

**SAMPLE STAKE**

**EMERGENCY PREPARATION AND**

**RESPONSE PLAN**

1 September 1998

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

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## SAMPLE STAKE

### EMERGENCY PREPARATION AND RESPONSE PLAN

The emergency preparation and response plan for the Sample Stake is based on principles set forth 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 welfare committees and the stake bishops' welfare council should be used fully in these efforts.

#### PREPARING FOR EMERGENCIES

The most likely emergencies to strike the Sample Stake are:

Each stake should consider the most likely emergencies to arise locally.

- An evacuation required because of a chemical spill along Highway 89.
- Flooding of homes and business from an overflow of Glub Creek.
- An earthquake along any of the Wasatch faults that could damage roads, homes, and businesses.

Ward welfare committees will review and report annually to the high councilor assigned to the ward progress toward encouraging 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 under the direction of the bishop.
- Melchizedek Priesthood quorum emphasis using the spiritual and temporal welfare committees to prepare lessons and home teaching messages.
- Relief Society lessons and homemaking meetings.
- Young Men, Young Women, and scouting lessons and experiences.
- Dry pack canning (if a Church cannery is close by).

Each stake should develop suggestions to wards on encouraging members to acquire a year's supply and prepare for emergencies.

Ward welfare committees should also review, update, and report to the high council representative at least annually:

- 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.

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

The stake welfare committee will review annually:

- Ward plans based on reports from high councilors.
- Methods for communicating with the wards and with the chairman of the regional welfare committee through the regional communications specialist if telephones are not working. The present stake communications specialist is Sam Jones, 1417 West 850 South, 555-2222, amateur radio call letters H76ZY.   
 Each stake should identify a stake communications specialist and ensure there is a method to contact the regional communications specialist and bishops' storehouse if telephones are not working.
- Resources in the stake to prevent and relieve emotional trauma.

#### 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 welfare committees 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.

Note: arrangements have been made with neighboring stakes to use their stake offices for meetings when a chemical spill evacuation is ordered.

Each stake should consider where stake leaders will meet if the stake center is not available.

When an emergency occurs, all members of stake and ward welfare committees may not be available. If the presiding priesthood officer is absent, the following order should be observed to determine who will direct response efforts until a presiding officer is present.

Stake	Ward
Stake presidency	Bishopric
Others as designated	Others as designated

Each stake should determine in advance who will direct response efforts when a member of the stake presidency is not yet available.

Priority actions in an emergency should be:

1. Assist those who are injured or in danger.
2. Account for all families, assisting them to reunite as soon as possible.
3. Inform the chairman of the regional welfare committee of conditions in the stake and request assistance as necessary. If the chairman of the regional welfare committee is unavailable, contact should be made with the Area Presidency or Church headquarters.
4. 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.
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 attached layout as a guide. A Church meetinghouse may be used as an emergency shelter with the approval of the Area Presidency. If any non-Church agency requests the use of the meetinghouse, approval from the Area Presidency is needed. Care should be taken to ensure appropriate control of the building by priesthood leaders.

The stake or wards may provide selected services to assist members and others as needed. Refer to *Church Welfare*

*Resources* (34475), pages 16 and 17 for more information on first aid assistance, food preparation, housing, recreation, sanitation, child supervision.

Each stake should determine who may be best suited to provide selected services in emergencies.

# POSSIBLE USE OF CHURCH MEETINGHOUSE AS AN EMERGENCY SHELTER

