

SAMPLE WARD

EMERGENCY PREPARATION AND  
RESPONSE PLAN

1 September 1998

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This sample emergency plan is provided to assist but not restrict ward leaders as they review and update local plans.

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## SAMPLE WARD - Emergency Preparation and Response Plan

The emergency preparation and response plan for the Sample Ward is based on principles set forth in *Providing in the Lord's Way: A Leader's Guide to Welfare* (32296), its supplement *Church Welfare Resources* (34475), pages 14 through 17, and the *Sample Stake Emergency Preparation and Response Plan*. All preparation and response will be carried out through the existing ward organizations. The ward welfare committee will be used fully to coordinate this effort.

### PREPARING FOR EMERGENCIES

The most likely emergencies to strike the Sample Ward are:

- An evacuation required because of a chemical spill along Highway 89. 

Each ward should determine the most likely emergencies to occur.
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- An earthquake along any of the Wasatch faults that could damage roads, homes, and businesses.

Review and report annually to the high council assigned to the ward progress toward teaching members to acquire a year's supply of food, clothing, and, where possible, fuel and to prepare for the expected emergencies through:

- Sacrament meeting talks by members of the ward welfare committee. 

Each ward should determine ways to encourage members to obtain a year's supply and prepare for emergencies.
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- Melchizedek Priesthood quorum emphasis by the spiritual and temporal welfare committee in lessons and a home teaching message.
- Relief Society lessons and homemaking meetings.
- Annual Young Men experiences, an annual Young Women lesson, girls' camp experiences, and scouting emphasis on the First Aid and Preparedness merit badges.
- Dry pack canning (if a Church cannery is close by).

Updated lists:

- Attached ward list and map
- Those assigned to assist selected families:

Each ward should assign someone to assist those who may be unable to care for themselves. A list of those with special skills and equipment could also be prepared.

<u>Family</u>	<u>Condition</u>	<u>Assignment</u>
Sister Drucilla Evans	Wheelchair bound	Ansel and Dorothy Martin
Brother Bill Call	Hard of hearing	Ray Maxfield or Sam Green
Sister Sally Cowley	Single with 5 children	Sister Rane Godfrey
President George Thomas	Needed at the stake	Patrick Robison or Kevin Christensen
Bishop John Arnold	Needed in ward	Joe Ames or Jerry Palmer

- Those with special skills or equipment:

<u>Person</u>	<u>Skill or equipment</u>	<u>Comments</u>
Kathy Herman	Retired nurse	Other health professionals will likely be providing service in the community
Paul Hansen	Heavy equipment	Available 5 miles away
Debbie Larson	Cafeteria manager	Could assist with mass feeding
Paul Mitchell	Cellular phones	
Sam Green	Pickup truck	

Note: The ward executive secretary, with the ward finance clerk as backup, will prepare an expanded list as necessary in the emergency.

Communications:

- The ward executive secretary, with the ward finance clerk as backup, is assigned to coordinate communications in the Sample Ward. Each ward should determine methods of emergency communications.
- If telephones are not working, Aaronic Priesthood holders will be used as "runners" within the ward. If possible, they will be encourage to travel by automobile, bicycle, and if necessary on foot.
- Two young men will be designated at the time of the emergency to carry messages to the stake presidency or the stake communications specialist, Sam Jones, 1417 West 850 South, 555-2222.

## RESPONDING TO EMERGENCIES

### Ward welfare committee

After ensuring that family members are able to care for themselves, ward welfare committee members should convene to:

- Review any counsel or instructions from civil authorities and the stake presidency.
- Determine an initial course of action.
- Confirm overall responsibilities making sure that the bishop and others, as he directs, are available to minister to the people and that others, as assigned, focus on the physical arrangements needed at the time.
- Make an initial assessment of the condition of members and others.
- Set the time and method for follow-up communications.

When an emergency occurs, all members of the ward welfare committee may not be available. If the bishop is not available, his counselors and then others he has designated will direct response efforts.

Each bishop should determine who will direct response efforts if the bishopric is not available.

### Priority of actions in an emergency:

1. Assist those who are injured or in danger.
2. Report to the stake presidency.
3. Account for all families, assisting them to reunite as soon as possible.
4. Arrange for shelter and other selected services as necessary.
5. Assess damage to Church property and take steps to protect it as necessary.
6. Review damage to homes and determine ways neighbors can assist one another.
7. If necessary, establish a shelter using the Church meetinghouse. Approval to do so should be sought from the Area Presidency through the stake presidency.

Selected services

Refer to *Church Welfare Resources* (34475), pages 16 and 17 for more information on first aid assistance, food preparation, housing, recreation, sanitation, child supervision. The assignments for these activities in the Sample Utah North Ward are:

Each bishop should determine who is appropriate to provide selected emergency services. This could be determined in advance or at the time of the emergency.

First aid assistance	Kathy Herman
Food preparation	Homemaking counselor in the Relief Society
Housing	Education counselor in the Relief Society
Recreation	Activities Committee
Sanitation	Spiritual and temporal welfare committee in the elders' quorum
Child supervision	Primary presidency

**WARD MAP**



# POSSIBLE USE OF CHURCH MEETINGHOUSE AS AN EMERGENCY SHELTER

