

This plan is assigned to:

Hibbard 2nd Ward

Henry's Fork Stake
Rexburg, Idaho

Emergency Response Plan

March 2012

Please Note: The intent of a Ward or Stake Emergency Response Plan is to organize in advance how the saints will be mobilized to assist one another, how the buildings will be used, and to assign leadership responsibilities in the event of an emergency. The plan is not a document to itemize what kind of supplies to keep on hand or how to build your food storage—saints should be encouraged to make their preparation a matter of prayer and research emergency preparedness and food storage resources accordingly. Remember, this plan is a mobilization document intended to keep the saints organized in the event of an emergency.

SAMPLE

Hibbard 2nd Ward

Emergency Preparation and Response Plan

The emergency preparation and response plan for the Henry's Fork Stake is based on principles set for the in *Providing in the Lord's Way: A Leader's Guide to Welfare* (32296) and its supplement *Church Welfare Resources* (34475), pages 14 through 17. All preparation and response should be carried out through the existing Church organization. The stake and ward councils and the stake bishops' council should be used fully in these efforts.

Preparing for Emergencies

The most likely emergencies to strike the Henry's Fork Stake are:

- An earthquake that could damage roads, homes, and public utilities
- Wildland Fire
- Winter storms and extreme cold
- Flooding
- Power Outages
- Chemical spill on city, county or state roads requiring evacuation
- Biological threats targeted at large public gatherings
- Anhydrous Ammonia discharge from local businesses
- Nuclear blasts or radiological dispersion devices

Ward Council should review and discuss progress toward encouraging members to acquire a year's supply of food, clothing, and where possible, fuel and to prepare for the expected emergencies.

Suggested methods accomplishing family and ward preparedness are:

- Sacrament meeting talks under the direction of the Bishop
- Melchizedek Priesthood Quorum emphasis using the councils to prepare lessons and home teaching messages
- Relief Society lessons, visiting teaching messages, and enrichment meetings
- Young Men, Young Women, and Scouting lessons and experiences
- Dry Pack Canning
- Firesides
- Emergency Preparedness fairs
- Emergency exercises (radio coverage test, etc.)

Ward Councils should also review and update the following by July 1st of each year and be prepared to provide the following to High Council representative that month:

- The accuracy of the ward address list and map of all member homes
- Who has been assigned to assist each family who may not be able to care for themselves
- Those in the ward with special skills or equipment who could be helpful in an emergency

- The method of communication to be used in the ward and to the stake if telephones are out and the status of the communication equipment
- The approach used to inform less active members and those of other faiths of plans in the ward for response to emergencies

The High Councilor for each ward will report annually on:

- Ward plans
- Method for communicating with the wards, local government, 911, Presidency of the Seventy, Area Seventy and with the Welfare Square Storehouse Emergency Communications Specialist if telephones are not working
- Resources in the stake to prevent and relieve emotional trauma
- They will also update all ward information received on the Stake Master Plan

Responding to Emergencies

Members are encouraged to take direction from civil authorities during emergencies. After ensuring that family members are able to care for themselves, ward and stake council members should convene to:

- Determine an initial course of action based on any direction from civil authorities
- Define responsibilities making sure that key priesthood leaders 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 families
- Set the time and method for follow-up communications

As soon as possible, ward leaders will meet at the Chapel to determine needs and coordinate efforts in rendering assistance where needed. Please see Appendix G for contact information for the Bishopric and Ward Council.

Alternate locations will be used if needed and if available in the following order:

Hibbard Building
Salem Building
Plano Building

In the event no building is available in the Henry's Fork Stake, the Rexburg North Stake will be contacted to obtain permission to use their Stake Center.

When an emergency occurs, the Bishopric may not be available. In their absence, the following order of priesthood leaders should be observed to determine who would direct response efforts until a presiding officer is present: The Elders Quorum President (Presidency) or the High Priest Group Leader (Leadership). Please see Appendix G for contact information.

Priority actions for Stake and Ward leaders in an emergency should be:

1. Assess conditions and safety for those that will be assisting in the affected areas.
2. Assist those who are injured or in danger.
3. Account for all families, assisting them to reunite as soon as possible.

4. Inform the Welfare Square Bishop's Storehouse of conditions in the stake and request assistance as necessary. If the Welfare Square Bishop's Storehouse is unavailable, contact should be made with Church Headquarters.
5. Arrange for shelter and other selected services – keeping people as close to their property as possible in the homes of relatives, friends, and neighbors before sending them to public shelters or establishing a shelter in a Church meetinghouse.
6. Assess damage to Church property and take steps to protect it as necessary.
7. Review damage to homes and determine ways neighbors can assist one another.
8. If necessary establish a shelter using the attached layout as a guide (Appendix A). With approval from a member of the Presidency of the Seventy or the Area Presidency, Church buildings (except temples) may be used as shelters, first aid stations, feeding locations, and recreation centers during emergencies. Stake and ward council members ensure that those using the buildings observe Church standards of conduct, including the Word of Wisdom, while they are in the buildings.” (Handbook of Instruction, Book 1, 5.1.3)

Accountability:

“During an emergency, the stake presidency receives reports from bishops on the condition of Church members and Church property. The stake presidency then reports to a member of the Presidency of the Seventy or the Area Presidency.” (Handbook of Instruction, Book 1, 5.1.3)

When emergencies arise, the bishop should receive reports from quorum leaders concerning the conditions and needs of members. Quorum leaders receive these reports from home teachers. The bishop then reports to the stake presidency on the condition of members and Church property. This system may also be used to communicate messages from the stake presidency or bishopric. (Handbook of Instruction, Book 1, 5.2.11)

Media:

“During an emergency, the stake president oversees public information that is released locally by the Church.” (Handbook of Instruction, Book 1, 5.1.3)

Communications:

The easiest available method of communication should be used at all times—methods to consider: Telephone, Cellular Telephone, Text Messaging, Email, FRS Radio (Family Radio Service), HAM Radio, CB Radio, Runner/Messenger.

Each Ward is to have a Communication Specialist able to communicate via HAM Radio to the Stake Center. Stake Center Communication Specialists can then disseminate information to stake leadership or 911 via radio communications. A diagram of the stake communications plan is found in Appendix B.

Communication Methods

Short wave radio

- Rexburg Bench Repeater (HAM) 146.700 Mhz Rexburg Local Repeater (Stakes to 911)
- Relay Ridge Repeater (HAM) 146.940 Mhz Idaho Falls North and Teton Basin Info
- Radio to Radio (HAM) 146.520 Mhz Simplex--Wards to Stake
- Church Repeater 146.880 Mhz
- Church HF 75 meter 3.877

Family Radio Service (FRS)

- FRS/GMRS (Talkabout) Radio channel 1 code 1 (Stake Communications)
- FRS/GMRS (Talkabout) Radio channel 2 code 1 (Ward Communications)

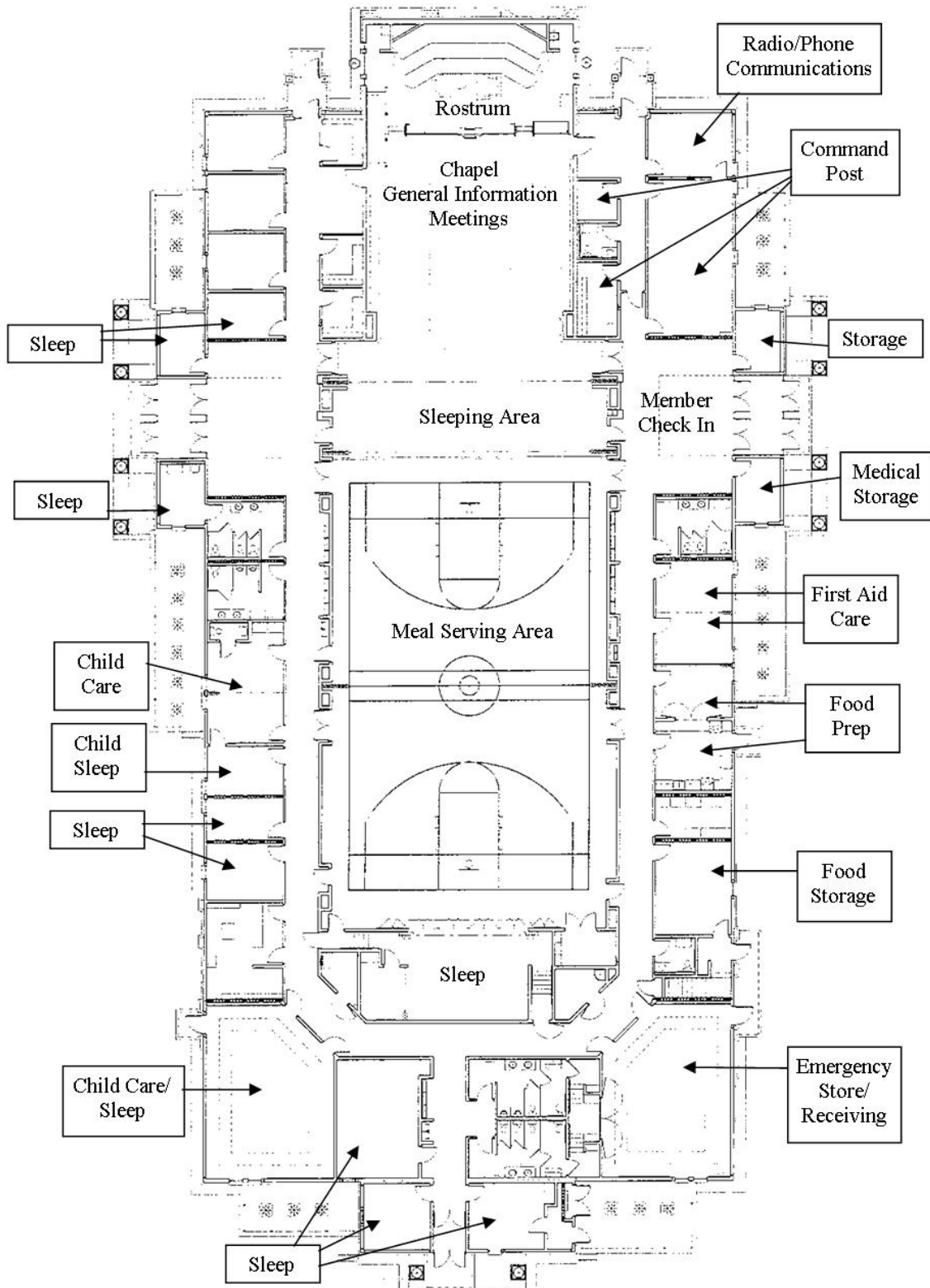
Other Methods

- CB channel 9
- Cellular Telephones (Very Limited in Disasters)
- Texting (This method should be tried)
- KBYR 91.5 FM—This is the official Madison County Emergency Radio Station

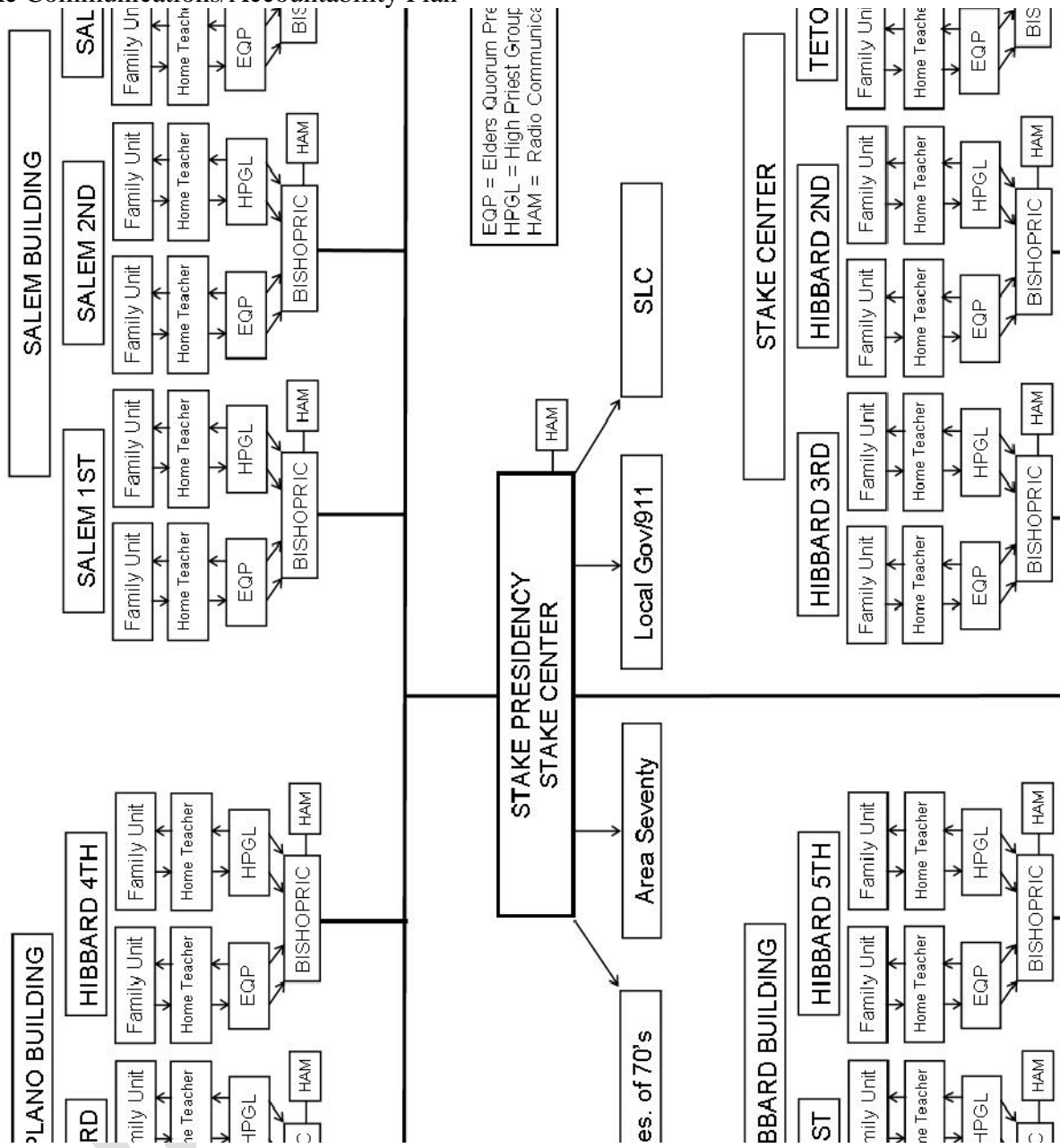
Emergency Materials & Service List:

This list is not included in this plan; however, a copy of this list is to be kept in the Ward Clerks Office. A master stake plan can be found in the Stake Clerks Office. This list is to be updated periodically to ensure all stake members have access to needed resources during a time of need.

Appendix A: Shelter/Building Layout—Stake Center Chapel



Appendix B: Stake Communications/Accountability Plan



Appendix C: 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 fulfilling the responsibility. Please note that both stake and ward callings are listed. During an actual emergency, individuals filling stake callings are to be a support to the correlating ward position. For instance, the Stake President will coordinate 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 needs are taken care of.

In short, the stake callings are to support the ward function. Because there are multiple wards in each building, the Agent Bishop is to coordinate the staffing of their 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.

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	Stake President / Bishop
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 preplan	First Counselor-Stake Presidency/Bishopric
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 Specialist in setting up two way radios and establishing communications 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
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.	Stake / Ward Relief Society President
Work Assignments:	Liaison High Counselor / Elders Quorum Pres.

<p>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>	
<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 series 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 building to discourage looting. Provide general security at shelters.</p>	Stake / Ward Young Men President
<p>Transportation: Mobilize resources as need—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 care of young children when parents are dealing with emergency situation 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
<p>Social/Emotional Needs: Find sources 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 Priest Group Leader

Appendix D: Emergency Assessment Report (Make Copies)

Emergency Assessment Report

Date _____ Time _____

Location _____

Description _____

Ward Status	Date/Time	Person	Injured	Deaths	In-Need
Hibbard 1	_____	_____	_____	_____	_____
Hibbard 2	_____	_____	_____	_____	_____
Hibbard 3	_____	_____	_____	_____	_____
Plano	_____	_____	_____	_____	_____
Teton River	_____	_____	_____	_____	_____
Salem 1	_____	_____	_____	_____	_____
Salem 2	_____	_____	_____	_____	_____
Salem 3	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

Building Status
Stake Center _____

Hibbard _____

Plano _____

Salem _____

Appendix G: Critical Contact Information

Date: February 2012

Title	Home Phone	Cell Phone	Address
Stake President: Robert Marcum	359-0983	313-6807	
1 st Co.: Dale Sturm	359-5374	403-5270	
2 nd Co.: Bryan Case		709-1263	

Date:

Title	Home Phone	Cell Phone	Address
Stake President:			
1 st Co.:			
2 nd Co.:			

Date:

Title	Home Phone	Cell Phone	Address
Bishop:			
1 st Co.:			
2 nd Co.:			
EQP:			
HPGL:			
RSP:			
YMP:			
YWP:			
Pri. Pres.:			

Date:

Title	Home Phone	Cell Phone	Address
Bishop:			
1 st Co.:			
2 nd Co.:			
EQP:			
HPGL:			
RSP:			
YMP:			
YWP:			
Pri. Pres.:			

Date:

Title	Home Phone	Cell Phone	Address
Bishop:			
1 st Co.:			
2 nd Co.:			
EQP:			
HPGL:			
RSP:			
YMP:			
YWP:			
Pri. Pres.:			

SAMPLE