

Overview

The Emergency Preparation and Response Plan is intended to be simple, flexible, and yet effective in the event of a major unusual occurrence where regular services may not be available.

It should be noted that during an actual emergency, civil authorities are in charge; however, the resources of the local civil authorities would not be sufficient to help all involved. Therefore, we all need to prepare for emergencies and have in place our own emergency preparedness plan.

This sample emergency plan can be used by you and your family to help you be prepared in the event of an emergency. You can use it as is, or as a basis for developing your own emergency preparedness plan. We would suggest you familiarize yourself with the city plan. If you have any questions, please consult your ward welfare specialist over emergency preparedness.

Emergency Preparation and Response

This information will allow you to prepare a general family plan. Local neighborhoods should also meet together under their Block captains (if your ward chooses this approach) and formulate a neighborhood plan.

Who does your plan involve?

- List the names and ages, and any special needs of your family (mental or physical disabilities that these people may have).

Develop an evacuation plan:

- Draw a floor plan for each level of your home.
 - If there is a second level, how will family members reach the ground if forced to exit a window?
- Make sure that each family member has two escape routes.
- Provide children's bedrooms with window chain ladders or window well escape ladders, if needed.

Designate meeting places:

- Designate two specific meeting places to reunite after an emergency. One should be in your yard near your home, the other outside your neighborhood in case family members cannot return home.
- Know the school policy for releasing children in an emergency and who is assigned to pick up children at school.

Establish a communication plan:

- Have 2 phone numbers for contact available: one local and one out of state.
 - If out of town, (as soon as possible) relay information about your location, well-being, and approximate time that you will call to assess the status of the rest of the family.

- Know your neighbors' home and cell phone numbers if you are caught away from home and need them to respond to children's needs, etc.
- Include in your plan instructions to inform your Block Captain as soon as possible after an emergency occurs, about the status of your family and the condition of your home.

Teach a home fire safety plan:

- What to do if you smell smoke or have a kitchen fire.
- What to do if you have smoke under a door or the door is hot. (Do not open the door)
- Teach the 18" crawl under smoke rule.
- Teach the never re-enter a burning home rule.
- Teach how and when to dial 911 for help.
- Keep fire extinguishers and smoke detectors working. (Change batteries regularly)

Teach all family members about utility shut-offs: Know where all utility shut-offs are located.

- Know where all your home water, gas and electric shut-offs are located in the home and outside the home
- Have the necessary tools accessible in an emergency, turn off only if necessary.

Learn or renew basic first aid:

- Take classes in First Aid, CPR and the Heimlich maneuver.
 - You cannot have too much knowledge in this area.
- Prepare and maintain a well-equipped First Aid Kit in the home, and consider one for your vehicle as well.

Prepare a 72-hour family kit:

- Obtain or assemble a 72-hour Kit of essential items you and your family will need during a 72-hour time period following an emergency. (Just the basics to survive.)
- Assemble food, water, medications, baby needs and sanitary supplies in a portable container.
- Include a method for cooking. (Every six months rotate the food supplies.)

Home production and food storage:

- Acquire skills in gardening, canning, and food storage.
- Acquire a 30-day supply of food, and plenty of water (equivalent to two 55-gallon drums), while working toward a goal of a year's supply of food, clothing, and, where possible, fuel to prepare for emergencies. Store (and rotate) enough food that is close to what you would normally eat to last several months. For longer term, store just the essentials.
- Harold B. Lee stated regarding a year's supply, "Not what we ordinarily use, but in terms of what would keep us alive if there wasn't anything else to eat ... and it would be less costly for us to comply." Long term storage is just the basics. Although you can add to this if circumstances allow.

Prepare for an earthquake:

- Before an earthquake:

- Secure large appliances and furniture.
- Provide strong rigid support to any natural gas lines
- Remove or isolate all flammable materials to outside storage areas.
- Place all heavy objects on lower shelves.
- Secure all priceless items or antiques with museum (or earthquake) wax.
- Secure bunk beds, remove or secure heavy objects over the headboard of beds
- Make an earthquake hazard hunt in your home for potential problems and make corrections where needed.
- Provide an emergency light in children's bedrooms and hallways that will automatically turn on when electricity fails.
- Avoid letting vehicles dip too low on fuel
- During an Earthquake:
 - If inside, stay there! -- If outside, stay there!
 - DO NOT RUN OUT of older buildings or downstairs until the shaking stops.
 - Get under a table or desk, or into an interior doorway until the shaking stops. Duck, cover and hold.
- After an Earthquake:
 - Check for injuries, and administer first aid.
 - Put on shoes if shoeless.
 - Smell for natural gas and check for water leaks. If leaks found, turn off utilities.
 - Confine frightened pets.
 - Check home for structural damage--evacuate if necessary.
 - Prepare for additional earthquake aftershocks.
 - Begin the cleanup of hazardous materials first.

After any Emergency:

- Turn on TV if electricity is available; or turn on emergency radio.
- Make sure all family members are safe.
- Check with your neighbors to determine if they are all safe.
- Check on the status of any ministering families and report needs to a quorum leader, bishopric member, or Block Captain.
- Report to your Block Captain at the neighborhood staging area. If the Block Captain is unavailable, report needs to a ministering brother or to any ward leader at the ward command post.
- Consider that all normal communications methods may be out of service and stores and gas stations inundated or closed
- When time permits, or before leaving your home, place a card near your front door to provide a public notice of your family's condition.

Appendix 8: Procedure for Using a Church Meetinghouse as a Shelter

Church meetinghouses are not considered first-line choices for sheltering in the event of an emergency. When other sheltering options are unavailable, priesthood leaders may consider the use of Church buildings. This requires:

1. Stake President knowledge and request
2. Area Presidency approval

The reasons a meetinghouse is not considered first choice are:

1. Cooking equipment and heaters that are not part of normal meetinghouse structure may not be used.
2. Pets are not allowed, except service animals
3. Toilet facilities may not be adequate
4. There are no bathing facilities
5. Meetinghouse chapels and offices may only be used for Church purposes

If it is deemed necessary and unavoidable, Church meetinghouses may be used as:

- Temporary shelters
- First aid
- Feeding stations
- Supply distribution centers
- Information centers (see General Handbook, 22.5.3)

Procedures for allowing meetinghouse utilization during an emergency

1. Obtain ecclesiastical authorization
2. Notify the facilities manager
3. Ensure visitors observe Church standards of conduct (see Church Handbook 35.4.4)
4. During or following a disaster if Church meetinghouses are utilized
 - a. Always have an assigned ecclesiastical leader present. Especially when another organization (such as the American Red Cross) is utilizing the building
5. Organizations other than The Church of Jesus Christ of Latter-day Saints are to sign a liability form for any damage or misuse
 - a. In the United States a “Facility Use Agreement” should be used
 - i. The Church has an existing memo of understanding with The American Red Cross (see ProvidentLiving.ChurchofJesusChrist.org)
 - b. Other organizations should sign a “Temporary Use Agreement”

Appendix 9:

Emergency Response Quick Reference Guide

1. Address immediate needs of home and family
2. Respond to others immediate needs
 - a. First-responders
 - b. Individuals with special needs
3. Place needs card in window (Red = urgent need, yellow = non-urgent need, green = all okay)
4. Stake leadership report to Deer Flat Stake Center Building and establish the Emergency Operations Center (EOC)
 - a. Stake Presidency
 - b. High Council
 - c. Stake clerks
 - d. Stake Welfare Specialist over Emergency Preparedness
 - e. Stake Relief Society Presidency
5. Assess the status and condition of Church buildings
 - a. Assess if ward buildings need to be utilized in the response activities
6. Establish communication via cell-phone/landline/ham radio/runner
 - a. Bishop's Storehouse
 - b. Ward units and bishops
7. Wards initiate emergency response plans and local EOCs
 - a. Wards implement communications within wards and with Block Captains
 - b. Flow of reporting:
 - i. Ward members report to their Block Captains
 - ii. Block Captains report to bishops
 - iii. Bishops report to the Stake President
 - iv. Stake President to communicate needs to Bishop's Storehouse as needed
8. Stake EOC receive reports on ward status from bishops
9. Follow instructions from government leaders

Response Priorities

- 1) Account for and assess the safety, health, personal property, and well-being of:
 - a) Church members
 - b) Missionaries
 - c) Other community members
- 2) Assess the needs and arrange for the supply of basic provisions and services
 - a) Through the Bishops' Storehouse if needed
- 3) Coordinate with civil authorities and community relief organizations
- 4) Characterize and organize Stake members who can provide assistance
- 5) Locate and reunite family members who have become separated
- 6) Obtain medical care for the injured or those with health challenges
- 7) Provide spiritual/emotional support through ward Elders Quorum and Relief Society organizations

- 8) Organize work crews
 - i) Safety mitigation
 - ii) Disaster cleanup
- 9) Manage offers of help from others (government agencies, community organizations, or individuals)
- 10) Respond to the community's request for assistance
- 11) Ensure all requests for reimbursement are submitted in accordance with Church policies
- 12) Update Area Authorities (see *Emergency Response Procedures (Overview) for Area Seventies and Stake Presidents*)
- 13) Keep media updated
- 14) When appropriate, terminate the incident

