

Emergency Preparedness & Response Plan West Richland Washington Stake

Ward Plan – Fillable Forms



The Church of Jesus Christ of Latter-day Saints

PART 3: WARD EMERGENCY PREPAREDNESS PLAN

The Ward Emergency Preparedness Plan prepares Wards to:

- Assess and report conditions of members, missionaries, and Church property during an emergency,
- Locate and reunite family members who have been separated,
- Assist with pressing medical and special needs of members who have been injured, displaced, or have other significant concerns,
- Assist the Stake in coordinating response efforts within the Ward/Stake and with civil authorities and community relief organizations as needed,
- Assist with arranging and supplying basic provisions and services as needed, and
- Encourage members to become prepared individually and as families and have supplies that meet immediate needs for 72 hours while emergency response mobilizes. (Refer to the Family Preparedness Plan).

"Be thou prepared, and prepare for thyself, thou, and all thy company that are assembled unto thee, and be thou a guard unto them" (Ezekiel 38:7).

INSTRUCTIONS

Use the following forms and lists to customize your Ward plan for your needs and circumstances. The Ward Council will gather, compile, and maintain information relative to ward membership lists, Stake/Ward maps, contact information, equipment and skills lists, and special needs of ward members. Note that this information follows the guidelines found at ProvidentLiving.org¹.

The Ward plan includes:

1. Printed membership list with contact information, updated quarterly by Ward Clerk, and stored in an accessible location in the Ward building, and by key leaders.
2. Printed list of missionaries serving in the ward area.
3. A list of members with special needs, such as the disabled and the elderly.
4. City and Street Maps of the Ward / Stake area² including the locations of member and missionary residences, and resource locations in the community.
5. Worksheets listing possible disasters, and the effects or disruptions these disaster can have on members.
6. List of members with skills, resources, and communications equipment which can be made available during an emergency response, updated/printed annually and updated when changes occur.
7. Assignments and Procedures list.
8. Contact information for public safety agencies (such as police, fire, or medical) and emergency response organizations (Red Cross, County Agencies) that provide emergency services such as food, shelter, and medical care.

GATHERING LOCATION

"Home Centered – Church Supported" means that each individual or family must prepare ahead of time for various disasters and emergency situations, and to anticipate that they will 'shelter-in-place' in the safety of their own home or dwelling with their resources and supplies, until an evacuation order is made or it is no longer safe to remain in their home. If directed by civil or Church authorities, a gathering place may be announced (or known ahead of time) where members may seek shelter in urgent circumstances. It is important to remember that the

¹ https://providentliving.churchofjesuschrist.org/bc/providentliving/content/emergency%20response/PD10052395_000-Stake-and-Ward-Emergency-Response-Guide.pdf?lang=eng

² Consider using maps.lds.org or LDS Tools to assist with this task. Maps also available to Clerks ordering from Church Distribution Store.

Church is not a ‘first responder’ and stands aside while community emergency response agencies mobilize and deploy, which even then is focused on rescue operations and community infrastructure. There may be a considerable down-time or of waiting while an emergency response is organized and deployed, especially if doing so would put people at risk of becoming a part of the incident. Being adequately prepared means there are sufficient resources in the home, and that the home will be the place of safety for sheltering in place, until or if you cannot shelter in place there any longer. Being prepared for an emergency is therefore dependent on the individual and family. “Home Centered – Church Supported!”

In the case of a profound emergency that demands evacuation or creates displacement from homes:

Gathering Location:	
Alternate Location:	
Alternate Location:	

WARD COMMUNICATIONS

In a disaster situation, normal communication methods may not be available. As much as possible and using best available communication methods, Ministering Brothers and Sisters and Ward leaders and designated points-of-contact will gather information about members and report to Elders Quorum and Relief Society who will then report to Ward leaders, who in turn report to the Stake.

Communications methods will use cell phone/text and internet services. When these fail, radio communication using Amateur Radio and GMRS (HAM & General mobile Radio Service; both of which require a license), and FRS – Family Radio Service (“Walkie-Talkie”) can be used. A list of Ward members with these skills and equipment is provided below. At times of an emergency, licensed HAM radio operators will activate the Ward/Stake Net and begin receiving and sending emergency communication messages as circumstances demand. “Receive only” Shortwave Radio and Broadcast TV/AM-FM Radio can be used as a source of information during a disaster situation as they usually have backup power and transmitters. The appendix will contain added information about Emergency Communications protocols.

Failing these methods, messengers can be utilized with best-available transportation methods (vehicle, bicycle, on foot) using adults and Young Men’s group to obtain information and report back to Ward leaders.

List of HAM radio operators in the Ward:

Person	Call Sign	Equipment or Capability

Radio Frequency / Channels:

FRS – Family Radio Service	Channel:
GMRS – General Mobile Radio Service	Channel:
CB (Citizens Band) Radio 27 MHz	Channel:
HAM Radio – Amateur	Church Net: Stake Net: Ward Net:
Satellite Uplink Operators	

Other Communication Options:

DISASTER REVIEW WORKSHEET

Identify and list which man-made and natural disasters are likely to occur in your area. Then place a check mark in the box (column) for each disruption that would likely be caused by each disaster. Total the number of disruptions for all likely disasters. Choose the disruption with the highest number to prioritize planning efforts.

EMERGENCY OR DISASTER	Disruption Effect of Disaster								
Examples: earthquake, hurricane, landslide, volcano, fire, power failure, flood, pandemic, civil unrest, nuclear accident, hazardous spill, natural gas pipeline, winter storm, dam failure, etc.	Food, Water, Cooking	Medical & Health	Electricity & Power	Physical Safety	Sanitation & sewer	Shelter, heating, etc.	Communication	Emotional / Spiritual	Transportation & fuel
DISRUPTION TOTALS									

