

WARD EMERGENCY PREPARATION AND RESPONSE PLAN

SAMPLE

Ward leaders can use this sample to create or update their ward emergency preparation and response plan. The sample is based on instruction in the *Church Handbook of Instructions, Book 1: Stake Presidencies and Bishoprics* (2006), page 20. All preparation and response should be carried out through the bishopric and ward welfare committee or other existing ward organizations. The home teaching organization should be used to assist.

1. PREPARING FOR EMERGENCIES

Emergencies that are most likely to occur in the ward

- _____
- _____
- _____

Ways to encourage members to prepare for emergencies

- Sacrament meeting talks
- Priesthood quorum and Relief Society meetings
- Home and visiting teaching messages
- Young Men and Young Women meetings and activities
- Dry pack canning (if locally available)
- _____
- _____
- _____

(Ward leaders should determine how they would teach emergency preparedness to members and report annually to the high councilor assigned to the ward.)

Attached lists

- Ward list and map
- Members assigned to assist those with special needs
- Members with special skills or equipment
- _____
- _____
- _____

Communication plan

- The ward executive secretary, with the ward clerk as backup, is assigned to coordinate communications.
- If telephones are not working, elders quorum members will be used as “runners” within the ward.
- Quorum members will be designated at the time of the emergency to carry messages to the stake presidency or the stake communications specialist.
- _____

- _____

- _____

(Each ward should determine its own methods of emergency communications.)

2. RESPONDING TO EMERGENCIES

Responsibilities of the ward welfare committee

After ensuring that their families are cared for, the ward welfare committee should convene to:

- Review any instructions or counsel 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.

If the bishop is not available when an emergency occurs, his counselors will direct response efforts. (The bishop should determine who will direct response efforts in case no member of the bishopric is 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 ward members.
4. Arrange for temporary shelter and other selected services as necessary.
5. Review damage to homes and apartments, and determine ways neighbors can assist one another.

Selected services

The ward may provide selected services to assist members, including:

- First aid medical assistance.
- Food preparation.
- Temporary housing.
- Recreation.
- Sanitation.

(The bishop should determine the appropriate source of these selected services, either at the time of the emergency or in advance.)

STAKE EMERGENCY PREPARATION AND RESPONSE PLAN

SAMPLE

Stake leaders can use this sample to create or update their stake emergency preparation and response plan. The sample is based on instruction in the *Church Handbook of Instructions, Book 1: Stake Presidencies and Bishoprics* (2006), pages 9–10. All preparation and response should be carried out through the stake presidency and stake welfare committee or other existing stake organizations.

1. PREPARING FOR EMERGENCIES

Emergencies that are most likely to occur in the stake

- _____
- _____
- _____

Ways to encourage members to prepare for emergencies

- Sacrament meeting talks under the direction of the bishop
- Stake conferences
- Priesthood and Relief Society meetings
- Home and visiting teaching messages
- Young Men and Young Women meetings and activities
- Dry pack canning (if locally available)
- _____
- _____
- _____

(Each stake should develop suggestions to wards on encouraging members to prepare for emergencies.)

Ward leaders should review, update, and report annually on the following to the high councilor assigned to the ward:

- The accuracy of ward lists and maps
- Members assigned to assist those with special needs

- Members with special skills or equipment
- Communication methods to be used if telephones are not working
- _____
- _____
- _____

Stake welfare committee should review the following annually:

- Ward plans (based on reports from high councilors)
- Methods for communicating with the wards and the chairman of the regional welfare committee if telephones are not working
- Resources in the stake to prevent and relieve emotional trauma
- _____

- _____

- _____

(Each stake should determine its own methods of emergency communications.)

2. RESPONDING TO EMERGENCIES

Responsibilities of the stake welfare committee

After ensuring that their families are cared for, the stake welfare committee should convene to:

- Review any instructions or counsel from civil authorities.
- Determine an initial course of action.
- Confirm overall responsibilities, making sure that key priesthood leaders, Relief Society leaders, and others 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.