

Emergency Preparedness & Response Plan West Richland Washington Stake

Stake & Ward Plan



The Church of Jesus Christ of Latter-day Saints

TABLE OF CONTENTS

Part 1: Introduction	3
Emergency Preparedness & Response: Overview	4
Preparing the Ward and Stake Emergency Preparedness & Response Plan	6
Responding to Emergencies.....	9
Part 2: Stake Emergency Preparedness Plan	11
Priesthood and Relief Society Responsibilities During a Response	12
Disaster response Organization: Assignments and Procedures	12
Assignments and Procedures.....	15
Floor Plans and Using Church Buildings & Properties as EOCs and Emergency Response Shelters.....	16
West Richland Stake Emergency Assessment Report.....	20
Part 3: Ward Emergency Preparedness Plan	21
Instructions	21
Gathering Location.....	21
Ward Communications	22
Maps	24
Disaster Review Worksheet	25
Planning For Disruptions.....	26
Actions and Assignments Worksheet	27
Critical Information – Members With Special Needs	28
Critical Information – Equipment, Skills and Communication Resources	29
Assignments and Procedures: Outline of Assignments	31
Emergency Contact Information.....	33
Preparation Resources.....	34
Part 4: Appendix	37
Assignments and Procedures: Outline of Duties & Responsibilities.....	37
Floor Plans for Ward & Stake Buildings	41
Church Headquarters Involvement:	46
Emergency Communications Protocol.....	47
Ward Preparedness Specialist	48
FORMS	51
Emergency Family Report Form	51
Family Needs - _____ Ward / Stake.....	52
Emergency Response Leader’s Summary Report	53
West Richland Stake Evacuation Shelter – Registration Form	54
Shelter & Emergency Response Volunteer Sign-in Sheet.....	55

PART 1: INTRODUCTION

There are two similar programs within the Church dealing with ‘preparedness,’ each with a unique focus - namely Self Reliance¹ and Emergency Preparedness. The focus in this Ward and Stake Plan is on emergency preparedness and focuses on preparing families, Wards, and Stakes for natural and man-made disasters, and for developing an emergency response plan in accordance with Church guidelines and local needs. The purpose of these plans is to establish a common approach for assessment and reporting, emergency communications, and for assignments and procedures related to an emergency response. Each Ward should prepare their plan so they can address variables unique to their ward location and geography, and to the needs of their membership. This will also enable a better response to a varied number of emergency situations and conditions.

The formalized Emergency Preparedness Plan for Wards and the West Richland Stake is a two-part plan, consisting of a plan for families and a plan for the Church’s response to emergencies and disasters. The Family Preparedness Plan encourages each family to prepare for emergencies and to increase their self-reliance.

The Church part of the plan uses the Church’s Emergency Preparedness Planning Guide (found at www.providentliving.org) as a template for each Ward plan. This standardized approach in planning facilitates coordination and communications in an emergency, and will prevent confusion and delay from having dissimilar or incomplete plans within the Stake or region.

The pages of the customized Ward portion of the plan (Part 3 in this document, or as found on the ProvidentLiving.org website) should be printed and stored along with the master plan document, in a safe accessible place within the Ward offices/building (and in the personal possession of key leaders) for convenient access and use at the outset of an emergency. Each ward will provide a copy of their Ward plan to the Stake.

The Ward Council is collectively responsible to prepare a Ward Emergency Preparedness Plan. Ward Preparation Specialists are called by Bishops and function to support the Ward Council in preparing and implementing the Ward Emergency Preparedness Plan.

Preparation Specialists see that each family in the Ward has a copy of the Family Preparedness Plan, and is familiar with the preparedness resources on Church websites and from other respected agencies. They work with Ward and Stake leaders to support and encourage families to become better prepared. Duties, responsibilities, and suggested methods for functioning in this calling are addressed in the appendix.

Ward and Stake leaders should teach the principles² (D&C 58:26) that:

- Spiritual preparation includes temporal preparation (Handbook: 22.1.1; D&C 29:34)
- We can be guided as we follow counsel to become prepared in all things³ (D&C 88:80)

¹ “Self-reliance is the ability, commitment, and effort to provide the spiritual and temporal necessities of life for self and family” (Handbook 22.0). The Self-Reliance program includes lessons on gaining an education for better work; financial management; finding a better job; starting and growing a business; etc.

² Joseph Smith: “I teach them correct principles and they govern themselves.” John Taylor, “The Organization of the Church,” *Millennial Star*, Nov 15, 1851, p.339.

³ “Hear Him,” President Russell M. Nelson, April 2020.

- We receive blessings when we obey the laws upon which they are predicated (D&C 130:20-21; 101:7)
- The Lord only works in our behalf to bless and help us after we have acted in faith and have done our part (Ether 12:30)
- It is not becoming of members to rely on others to provide for their needs, which should be met by following the Lord's plan for providing for his Saints⁴, i.e. preparedness and self-reliance (D&C 42:42).

Family Preparedness Plan: Home Centered – Church Supported

Members should understand that in a disaster or emergency situation, civil and government emergency response agencies are the first responders. Their focus will be on emergency triage (not to provide relief or resources to those affected). Their focus is to establish and protect infrastructure, roads, communications, hospitals, power, etc. As an emergency response develops and mobilizes, and the disaster situations stabilize, relief efforts and resources can be provided through agencies and private groups such as the Church as needed.

Following the principle of “Home Centered – Church Supported,” family preparedness is the foundation of all preparedness considerations. This means that each individual / family must prepare ahead of time for various disasters and emergency situations, and to anticipate a period of ‘down-time’ until a formal response and relief effort can reach them, or can organize and mobilize. Members should understand that support from the Church may not be available for a period of time, especially if it means that 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!”

EMERGENCY PREPAREDNESS & RESPONSE: OVERVIEW

The Church response to disasters is coordinated under the direction of local Church leadership, often in conjunction with local authorities and relief organizations as directed by the Stake President. The emergency preparation and response plan for the West Richland Washington Stake is based on principles set forth in:

- *Providing in the Lord's Way: A Leader's Guide to Welfare*⁵
- *Stake and Ward Emergency Preparedness Guide*⁶
- *Area Emergency Preparedness and Response Guide*⁷

⁴ “Providing in the Lord's Way”, President Dieter F. Uchtdorf, October 2011.

⁵ https://www.churchofjesuschrist.org/bc/content/shared/content/english/pdf/welfare/providing-in-the-lords-way-Oct90_eng.pdf

⁶ <https://providentliving.churchofjesuschrist.org/emergency-preparedness-and-response/stake-ward-emergency-planning-guide/introduction?lang=eng>

⁷ <https://providentliving.churchofjesuschrist.org/leader/emergency-preparedness-and-response/area-planning-guide?lang=eng>

- *Stake and Ward Emergency Preparedness Planning Guide*⁸.

As outlined in these guides and expanded upon in the following sections, Ward and Stake Councils develop emergency response plans which:

1. Identify likely disasters unique to their region,
2. Gather critical information in planning phases and during emergency situations,
3. Outline assignments and procedures,
4. Identify and manage emergency communications, and
5. Encourage member participation in individual and family preparation.

Summary

The role of leaders in church units is to provide priesthood guidance in preparation efforts, and to prepare for disasters before they happen. This includes building relationships with civic and community organizations, coordinating disaster preparation efforts, and encouraging members to be prepared 'in all things'.

Preparation for handling emergencies begins at the family level where individuals and families become self-reliant to their best ability and have acquired skills to deal with emergency situations and disasters. As such, the Family Preparation Plan will be the foundation for family and individual preparation efforts, and for the Ward and Stake Preparedness plans at every level. Self-reliance and family preparedness stabilizes the family in their own situations, provides important resources that can be volunteered to help within the community, and frees up valuable church and community resources and energies to be devoted to other needs.

Emergencies will be declared based on severity and scope by the Stake President in consultation with Church and Area Authorities, and in consultation with civic and government authorities. Preparation efforts for these events is focused on preparing to coordinate and manage a successful response during emergency situations, and assuring and accounting for the safety and well-being of those in their units and neighborhoods, to the extent possible.

Wards are expected to use the Church Planning Guidelines incorporated within this document (Part 3 of this document), and available at ProvidentLiving.org. This will expedite completion of the plan and provide uniformity between Wards in an affected area - with each Ward including specific information relevant to their location, geography, and membership needs. Taken together, this information becomes the finished Ward Plan.

On a larger scale, the church has an established plan and system in place for responding to significant disasters and emergencies. Ward/Stake Plans remain operational until higher-level coordinated responses can materialize from the Church and/or the community. The purpose of Ward and Stake plans are thus aimed at encouraging family readiness at least during the initial phases of an emergency; to provide a quick assessment and reporting of members, missionaries and the community; to provide service where needed; and to continue to support the recovery and relief efforts generally. Accordingly the Ward and Stake Plan will direct assignments and oversee procedures to be accomplished during an emergency response. However, in no case should members individually or collectively behave in a manner to put themselves in undue danger or risk, where they may become a part of the disaster.

⁸ <https://providentliving.churchofjesuschrist.org/emergency-preparedness-and-response/stake-ward-emergency-planning-guide?lang=eng>

PREPARING THE WARD AND STAKE EMERGENCY PREPAREDNESS & RESPONSE PLAN

The Ward Council is responsible for completing a Ward Emergency Preparedness Plan. This includes having an emergency response plan⁹, an emergency communications plan¹⁰, and encouraging individual and family preparedness¹¹. The Ward and Stake Councils are asked to familiarize themselves with all sections in this document along with relevant church resources listed as references in the footnotes and appendix. These planning steps should be used by both Ward and Stake Councils to organize and maintain their plan.

Inclusive in these plans, Ward and Stake Councils will:

- Review the Ward plans for responding to an emergency, including any assignments for leaders during emergency response,
- Review the emergency communication plan including methods of communication,
- Review and update plans for meeting the special needs of members,
- Update the list of available resources and skills held by members,
- Update and print current membership list and maps (quarterly or as needed), and
- Update and print Ward leader's lists with contact information.

Forms and materials for completing these objectives are outlined below. Once completed, the Ward and Stake Council should review and update these Plans at least annually, and as situations and membership needs change. Preparation Specialists can help facilitate these procedures.

Developing the Ward & Stake Plan

The development of a Ward and Stake Emergency Preparedness Plan follows these five steps. [NOTE: Use the Planning Worksheets and information provided in Part 3 which are adapted from forms provided at ProvidentLiving.org^{12 13}. Additional forms are in the Appendix].

Step 1: Identify Likely Disasters and Their Effects

Step 2: Gather Critical Information

Step 3: Outline Assignments and Procedures

Step 4: Identify Emergency Communication Methods

Step 5: Encourage Member Preparation

Step 1: Identify Likely Disasters and Their Effects

Identify the natural and man-made disasters in your ward area. Natural and man-made disasters in our area¹⁴ include:

- Earthquake, fire, flood, land movement, volcanic eruption / ash, etc.

⁹ <https://www.churchofjesuschrist.org/study/manual/gospel-topics/emergency-preparedness?lang=eng>

¹⁰ <https://www.churchofjesuschrist.org/study/manual/emergency-response/emergency-communication-guidelines?lang=eng>

¹¹ Handbook, 22; <https://providentliving.churchofjesuschrist.org/?lang=eng>

¹² <https://providentliving.churchofjesuschrist.org/emergency-preparedness-and-response/stake-ward-emergency-planning-guide/introduction?lang=eng>

¹³ https://providentliving.churchofjesuschrist.org/bc/providentliving/content/emergency%20response/PD10052395_000-Stake-and-Ward-Emergency-Response-Guide.pdf?lang=eng

¹⁴ <https://www.bces.wa.gov/emergency-management>

- Power failure, emergencies at Energy Northwest’s Columbia Generating Station
- Dam failure
- Winter storms, ice storms
- Hazardous material spills, natural gas pipeline break, nuclear accidents at the Hanford site
- Civil unrest, arson, terrorist activity

Forethought in planning should also be given to local considerations and concerns that may uniquely affect your Ward and community. These may include:

- Geography and terrain (size, forests and wooded areas, open range, mountains, agricultural lands, plains, rivers, canals, flood plains, roadways, bridge connections, railroads, etc.)
- Unique risks for specific disasters in your area (nuclear accident, power outages, wild range fires, etc.).
- Population (rural, urban, suburban)
- Industry and agriculture based
- Special needs and Ward membership (age, branch status, students, etc.)
- Presence of skills and resources available in the Ward
- Communications asset and ability (hand-held radios, amateur radio)

Priority should be given to those events / disasters which are most likely to occur, and the effect they have over various time periods with regard to:

- Food, water, cooking
- Medical and health services
- Electricity and power supply
- Physical safety
- Sanitation and sewer
- Shelter, heating, clothing, etc.
- Communication
- Emotional / spiritual well-being
- Transportation and fuel supply

Taken together, these disasters and their effects, along with the unique needs of a Ward should be considered in developing a Ward-based response plan.

Step 2: Gather Critical Information

The Ward Council will gather, compile, maintain and make available in the Ward plan necessary information including Ward membership lists, contact information, equipment and skills lists, and special needs of ward members.

Compile and maintain in hard-copy paper form (updated regularly) the following information¹⁵:

- Contact data for all members and missionaries living within Ward and Stake boundaries.
- A street map of the area, including the locations of member and missionary residences and resource locations in the community¹⁶.

¹⁵ Consider the use of this information in a worst-case emergency where there is no access to online resources, member Tools App, telephone communications, etc.

¹⁶ Consider using maps.lds.org or LDS Tools to assist with this task. Maps also available to Clerks ordering from Church Distribution Store.

- A list of members with special needs, such as the disabled and the elderly.
- A list of members with resources - equipment or skills (medical, emergency response training, equipment, etc.) that would be helpful in a disaster.
- Contact information for public safety agencies (such as police, fire, or medical).
- Contact information for community organizations (such as the Red Cross or Red Crescent) that provide emergency services such as food, shelter, and medical care.
- Contact information for area welfare leaders and, where available, local Church welfare operations.

Step 3: Outline Assignments and Procedures

The Ward Plan will describe how the Ward Council will organize and direct the functions and procedures required during an emergency response. The plan outlines the duties and responsibilities of assignment and procedures needed during an emergency response - subject to prevailing needs and leadership directives during and after the emergency. These duty or role assignments will address the actions prior, during, and following a disaster.

[Note that the Stake Plan provides a coordinated list of suggested assignments which can standardize initial assignments and procedures, reduce delay and confusion, and provide flexibility and scalability with decision making at the time of the event.]

Step 4: Identify Emergency Communication Methods

A key part of disaster response is for Church leaders to have open lines of communication with Church headquarters, Church members, and community leaders. The Ward and Stake plans will identify the Emergency Communications Protocols, including plans for alternative communication methods if normal communication methods and transportation routes are disrupted during a disaster.

Step 5: Encourage Member Preparation

The Ward Council along with Preparation Specialists and committees, will work together to encourage members to be prepared in their homes and families. Each ward will report annually to the Stake Presidency on their involvement in teaching members the doctrines and principles of preparedness.

The Family Preparedness Plan has information and a variety of resources which assist individuals and families to become prepared for emergencies, disasters, and long-term preparation.

Ways the Ward and Stake can encourage members to prepare for emergencies:

- Encourage the use of the Church's online preparedness resources and guidelines found in the Handbook, and at ProvidentLiving.org.
- Church meetings: Talks in Sacrament meeting and Stake Conference, Fifth-Sunday lessons, Quorum and Relief Society meetings, and Ward activities.
- Family ministering messages.
- Elders Quorum and Relief Society meetings, activities, and workshops.
- Ward council review and focus on preparation emphasis.
- Preparedness fairs, skills workshops, discussion groups, consulting.
- CERT, CPR, first aid training offered to ward members.

RESPONDING TO EMERGENCIES

The Church response¹⁷ is directed by local leaders often in conjunction with community relief organizations. When a higher-level disaster demands a more sustained Church response, the Stake President will work with Area Authorities and Church Headquarters to mobilize and work with experienced and professional event managers. (See Appendix for further information).

Emergency Response Overview

When tragedy strikes, ward and stake leaders begin carrying out their emergency planning. The expectation is that within three hours Church leaders would know and be able to report to upline leadership:

- A. Status of members and community,
- B. Status of church property/buildings (can they be used as shelters),
- C. Status of missionaries,
- D. Nature of emergency or disaster (i.e. what happened),
- E. What is needed (response and resources).

The overall objective is to:

1. Account

- Account for and gather critical information on members and those affected. Where possible this accounting may be accomplished with ministering brothers and sisters, or designated “Points of Contact” if disaster conditions or geography require this.

2. Assess

- Identify the extent and scope of the disaster
- Communications methods and capabilities. Emergency communications procedures and protocols will be activated to assure optimum communication and reporting.
- Critical information to assess may include the status of members and neighbors about death and injury, health concerns, hospitalizations, safety, etc.
- Assess member and missionary needs, damage to homes and residences and to Church property, and check on the general conditions in the community and with neighbors.
- Identify the availability of member and community resources.
- Review the Ward/Stake plan for instructions and outline of assignments and procedures.

3. Report

- Using best available communications, family ministers and local Church leaders report the condition of members and missionaries, the status of member dwellings and church properties, the condition of the community (roads, utilities, commerce, facilities, and general infrastructure), etc.
 - Members and families accounted for, location, well-being, etc.
 - Health and medical issues, hospitalizations, deaths, etc.
 - Shelter and clothing conditions, safety concerns, sanitation, etc.
 - Water and food supplies or concerns.
 - Utilities status - power, cooking ability, heating, air conditioning, etc.
 - Condition of those with special needs.
 - Missionary conditions & locations.

4. Respond

- Respond to the needs and concerns of family first, then assist others who are injured or are in danger.
- As directed by Stake President, set up and use Church buildings as local shelters and Operations Center.
- Local leaders supervise safe evacuations to shelter locations or designated gathering areas, help families reunite, and respond to emergency situations.

¹⁷ <https://www.churchofjesuschrist.org/study/manual/gospel-topics/emergency-response?lang=eng>

- Leaders and members quickly assume duties. If / when the Church mobilize a more complete response, roles and procedures may change and reset with prevailing conditions and directions.
- Gather and offer supplies and emergency equipment; organize those with skills to provide relief efforts.
- Oversee handling of medical/health issues, safety concerns, special needs, and missionary needs.
- Help meet the Special Needs of those in ward – emotional, medical, mobility, age, etc.
- Encourage volunteer activity and service.

PART 2: STAKE EMERGENCY PREPAREDNESS PLAN

The Stake's Role in an Emergency

The Ward and Church response will vary depending on the severity of the disaster and whether Church property will be utilized as Emergency Operation Centers, shelters, or relief centers. The Church also provides assistance by providing short-term resources such as food, water, shelter, clothing, medical supplies, and hygiene kits. Members help by distributing supplies and participating in cleanup and recovery.

At the Stake level:

- The Stake will establish an Emergency Operations Center (EOC) if needed and authorized.
- The Stake will establish and authorize emergency shelters, first-aid stations, or feeding locations if needed (Handbook: 22.9.1), for those in need.
- Assess damage to Church property and its suitability to function as shelters, and take steps to protect it.
- The Stake President directs all contact with local emergency agencies and authorities.
- The Stake President approves and directs public information released by the Church locally, and coordinates this with the Stake Communications Director (Handbook: 621.7), as well as directs all Public Relations and Media communications.
- The Stake President directs the emergency response and mobilizes Wards and Church members to respond with help and service throughout and following the disaster, as needed.

The first responsibility of each individual member and leader is to take care of the needs and concerns of their own family first. At no time is the Church or its members to take undue risks which cause them to become a part of the disaster. The purpose of the early response efforts will be focused on providing basic services related to safety, security, food, water, and sanitation¹⁸. Assignments and procedures may be pre-set and pre-assigned, and will be adjusted in real-time based on the prevailing nature of the emergency and the degree of response necessary.

Shelters and Gathering Places¹⁹:

Community or government disaster-relief agencies (such as the Red Cross) have agreements in place with organizations such as Churches and school districts to use their buildings for emergency shelter/operations in times of emergency. The Stake President working with the Church's facilities manager (or other Church representative) may authorize this use by disaster-relief agencies (H: 35.5.8), and will coordinate this with the Area Presidency as needed (H: 22.9.1.3).

When church buildings are used as emergency shelter, a priesthood leader will be at the building / property at all times to ensure the building and property is secure. The Stake President may call a specialist to oversee the Emergency Operations Center, manage communications, or handle safety concerns (H: 22.9.1.3). The prevailing standard is that members should remain in their own homes as a shelter where their resources are located, until it is no longer safe to function as a shelter. Wards/Stakes may designate or direct to, a gathering place for displaced or evacuated families²⁰.

The First Counselor Stake Presidency or an assigned Preparedness Specialist will take the lead to coordinate the rotating staffing responsibilities from the wards who normally use the building (based upon onsite and prevailing

¹⁸ Many of these needs are greatly addressed by members for themselves, from their personal preparedness supplies.

¹⁹ <https://www.churchofjesuschrist.org/topics/emergency-preparedness/guidelines-for-use-of-meetinghouses-as-emergency-shelters?lang=eng>

²⁰ The guidance and understanding is that members are not to automatically gather at a Church building or leave their otherwise safe home during an emergency, and that they would have sufficient supplies to remain safe and viable for an extended duration. It is not the Church's responsibility to supply food or provisions or to feed families (D&C 42:42).

conditions), and will assign wards to rotating shifts over a 24-hour time period as needs dictate and to provide for rest and sleep needs, security, and priesthood leader oversight.

PRIESTHOOD AND RELIEF SOCIETY RESPONSIBILITIES DURING A RESPONSE

In general, Stake and Ward leaders along with individual members, have the following responsibilities.

- All leaders and members should prepare for and work to protect the health, safety, and welfare of their own families. The first responsibility of each individual and family is to take care of the needs and concerns of their own family first. They may then assist within the Ward and broader community as much as they are able.
- Church leaders and members should understand that beyond immediate rescue operations, the priority of civil authorities and emergency response agencies is to focus on community safety and protecting and restoring community infrastructure, and not upon individual circumstances.
- Church leaders and members should use extreme caution and not put themselves or others in harm's way or become a part of the disaster.
- At the time of an emergency or disaster, Church leaders and members are asked to quickly report on the status and needs of Ward members, missionaries, the damage to homes and church properties, and the general condition of their neighborhoods and communities.
- Leaders and members should willingly accept initial assignments and volunteer as much as they are able, and participate in ongoing relief efforts even as a more mature and robust response is mobilized. Church members working under Church and community leadership can offer significant help during and after an emergency - lending assistance and providing important relief and support, organizational assets, physical resources, and volunteer work to communities and neighborhoods during times of greatest need.

DISASTER RESPONSE ORGANIZATION: ASSIGNMENTS AND PROCEDURES

Due to the varying nature and scope of any given emergency, it may be helpful to have pre-assigned roles and assignments for an initial emergency response. This allows for a quick response and to organize assignments and to begin needed actions and procedures. The first priesthood leaders on the scene will assume a leadership role until presiding leaders are either consulted or are able to assume their role. The presiding Church leaders will assess conditions and make assignments (and re-assignments) in a timely manner using the *Assignments and Procedures* form as a guide.

In preparation for emergencies, Ward and Stake Councils may establish these assignments²¹ ahead of the event, always subject to modification based on the nature and extent of disaster situations as they occur. In general, the procedures and functions to consider may include:

- Safety, evacuations, search and rescue
- Damage assessment
- Temporary shelter
- Logistics and operations
- First-aid, field medicine, and medical assistance
- Communications
- Public relations and media interface
- Security
- Medical supplies
- Food service, storage, preparation
- Sleeping arrangements and bedding
- Drinking water
- Power and energy needs
- Sanitation and waste handling
- Clothing and protective equipment
- Personal hygiene
- Transportation
- Member contacts and record keeping
- Utilities protections
- Trauma and emotional counseling
- Neighborhood liaison
- Children's recreation & activities
- Special Needs
- Work assignments; service

²¹ For example, all Elders Quorum Presidents and presidencies may have a standing assignment to manage work assignments or to provide security.; Relief Society presidencies may be assigned to food preparation; etc.

Stake Councils may consider pre-assigning and pairing these functions with specific callings in the church. In this case, Ward and Stake positions would parallel each other in their area of responsibility. For example, the Relief Society presidency may be chosen to be responsible for food services, in which case both the Stake and Ward Relief Society presidencies will be utilized commonly for an individual Ward or at the Stake relief shelter, and so forth. Callings / categories to consider for these assignments include:

- Stake President / Presidency
- Bishops / Bishoprics
- Stake High Council
- Clerks
- Executive Secretaries
- Communications Specialists
- Bishops and Bishoprics
- Elders Quorum Presidents
- Relief Society Presidents
- Primary Presidents
- Sunday School Presidents
- Physical Facilities Representatives
- Ward Mission Leaders
- Preparedness Specialists
- Young Men's Leaders
- Young Women's Presidencies and Leaders
- Others:

Assignments should be made with the idea of flexibility and scalability so that they can be applied at both a Stake and Ward level, consistent with the scope and breadth of a disaster. Much of this may need to be determined at the outset of an emergency or as it unfolds based upon prevailing circumstances, but thinking or planning it through ahead of time will facilitate a more timely engagement with less confusion.

Assistants can be called or assigned (individuals or organizations) to assist within any of these areas to assure even distribution of work assignments and to provide rotating relief in more involved response efforts. Also Ward and Stake Councils along with the Event Managers during an emergency response, may include additional assignments based on their needs. (Note: expanded job descriptions of the role and assignments within each function are included in the Appendix).

Assignments (and re-assignments) should be made in consideration to the prevailing conditions and situations, and dependent upon the availability and fitness/health of individuals to serve and function in these roles and capacities. High Councilors and other Stake Officers can work closely to help their assigned Wards and the organizations they are assigned to, to facilitate and support the relief effort within these assigned areas and functions.

The following Sample outline showing the *Assignments and Procedures* form, lists an example for identifying each of these roles and procedures along with possible assignments, and suggests an organizational structure for managing an emergency response. The blank forms which follow and in the Appendix can be used to complete this ahead of time or be used at time of emergency by the leaders and event managers as needed. Obviously, some of the higher-level leadership roles are set such as the roles of Area and Stake Leadership.

Sample

ASSIGNMENTS AND PROCEDURES: Instructions – fill out form with roles and anticipated assignments.

Note: This chart is a sample of assignments and procedures to be considered. Some assignments are firm (such as Stake Presidency roles) and others can be staffed with pre-assigned or best available.

Role and Assignment	Suggested Individual or Group	Assignment / Room or Location
Event Leadership Operation Headquarters	Stake President / Presidency	Stake President's Office, High Council Room
Shelter & Operations Manager	First Councilor Stake Presidency, High Councilor Emergency Preparedness	Clerk's Office, High Council Room
Logistics & Transportation Manager	Second Councilor Stake Presidency	High Council Room, Young Men's Room
Stake Disaster Relief Coordinator	High Councilor Emergency Preparedness, Preparedness Specialist	High Council Room
Health and Medical Manager	High Councilor, Medical/Dental Health Professionals	Stage area
Communications	Executive Secretary, Emergency Communication Specialists	Room adj to Stake/Ward offices
Mental & Emotional Health Manager	Priesthood Leaders, Mental Health Professionals	Stake President's Office , Bishops Office
Supplies Manager - Emergency Supplies	Clerks	Room One
Housing and Registration Manager	Sunday School President	Foyer, Cultural Hall
Food Services Manager	Relief Society President	Kitchen and Adjoining room
Safety and Security Manager	Bishopric, Young Men / AP, High Councilor,	Room Two
Sanitation & Hygiene	Physical Facilities Representative	Room Three
Work Assignments Manager	High Counselor, Elders Quorum President	Room Four
Children's Activities and Child Care	Primary President	Primary Room
Social & Special Services Manager	Young Women's President	Room Five

ASSIGNMENTS AND PROCEDURES

Instructions – fill out form with roles and anticipated assignments. (See Appendix for description of duties).

Role and Assignment	Suggested Individual or Group	Assignment / Room or Location
Event Leadership Operation Headquarters	Stake President / Presidency	Stake President's Office
Shelter & Operations Manager	First Councilor Stake Presidency	High Council Room
Logistics & Transportation Manager	Second Councilor Stake Presidency	High Council Room
Stake Disaster Relief Coordinator	High Councilor, Preparedness Specialists	
Health and Medical Manager	High Councilor, Medical/Dental Health Professionals	
Communications	Emergency Communication Specialists	
Mental & Emotional Health Manager		
Supplies Manager - Emergency Supplies		
Housing and Registration Manager		
Food Services Manager		
Safety and Security Manager		
Sanitation & Hygiene		
Work Assignments Manager		
Children's Activities and Child Care		
Social & Special Services Manager		

FLOOR PLANS AND USING CHURCH BUILDINGS & PROPERTIES AS EOCs AND EMERGENCY RESPONSE SHELTERS

The Stake President, in counsel with Area Authorities and local civil emergency-response agencies will designate the use of Church properties for EOCs (Emergency Operations Center) and/or emergency shelters. The buildings selected will be a function of existing damage, need based upon prevailing conditions, and direction from Area and Church headquarters.

If, when, or as this occurs, the floor plans and instructions included within this Stake/Ward Emergency Response Plan can be utilized to make room assignments, coordinate duty assignments, and for planning and operating the best use of Church facilities – and to use this as a pattern for expanded operations proportionate to the prevailing need.

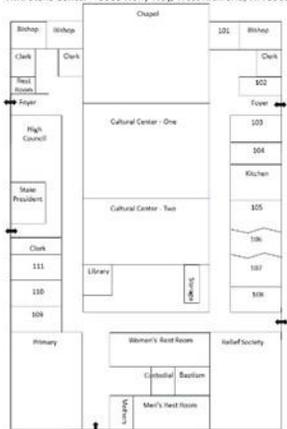
Leaders can utilize the *Assignments and Procedures* table (together with the *Outline of Duties & Responsibilities* information located in Appendix) to assist in making assignments, and assigning locations within the designated buildings and grounds to be utilized for these various functions.

Stake leaders and EOC/Shelter managers will use Church directives and guidelines, inspiration, and the best information available to establish, adjust, and utilize church property and resources (including Ward and Stake volunteers), to operate EOCs and shelters and to conduct an emergency response proportionate to the changing needs of any disaster.

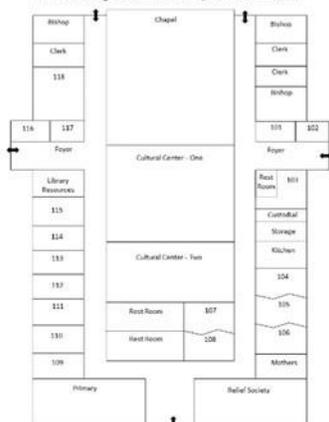
If possible, it would be helpful to post the Assignments and Procedures table, along with a floor plan showing where these functions are located, in prominent locations within the building being utilized as a shelter or as a base of operations.

Note: See floor plan diagrams located in the Appendix.

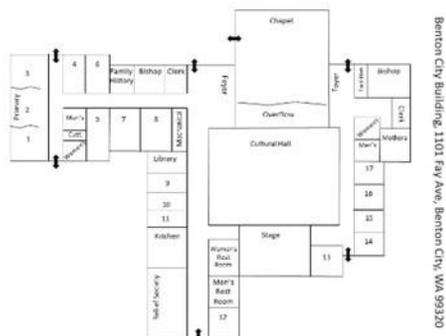
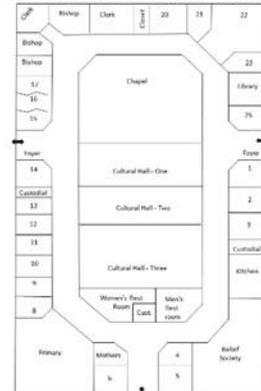
W.R. Stake Center – 5885 Holly Way, West Richland, WA 99353



Keene Building – 3701 Watkins Way, West Richland, WA



Paradise Building, 4500 Maple Ln, West Richland, 99353



Benton City Building, 1101 Fay Ave, Benton City, WA 99320



Prosser Building, 1835 Highland Dr, Prosser, WA 99350

Emergency Communications Plan

The following Stake Emergency Communications Plan is put into effect.

Purpose: The West Richland Washington Stake Presidency has directed the Stake be prepared for all emergencies including having communication ability during emergencies. The Stake President will have redundancy in all available communications to assure his ability to direct the emergency response and to communicate with Area, Stake, and Ward leadership, and with emergency response agencies in the community as needed.

Authority: The West Richland Stake President (or his assigned delegate) will determine when the Emergency Communications Plan is put into effect. The Stake Council will support the Presidency in implementation and a member of the Stake High Council will be designated to supervise Stake emergency communications.

Action Plans: Each Ward plan to the extent possible will include a listing of all cell phones, land lines, satellite phones, HAM operators, computer access uplink equipment, and any other communications equipment in their membership and area. This will consist of ward membership lists, contact information, and those with emergency communications and radio equipment and skills. The Ward plan with this information will be shared with the Stake.

With respect to communications in general, the assigned Stake High Councilman over Emergency Preparedness and the Stake Emergency Communications Specialist, coordinate communications within the Stake during an emergency. They are assisted by their Ward counterparts, and are backed up by the Ward/Stake Executive Secretary. The Stake Emergency Communications Specialist will organize HAM radio communications and various other communication methods, to facilitate communication during an emergency by whatever means possible.

Communication Policies:

- The Stake President is the official voice of the Church in the West Richland Washington Stake. This includes public relations, public announcements, dealings with community and government agencies, etc.
- Interactions with Area or Church Headquarters will be through the Stake Presidency or assigned individuals.
- The Stake and Wards will utilize and plan for as much redundancy in communications capability as possible during an emergency, anticipating and solving for changing conditions and circumstances.
- Reporting will occur to Church leaders and event managers within three hours from the onset of an emergency and at regular intervals throughout the emergency response. The Bishop or assigned Ward/Stake leader and or event manager will contact the Stake Presidency each day to report on their assignments and those they are serving.

Communications will be conducted using the highest level of communications possible (including cell and landline telephone, internet, and amateur radio service). Messenger teams may be used to relay communications within the Ward/Stake area using the safest and most efficient means possible.

Each Ward will have a Ward Emergency Communications Specialist (ECS), who also functions as a member of the Stake Emergency Communications Committee. This would be an individual with HAM radio experience and amateur radio equipment. This person will work with Ward and Stake leaders and event managers, to help coordinate emergency communications as needed.

Emergency Communication Specialists will work to identify and plan communication contingencies during an emergency or disaster, be familiar with and maintain communications equipment, and identifying equipment and expertise that exists in local congregations. They help establish and monitor communication capabilities between leaders, members, and church headquarters, as well as with local civic and community agencies – all in keeping with the recommended guidelines and parameters set forth by Stake/Area leadership. Special consideration is given to local needs, ward makeup, geography, and location, and the limits of available communication methods. Those with this calling will participate in scheduled “check-ins” on the Church and or community “Net”.

- Unit leadership determines that an emergency has occurred in their respective areas. This is confirmed and communicated with the Stake Presidency by phone. The Stake Presidency will determine if the emergency is Stake-wide.
- Unit leadership assesses status of all members, missionaries, and Church facilities and reports this information to Stake Leaders.
- The Stake President determines if the Stake Emergency HAM net is to be initiated.
- The Stake President reports to the Area Authorities on the status of the Stake membership, missionaries, and Church Facilities. This is a daily report until the emergency status has been lifted. He also reports the status of missionaries to the Mission President.
- Contact and coordination with local Emergency response organizations and personnel is made as soon as practical and where circumstances allow.

2. Phones are Non-operational

- Available telecommunications devices including cell phones, land lines, computers, satellite up-links, etc. are not operational, working and usable

Responding to the Emergency:

- Unit leadership determines that an emergency has occurred in their respective areas. This is confirmed and communicated with the Stake Presidency by messenger or HAM radio. The Stake Presidency will determine if the emergency is Stake-wide.
- The Stake President initiates the Stake Emergency Communications net and reports using the Church/Area Emergency net. This is followed by Ward units entering the net as quickly as the emergency will allow. The Stake Emergency Communications Specialist will assist in these connections.
- Using the Church Emergency Communications Net, unit leadership assesses and reports the status of members, missionaries, and Church facilities within their areas per their Ward plan.
 - With communications down, this may require physical contact using Family Ministers and Priesthood Quorums. Leaders report this information to the Stake Presidency or the designated High Councilman on a daily basis using the Emergency Communications net (or other suitable method) until the emergency is lifted.
- The Stake Presidency reports daily to Area Authorities on the status of the Stake membership, missionaries, and Church Facilities. He will also advise the Mission President of the safety and status of all missionaries in the Stake. He may designate the use of Priesthood holders as messengers or emergency contact teams as needed.
- Contact and coordination with local Emergency response organizations and personnel is made as soon as practical and where circumstances allow.

WEST RICHLAND STAKE EMERGENCY ASSESSMENT REPORT

Ward – Status	Damaged Hm / Displaced	Injured	Deaths	In-need
Benton City				
Candy Mtn				
Desert Hills				
Highlands				
Lakes				
Paradise				
Prosser				
Rattlesnake Mtn				
YSA				
Rio de Yakima				
Sunrise Ridge				

Building Status

Stake Center	
Keene	
Benton City	
Prosser	
Paradise	

Missionary Status

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.org²².

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 area²³ 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

²² https://providentliving.churchofjesuschrist.org/bc/providentliving/content/emergency%20response/PD10052395_000-Stake-and-Ward-Emergency-Response-Guide.pdf?lang=eng

²³ 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:

MAPS

Each Ward should have a printed or paper hard copy of area maps showing streets and locations within their ward/stake boundaries.

[Copy/Paste, or include your ward/stake maps here]

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									

ASSIGNMENTS AND PROCEDURES: OUTLINE OF ASSIGNMENTS

Instructions – fill out form with Roles and anticipated Assignments

Role and Assignment	Suggested Individual or Group	Assignment / Room or Location
Event Leadership Operation Headquarters	Stake President / Presidency	Stake President's Office
Shelter & Operations Manager	First Councilor Stake Presidency	High Council Room
Logistics & Transportation Manager	Second Councilor Stake Presidency	High Council Room
Stake Disaster Relief Coordinator	High Councilor, Preparedness Specialists	
Health and Medical Manager	High Councilor, Medical/Dental Health Professionals	
Communications	Emergency Communication Specialists	
Mental & Emotional Health Manager		
Supplies Manager - Emergency Supplies		
Housing and Registration Manager		
Food Services Manager		
Safety and Security Manager		
Sanitation & Hygiene		
Work Assignments Manager		
Children's Activities and Child Care		
Social & Special Services Manager		

EMERGENCY CONTACT INFORMATION

Type of Service	Contact Number	Website
Fire / Police Emergencies	911	
Benton County Emergency Management	509-628-0333	www.bces.wa.gov CodeRed: https://public.coderedweb.com/CNE/en-US/BF5CA95E04FE
Yakima County Emergency Management	509-574-1900	www.yakimacounty.us/350/Emergency-Management
Benton PUD (Power)	888-582-2176	www.bentonpud.org
Benton REA – (Power)	509-967-2921 509-786-1841	www.bentonrea.org
City of Richland – Electric	509-942-7421 509-943-4428	www.ci.richland.wa.us/i-want-to-contact/emergency-contact-information
Cascade natural Gas	888-522-1130	www.cngc.com
Benton-Franklin Health Department	5009-460-4200	www.bfhd.wa.gov/about_us/contact_us
American Red Cross	Tri-Cities: 509-783-6195; Yakima: 509-457-1690	www.redcross.org/local/washington/about-us/locations/central-southeastern.html
Washington Poison Center	800-222-1222	www.poison.org
WDOT Travel Alert		https://wsdot.wa.gov/travel (WSDOT phone app)
Homeland Security		www.dhs.gov/contact-us
FEMA		www.fema.gov
Kennewick Irrigation District	509-586-9111	www.kid.org
Columbia Irrigation District	509-586-6118	www.columbiairrigation.com
Kiona Irrigation District	509-588-7414	
Benton Irrigation District	509-588-4396	www.bidwater.org/bidblog/

PREPARATION RESOURCES

Church Websites and Resources:

- www.ProvidentLiving.org
- www.ChurchOfJesusChrist.org – [search: emergency preparedness, food storage, etc.]
- <https://store.churchofjesuschrist.org/usa/en/new-category/food-storage/5637160355.c>
- LDS Library – Handbook section 22
- Kennewick Washington Welfare Home Storage Center, 6501 W Deschutes Ave, Kennewick WA 99336; 509-735-6455

Government and Public Resources:

- www.Ready.gov
- www.yakimacounty.us/350/Emergency-Management - Yakima County Emergency Management
- www.bces.wa.gov/ - Benton County WA Emergency Management and Info
- www.redcross.org
- www.redcross.org/get-help/how-to-prepare-for-emergencies.html
- www.redcross.org/get-help/how-to-prepare-for-emergencies/survival-kit-supplies.html
- www.hhs.gov/programs/emergency-preparedness/index.html
- <https://emergency.cdc.gov/>
- www.pnsn.org – Volcanos in Pacific Northwest

Advice and Preparedness Information & Resources: (not official Church resources or websites)

- Search Internet for preparedness blogs, YouTube channels, and other resources
- <https://drive.google.com/drive/folders/0Bz0j2mxcGdlWcnEtcMZpcjRLVms?resourcekey=0-euzPzUQJB7JceDNEbC010A> Indexed Emergency Preparedness master library on Google Drive
- www.approachingready.com
- <https://www.abysmal.com/product/LDSPREP-8.html> - Emergency preparedness manual; LDS perspective
- www.hillcrestready.org - Hillcrest Utah Stake website (emergency preparedness site with CERT training)
- www.roserehomestead.com

Commercial Websites with good information: (not official Church resources or websites)

- www.buyersguide.org/emergency-food-supply-reviews/t/best - (buyer's guide to emergency food; information not an official church website)
- www.ldsprepperstore.com
- www.beprepared.com
- www.theprepared.com
- www.cityprepping.com
- www.theprovidentprepper.org

Survey - West Richland Washington Stake Emergency Resources

INSTRUCTIONS: Each family / member is invited to volunteer information about resources and skills which they have which could be utilized in an emergency. Complete this survey and give it to your Ward Preparation Specialist or church leader. This information will be respected and not distributed, and will be used by church leaders and disaster relief leaders, with discretion.

Please check those items and areas that apply to you or your family

Name _____ Phone Number(s) _____

- | | |
|--|--|
| <input type="checkbox"/> Health professional:
_____ | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> First-aid & CPR trained | <input type="checkbox"/> Chainsaw |
| <input type="checkbox"/> CERT or emergency prep training | <input type="checkbox"/> Propane heaters |
| <input type="checkbox"/> Law enforcement | <input type="checkbox"/> Portable generator |
| <input type="checkbox"/> Firefighter / rescue | <input type="checkbox"/> Commercial Driver's License (CDL) |
| <input type="checkbox"/> Military experience | <input type="checkbox"/> HAM radio: (Licensed: Yes No) |
| <input type="checkbox"/> Heavy equipment / trucks | <input type="checkbox"/> Bilingual language: _____ |
| <input type="checkbox"/> Truck or trailer | <input type="checkbox"/> IT & Computer skills |
| <input type="checkbox"/> Passenger van | <input type="checkbox"/> Counseling training |
| <input type="checkbox"/> Motor home, RV, camper | <input type="checkbox"/> Bicycle |
| <input type="checkbox"/> General construction | <input type="checkbox"/> Motorcycle |
| <input type="checkbox"/> Mechanic | <input type="checkbox"/> Boat, Canoe |
| <input type="checkbox"/> Electrician | <input type="checkbox"/> Tents, camping, bedding |

Additional Items & Skills:

PART 4: APPENDIX

ASSIGNMENTS AND PROCEDURES: OUTLINE OF DUTIES & RESPONSIBILITIES

The Ward Plan outlines functions, roles, and assignments during an emergency response - subject to real-time adjustments during an emergency. Standardizing assignments and procedures will minimize confusion and disruption as all parties work together to respond in an emergency situation.

Note that each person functioning in their assignment will report to their supervisor, priesthood leader, or manager each day. They will also brief their replacement on daily activity/needs if the response involves 24-hour efforts. The first responsibility of each individual is to take care of the needs and concerns of their own family first. This means that some may not be available to serve, which may necessitate adjustments through the course of the emergency response, and the assigning of assistants and backups.

Stake President/Bishop:

- Oversees all aspects of the emergency response. Reports to and coordinates with Area Authorities.
- Receives and reports conditions of full-time missionaries to the Area Authority and Mission President.
- Authorizes the use of the Church services and resources, Bishop's Storehouse, LDS Social Services, etc.
- Oversees the work of stake leaders with specific assignments.
- Authorizes the use of buildings and church properties to be used by disaster-relief agencies and associated efforts (35.5.8).
- Submit status report of members and affected church buildings.
- Directs the creation and implementation of stake and ward emergency plans.
- Works with Church Facilities Manager or other Church representatives, who will coordinate with the Area Presidency as needed (22.9.1.3).
- Directs and supervises priesthood leaders and the Stake Disaster Response Coordinator.
- Liaison with local Government Agencies.
- Oversee public information flowing from the Church to the media.
- With Stake Presidency, oversees all volunteer efforts. Appoints a Volunteer Liaison to respond to community agencies requesting volunteers. Monitors effective use of Stake volunteers.
- Receive daily reports from priesthood leaders and emergency event managers.

First Counselor – Stake Presidency / Bishopric

SHELTER AND OPERATIONS CENTER MANAGER:

- Sets up and manages Emergency Operations Center (EOC) and shelter. Trains, directs, coordinates, and assigns shelter functions and operation.
- Oversees meeting the needs of the shelter occupants and volunteers.
- Coordinates the presence of a priesthood leader to be at the building/property at all times in use, to ensure safe and secure operations.
- Appoints an Assistant Shelter and Operations Manager as needed.
- Oversees PFR, safety/security, medical & health functions

Second Counselor – Stake Presidency / Bishopric

LOGISTICS & TRANSPORTATION MANAGER:

- Oversees utilities, sanitation, supplies, equipment for shelter.
- Oversees transportation needs and movements within community
- Oversees Food Services Manager and in helping with obtaining food and arranging transportation to and from storehouse
- Mobilize resources as needed: Food, generators, tents, water, communications equipment, vehicles, etc.

- Assists in meeting the needs of the shelter occupants and volunteers.

High Counselor – Preparedness

STAKE DISASTER RELIEF COORDINATOR:

- Reports to the Stake Presidency.
- Assists in Shelter Management and Operations and Logistics.
- Assists and provides support and training for all other event managers as needed.
- Communicates directions and reports any needs and assignments received from the Stake President and Councilors to the Shelter Manager and other managers.
- Oversees the creation and implementation of Ward/Stake emergency plans under the direction of Stake Presidency.
- Works with and supports Stake and Ward Preparedness Specialists who assist in all functions in their area of assignment.

High Councilor – Preparedness (or as assigned)

HEALTH AND MEDICAL MANAGER:

- Reports to the Shelter Manager.
- Arranges for medical coverage with health professionals and volunteers, to function in emergency shelter or designated field clinic or healthcare setting.
- Manages operations related to medical services, first aid, field medicine arrangements, triage assessment of shelter occupants.
- Facilitates the referral of seriously ill and injured for adequate health care.
- Monitors the health and well-being of shelter staff.
- Arranges health care for those with special needs, including infants, elderly, physically impaired, etc.
- Determines needs for special diets and ensures that these needs are communicated to the Food Services Manager.
- After the shelter closes, transfers medical reports/records as instructed by the Shelter Manager

COMMUNICATIONS:

- Reports to executive secretary.
- Establish communication links with leaders, other buildings, community agencies, church headquarters, etc.
- Compile and keep activity log for critical communications.
- Prepares Emergency Response report for the Stake President.
- Work with Stake Emergency Communications Specialist, and assists in setting up radio communication and organizing HAM radio operators, etc.

MENTAL & EMOTIONAL HEALTH MANAGER:

- Reports to Stake Presidency or Shelter Manager.
- Assesses and meets mental health needs of members, shelter guests, etc.
- Make recommendations on mental health of shelter occupants; takes appropriate action to meet needs.
- Referrals to mental health professionals as needed.
- Find sources of emotional support for those affected by emergencies.
- Assist in supporting social activities

SUPPLIES MANAGER - EMERGENCY SUPPLIES:

- Reports to Logistics Manager.

- Works with Elders Quorums to locate supplies needed during and immediately after an emergency (building materials, carpentry tools, medical supplies etc.).
- Works with leaders to obtain and compile necessary reports for event leadership / management.

HOUSING & REGISTRATION MANAGER:

- Reports to the Shelter Manager.
- Coordinates with the Logistics Manager for cots, blankets, comfort kits, hygiene kits, and other items as needed.
- Assist Safety and Security Manager / committee.
- Ensures that persons entering or leaving the shelter go through the registration process
- Addresses health and medical needs, special needs, etc.
- Arranges and supervises safe and secure sleeping areas in shelter and grounds

FOOD SERVICES MANAGER:

- Reports to the Shelter Manager.
- Arranges for procuring, preparing, and distributing food to members unable to provide for themselves.
- Assures that the following functions/positions are filled by capable people:
 - Kitchen Supervisor
 - Food Supply Supervisor
 - Cooks and Kitchen Assistants
 - Servers
 - Cleanup Crews
- Supervises on-site food preparation and services for the shelter residents and staff.
- Ensures that staff are assigned and trained on their duties.
- Assesses and recruits shelter residents to assist food service staff.
- Ensures that food areas are kept clean and sanitary.
- Advises and coordinates with the Logistics Manager on supplies as needed, cleanup, kitchen help, etc.

SAFETY AND SECURITY:

- Ensure church buildings are secure after an emergency.
- Assist in securing and providing security to member homes and church property, as directed by Stake President and or local law enforcement .
- Assisted by Elders Quorum Presidency as needed.
- Provide general security of shelter and grounds, including cooperation with law enforcement, building lockdowns, and “drive-by,” and assistance where necessary.
- Assures that a priesthood leader is present in the building during hours of operation and occupation.
- Oversees traffic and parking control
- Establishes security for all supplies and equipment at the shelter

SANITATION AND HYGIENE:

- Reports to Logistics and Transportation Manager.
- Arrange portable toilet facilities if indoor sewer system is unusable.
- Oversee collection, storage, and safe proper for disposal of garbage.
- Arrange for water trucks to deliver water to central location for washing and cleaning if water resources are unavailable.
- Arranges for regular cleaning of the shelter, including food preparation & eating areas, rest rooms & showers and sleeping areas

WORK ASSIGNMENTS MANAGER:

- Reports to Priesthood Leaders, and Shelter & Operations, and Logistics Manager.
- Assists Shelter and Logistics Manager to create daily task lists, to make work assignments and to follow up on completing tasks - especially as they relate to their own ward area and responsibilities.
- Surveys and understands availability of resources – equipment, supplies, and skills.
- Monitors shelter staff work activity, hours worked, adequate rest periods, stress indicators, etc.
- Assigns and works with volunteers from the Ward and Elders Quorum for help in emergency response generally, and emergency shelter functions.
- Coordinate work assignments for volunteers from the community, or coming from outside the stake or ward boundaries.
- Assists in coordinating extra assistance from ward members beyond that available from family and home ministers.
- Assists the Logistics Manager and Clerks in procuring emergency supplies.

CHILD CARE, CHILDRENS ACTIVITIES

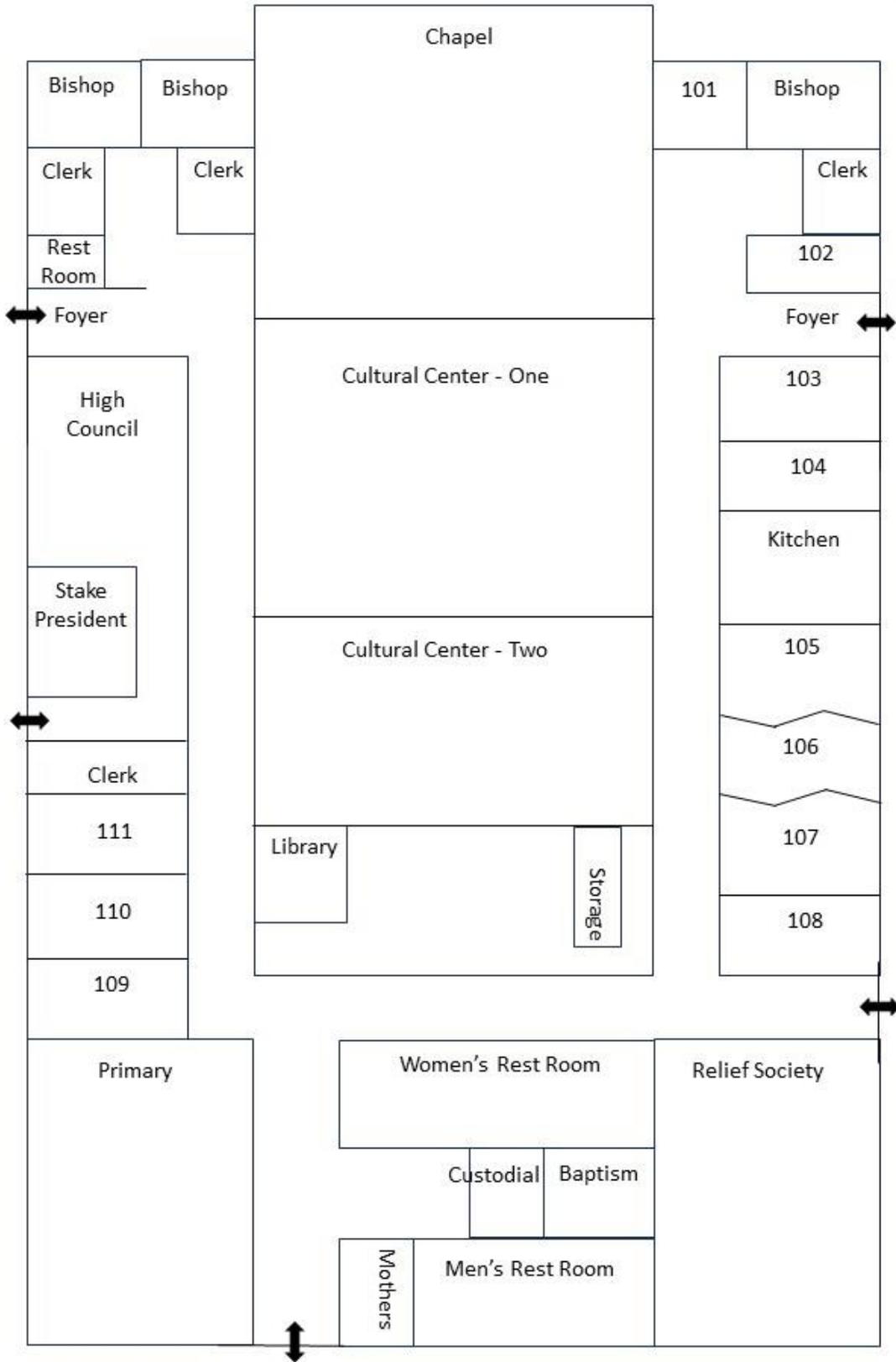
- Assist parents with children's activities.
- Help parents with young children and in dealing with emergency situations.
- Monitors activity and special concerns for children, including health and emotional support.
- Organize activities for adults and youth

SOCIAL & SPECIAL SERVICES MANAGER:

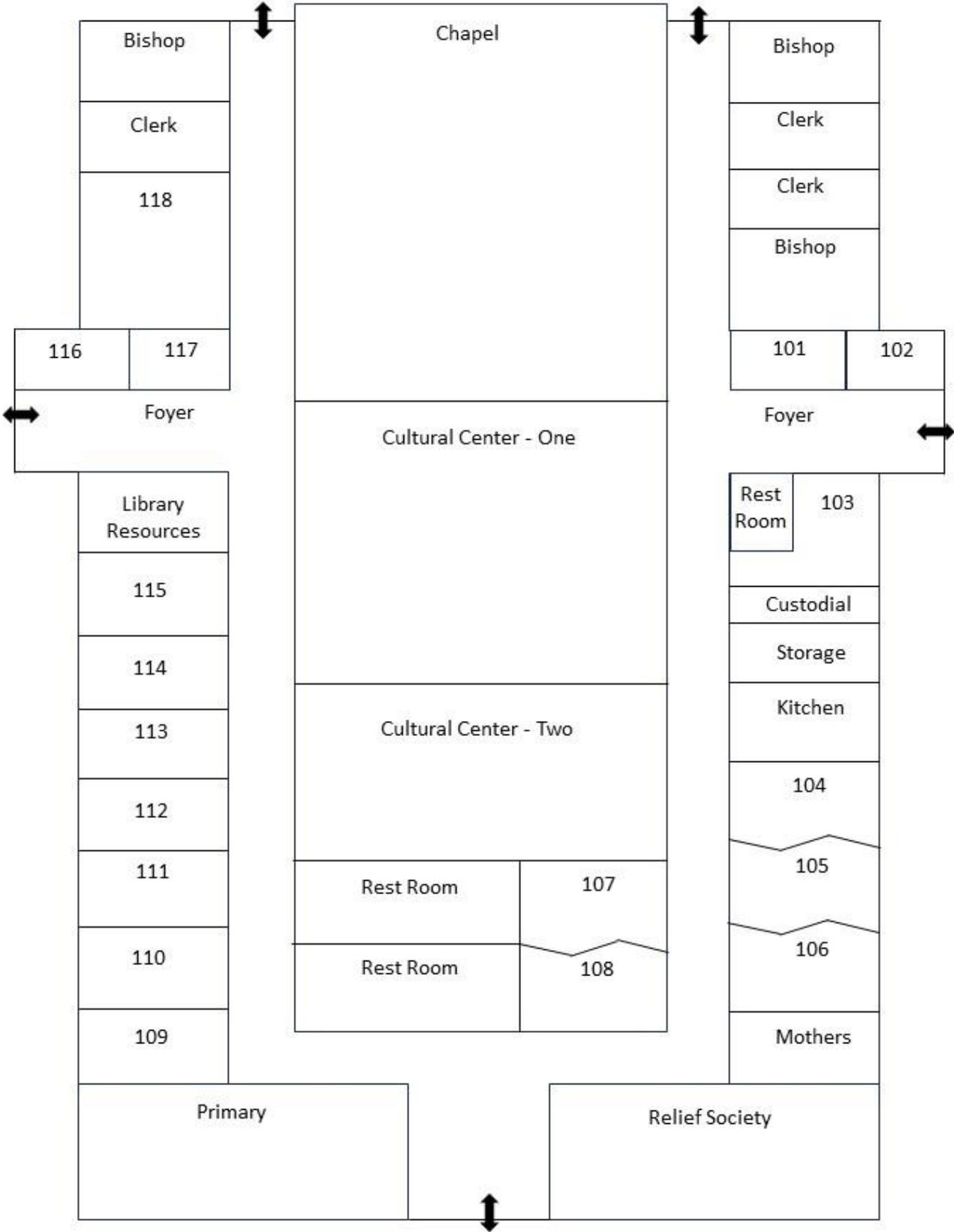
- Reports to the Shelter Manager.
- Assesses the need for special services, recreational activities and similar services to fill unmet needs
- Organize translation services and volunteer translators; works with community agencies with translation services.
- Consults with the Shelter Manager and Health Manager to identify residents who have special needs or require special services and those personnel that can provide or assist with special services
- Assists Primary with children and youth concerns

FLOOR PLANS FOR WARD & STAKE BUILDINGS

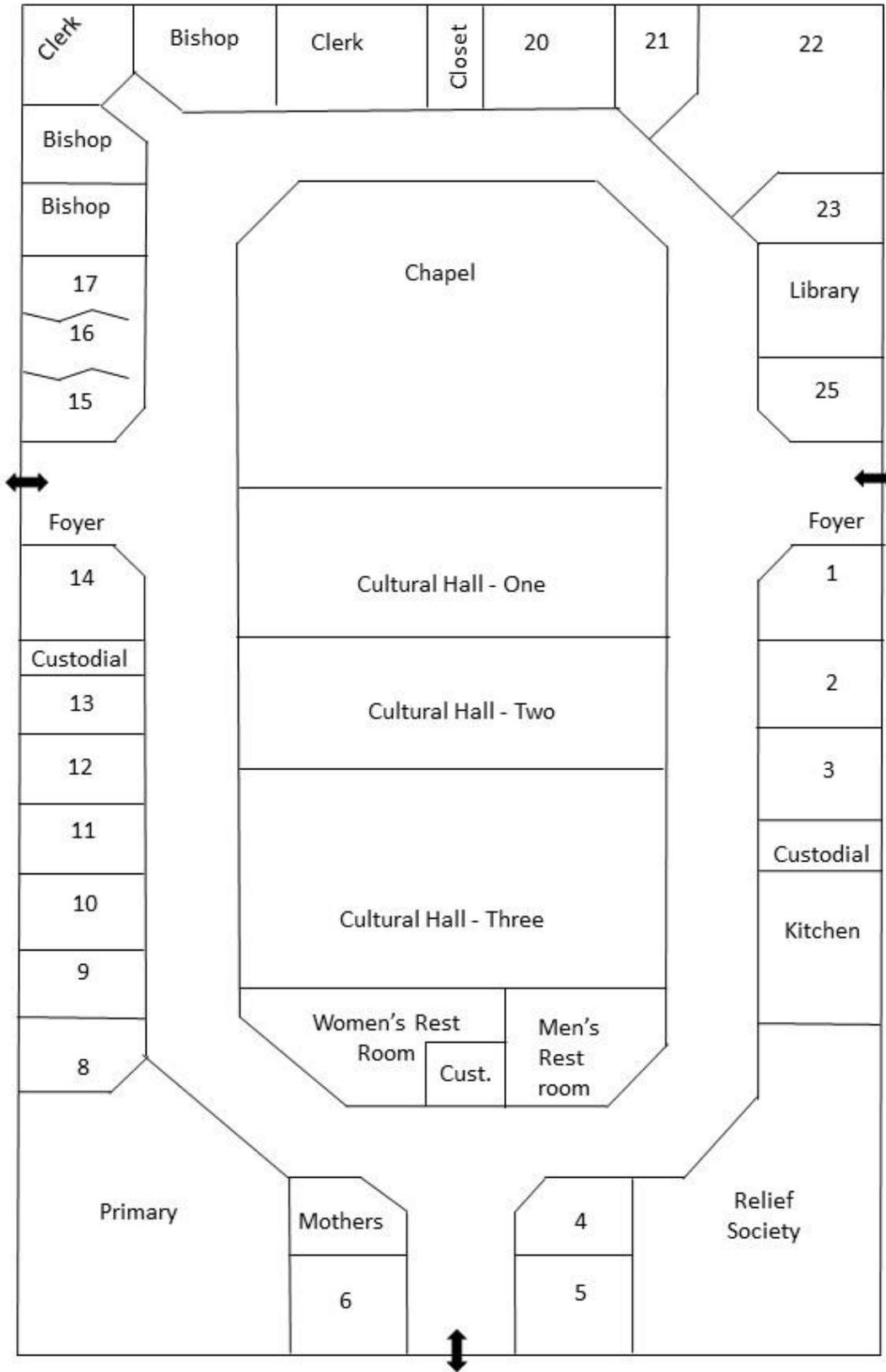
W.R. Stake Center – 5885 Holly Way, West Richland, WA 99353



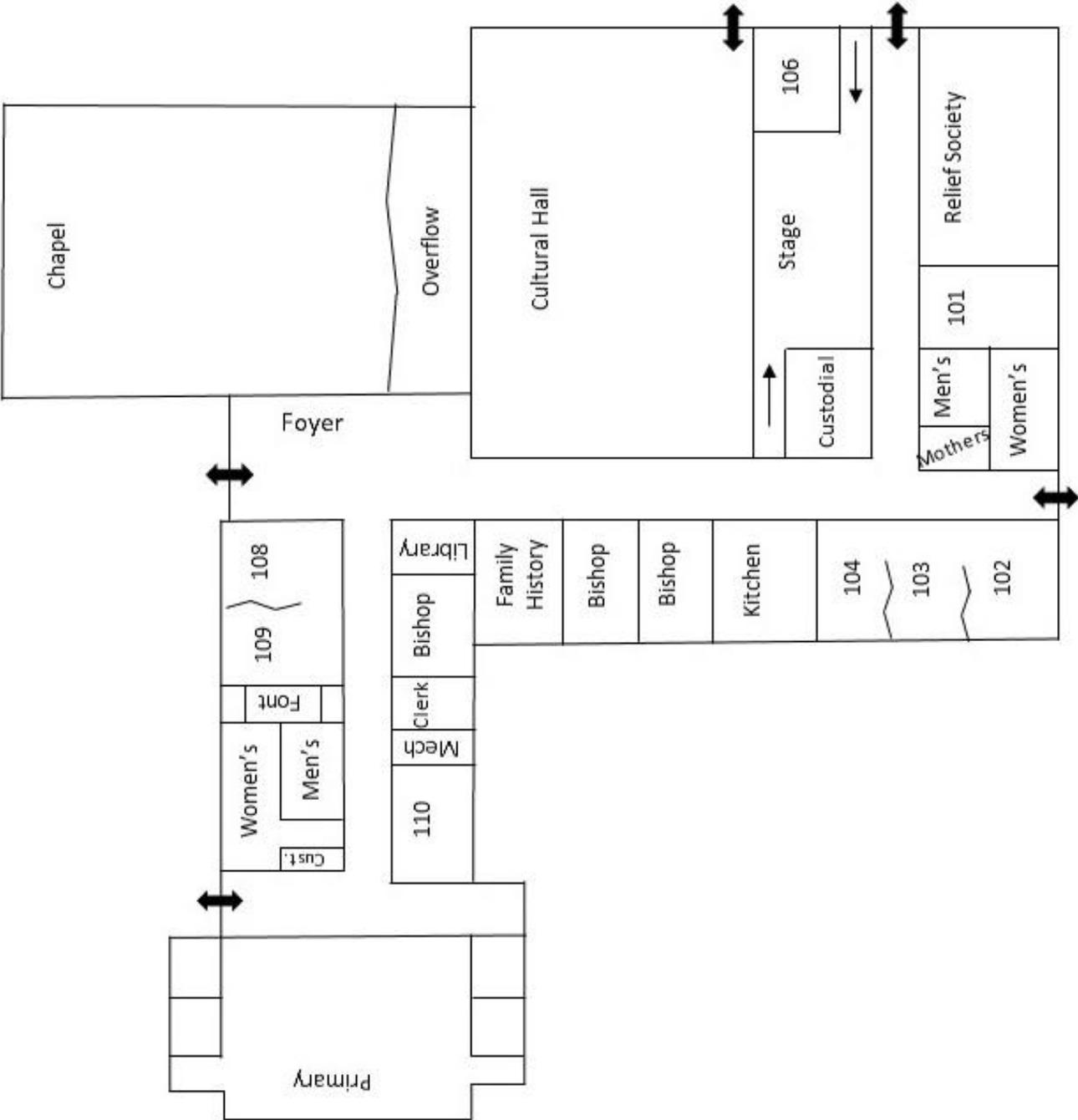
Keene Building – 3701 Watkins Way, West Richland, WA



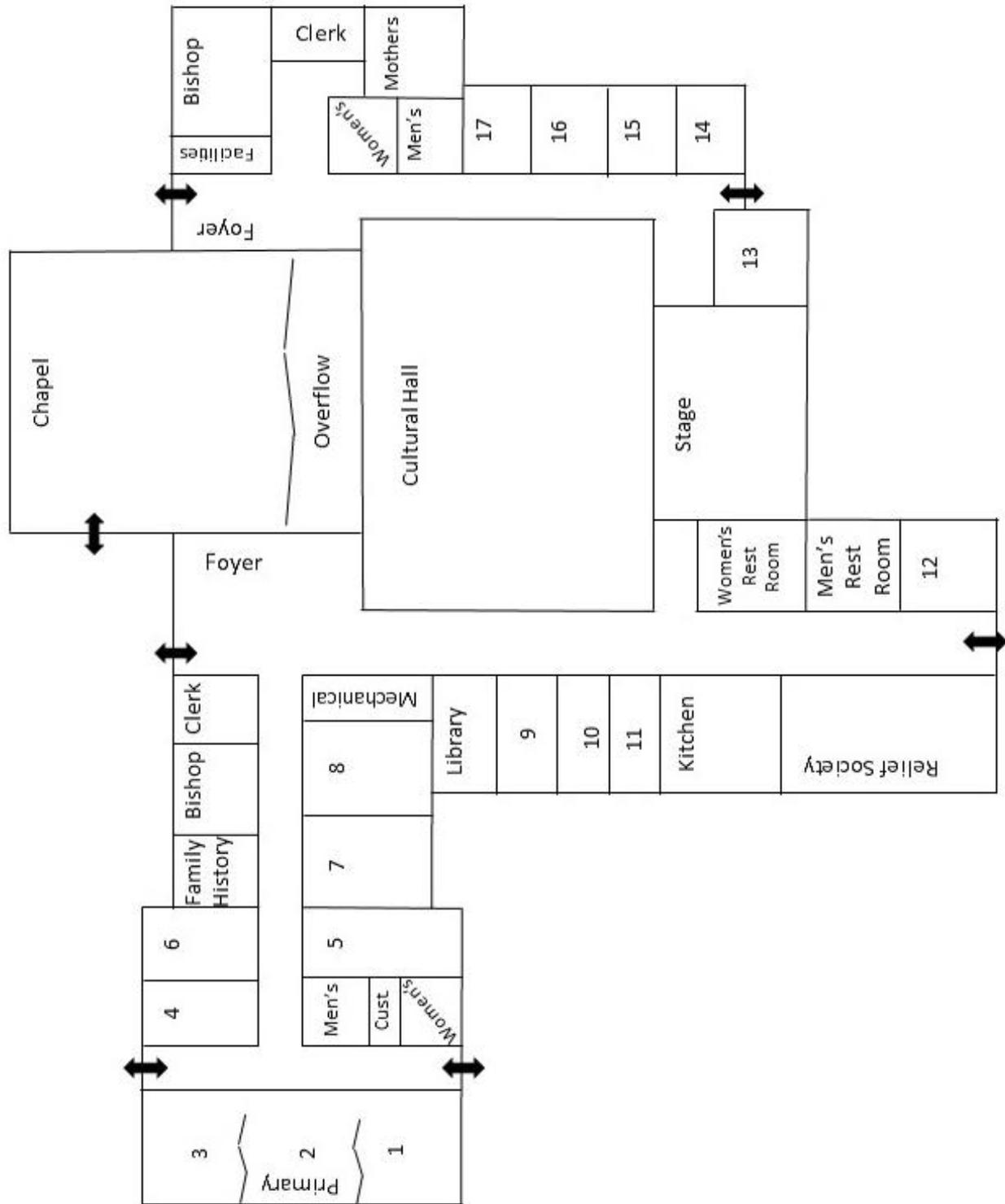
Paradise Building, 4500 Maple Ln, West Richland, 99353



Prosser Building, 1835 Highland Dr, Prosser, WA 99350



Benton City Building, 1101 Fay Ave, Benton City, WA 99320



CHURCH HEADQUARTERS INVOLVEMENT:

When a higher-level response is indicated and mobilized, local response will merge with higher-level church-directed efforts to provide assistance and relief. A higher-level response from Church Headquarters²⁴ will provide experienced and professional managers and specialists such as:

- Church Emergency Operations Center Manager²⁵ (EOC)
- Area Welfare Manager (church employee)
- Communications and Technology Specialist^{26 27}
- Public Affairs Specialist
- Voluntary Organizations Active in Disaster²⁸ (VOAD) representative to help coordinate relief efforts between voluntary organizations²⁹
- Safety Specialist.

Under the Stake President's direction, the roles and assignments of Ward/Stake members will be supervised by this emergency response management team.

Emergency Operations Center (EOC)^{30 31}

As noted previously, the Stake President may direct that an EOC be set up and function as a central command center where emergency response efforts are organized and carried out. Leaders receive and evaluate impact reports on the safety and status of members, coordinate response and cleanup efforts, communicate with church headquarters, organize volunteer efforts, and store and distribute relief supplies.

Instruction and guidelines for establishing and running an EOC are available here:

http://broadcast.lds.org/elearning/wel/WelfareOperationsTraining/OperationsCenter/Lessons/OperationsCenterBasics/story_html5.html

²⁴ <https://providentliving.churchofjesuschrist.org/leader/emergency-preparedness-and-response/area-planning-guide/preparation/voadrep?lang=eng>

²⁵ <https://providentliving.churchofjesuschrist.org/leader/emergency-preparedness-and-response/operations-center-training?lang=eng>

²⁶ <https://providentliving.churchofjesuschrist.org/leader/emergency-preparedness-and-response/communications/planning?lang=eng>

²⁷ <https://providentliving.churchofjesuschrist.org/leader/emergency-preparedness-and-response/communications/specialist?lang=eng>

²⁸ <https://providentliving.churchofjesuschrist.org/leader/emergency-preparedness-and-response/area-planning-guide/preparation/voadrep?lang=eng>

²⁹ https://www.thechurchnews.com/members/2023/6/5/23744406/mountain-west-voad-salt-lake-city-conference-disaster-response?utm_campaign=churchnews-en&utm_content=entry&utm_medium=social_share

³⁰ <https://providentliving.churchofjesuschrist.org/leader/emergency-preparedness-and-response/area-planning-guide/response/resources?lang=eng#meetinghouse>

³¹ <https://providentliving.churchofjesuschrist.org/leader/emergency-preparedness-and-response/operations-center-training?lang=eng>

EMERGENCY COMMUNICATIONS PROTOCOL

The purpose or mission of Church Emergency Communications is to enable communications to and between the right people at the right time so they can make the right decisions. To accomplish this, redundancy in communication methods and procedures, utilizing the best available methods and technology possible, to include telephones (land and cell), text messages, internet-based methods, FRS/FMRS and Amateur (HAM) radio, messaging teams / 'runners', etc.

Ward and Stake Emergency Communications Specialists (ECS) have the responsibility to coordinate all emergency communication efforts, be that radio or otherwise. As such, Ward and Stake 'ECS' Specialists, radio operators, and messenger teams are charged with the responsibility of conveying information as it is received – without embellishment, correction, or interpretation.

EC Specialists operate and/or participate in Ward/Stake Nets which serve as the communication structure for reliable and worst-case communication methods. Weekly and monthly 'Nets' are for practice

If Phone Service is Operational	If Phone Service is Non-Operational
Members report state of emergency to Ward leaders. Ward leader notifies Stake President that an emergency exists.	Member travels to Unit leader or nearest emergency communicator (HAM operator, FRS/GMRS, or satellite phone) to report emergency.
Stake leaders receive reports from unit leaders, regarding emergency status, members, missionaries, buildings, etc.	The emergency communicator activates the Emergency Net on the Church repeater by Assuming Net Control Operator.
Stake President reports to Area Authority by phone the Stake assessment of: Members, Missionaries, Properties, and Missionaries to Mission President.	Net Control Operator locates any communicator with operating phone service.
Unit response procedures are activated by unit leader and Stake President.	Request person with phone service to notify local unit and Stake leaders.
	If area-wide phone outage, Net Control Operator notifies unit communicator, who communicates nature of emergency via repeater, or using close proximity communications (Simplex/FRS/GMRS), or by using messengers.
	Using best available communications, unit emergency response procedures are activated by unit leader and Stake President.
	The emergency communicator activates the Emergency Net on the Church repeater by Assuming Net Control Operator.
	Stake President instructs Stake communicator to report Stake status to Area Authorities and to the Mission President, via radio and/or messengers.
Communications continue using best available communication methods allowing the Stake President to coordinate emergency response measures and receive and pass along timely reports, interact with Area Church Authorities, and interact with community emergency response agencies.	

WARD PREPAREDNESS SPECIALIST

The Ward Preparedness Specialist is a calling with few guidelines making it difficult to magnify your calling when you are unaware of what is expected. In the spirit of “take care of your family first,” the most important thing you can do is to create and model a personal family preparedness plan. No person is every ‘totally ready’, but your efforts will qualify you for guidance by the Spirit and will serve as an example.



Balancing Spiritual and Temporal Preparation:

Understand and teach that spiritual preparation and temporal are not separate concepts. While their respective activities may include different areas of focus, being spiritually prepared includes being temporally prepared, or making progress on that path. The blessings of protection, miracle provisions, timely interventions, and so forth are obtained like any other blessings – because of obedience to laws upon which they are predicated (D&C 130:20-21). Obedience not only qualifies you for ‘the work,’ but it also qualifies you to receive blessings. While we do not judge any specific person’s situation, the gospel principle is that God will be slow to hear the prayers of those begging for relief when they have done little to be prepared.

Spiritual preparation and temporal preparation go hand in hand. The principles of inspiration³² (“Hear Him”) and ‘hearkening quickly’ (D&C 101:7) are key to being blessed in your efforts to be better prepared. President Nelson has taught that “Good inspiration is based upon good information”³³. Encourage those you serve to become informed and to study things out (D&C 9:8) and then ask in prayer for guidance about their next steps. This is an essential way to incorporate spiritual preparation concepts inside our efforts to be temporally prepared.

Meetings:

- Attend Stake Preparedness Council meetings. The meeting schedule may vary from time to time as circumstances require.
- Meet with and work with the Stake Preparedness Specialist on a regular basis.
- Attend and participate in scheduled Stake preparedness workshops and discussion groups.
- Schedule and lead Ward preparedness workshops and discussion groups.
- Participate in annual Stake Emergency Preparedness Fair, (dates and times to be determined).

Preparedness Resources and Learning:

- Study and learn about the Church’s preparedness materials and guidelines in the Church Handbook and Church websites.
- Become a student of preparation. Develop and or compile lists, plans, instructions, ‘how-to’ websites and video channels, blogs, and skills-training materials and resources.
- Become familiar with county emergency planning and response agencies and programs.
- Understand the Church’s higher-level emergency response programs and procedures.
- Become familiar with Church and community emergency response resources, including:
 - www.providentliving.org
 - www.ready.gov
 - www.fema.gov
 - www.redcross.org
 - www.co.benton.wa.us (Benton County Emergency Management)

Ward Emergency Preparedness Plan:

³² <https://www.churchofjesuschrist.org/study/manual/hear-him-launch/hear-him?lang=eng>

³³ April 2018 “Revelation for the Church, Revelation for Our Lives,” General Conference.

- Familiarize yourself with your ward emergency preparedness plan, as well as the stake plan. Understand the objective and functionality of these plans and work to facilitate their creation, regular maintenance and updating, and periodically reviewing within the ward council and ward membership.
- Make sure that the plan is updated periodically with re-printed ward membership lists, maps, special needs lists, updated equipment & resources lists of ward members, and other vital information. Make sure the printed copies are accessible and available with a copy of the ward plan.
- The *Stake and Ward Emergency Planning Guide* is part of the Ward/Stake Plan. This provides worksheets and instructions for completing and updating the Ward/Stake Plan.
- Use the ward emergency prepared plan to develop and practice preparedness activities and workshops and skills training. Practical experience will identify areas of improvement to the ward plan.

Monthly Focus:

- Work with ward members and the Ward Council to select an area of focus for each month to help ward members achieve a greater awareness of actions necessary to be prepared. Ideas might include water storage, home food storage, evacuation kits, (72-hour kits), first aid, and financial planning.
- Elders Quorum and Relief Society groups may participate by supporting and working with you within their organizations.

Educate and Inform Ward Membership:

- Support ward members in their personal and family preparedness plans and goals.
- Your effort in this calling will focus on supporting and encouraging members to become personally prepared in their own homes and families (see the Family Preparedness Plan).
- Place information announcements in weekly ward bulletin announcing monthly preparedness focus with links to additional information.
- Seek opportunities to speak to Relief Society and Priesthood meetings, and fifth-Sunday presentations.
- Ask your Bishop for permission to attend an occasional Ward Council meeting to inform and motivate ward leadership.
- Meet one-on-one with members who desire personal preparedness coaching, goal setting, and problem solving.
- Schedule and host discussion groups for those members who would like to discuss preparedness topics and would like to associate with like-minded people to share ideas and learn skills together.
- Consider organizing group purchases to take advantage of quantity discounts for preparedness items (water barrels, filtration systems, home storage items, solar cooking ovens, etc.). Inform Ward members about special sales and promotions that they may want to take advantage of. Encourage Ward members to utilize the food storage products available at store.churchofjesuschrist.org³⁴.

Suggested Trainings:

- Obtain CPR/AED and First Aid certification.
- Become a licensed Amateur Radio operator (HAM).
- Become CERT qualified (Community Emergency Response Team) from the County. Consider volunteering with Benton County Emergency Management or the American Red Cross.

Ward Preparedness Committee:

- Discuss with the Bishop about adding an assistant Preparation Specialist or setting up a Preparedness Committee using representatives from ward organizations and groups, or other members with an interest or skillset in preparation.

³⁴ <https://store.churchofjesuschrist.org/usa/en/new-category/food-storage/5637160355.c>

- Develop a working group of interested like-minded members to work with you in preparedness efforts and activities in the ward.

Other Suggestions:

Encouraging and working with members to create and implement a Family Preparation Plan and to take solid steps forward in being prepared.

- Encourage each ward member to have a 72 hour kit and other emergency supplies that may be needed quickly in a sudden unforeseen emergency or natural disaster.
- Preparing the Ward leaders and members to handle various types of emergencies and disasters, and to implement the Family and Ward Emergency Preparedness Plans, in conjunction with the Stake.
- Work with the Ward Council to use the Stake Emergency Preparedness Plan template and incorporate specific provisions and plans unique to the Ward, its members, and its geography. This would include identifying one or two meeting places within the Ward boundaries where people and requested or volunteered supplies can be safely gathered.
- Survey and compile a list of resources and skills and equipment that exists within the Ward and by its members, which can be used to help in disaster situations and recovery. Maintain and update list at least semi-annually.
- Coordinate emergency preparation efforts within the Ward Welfare Committee on a monthly basis.
- Coordinate with Ward and Stake Emergency Communication Specialists. Ensure that all equipment used is available, charged and in good working order. Make sure that monthly check-ins with the radio 'net' are occurring and operational.

FORMS

Emergency Family Report Form

(Submit to Ward Minister or Church Leader, or fill out and bring to the shelter)

In the case of a family or neighborhood emergency, the following information will help church leaders and disaster relief specialists and those managing emergency responses to better understand and respond to your situation.

FAMILY NAME	
Address	
Names	
Phone Number Email	
Names of deceased Details:	
People injured/hospitalized Details:	
People without shelter Details:	
People needing food/water Details:	
Special needs or special concerns	
Comments:	

Emergency Response Leader's Summary Report

(Gathering Information in an Emergency)

Summarize information gathered and received from Home Ministers, Ward & Stake leaders, neighbors, etc. Information should be communicated to the Bishopric, Stake Presidency, and Regional/Area Authority levels as appropriate to the particular circumstances.

Church Unit: _____ Presiding Authority: _____ Title:

Best contact info: _____

Member/Family Name	Injured Missing, Deceased	Property Damage	Assistance or Resources Needed	Actions Taken

West Richland Stake Evacuation Shelter – Registration Form

(Complete this form and bring with your family to the shelter)

Family Name:		Date Arrived:
Head of Household:		Date Departed:
Home Ward:	Home Stake:	Home Bishop:
Names of Family Members in Shelter		Age
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Special needs / Special Concerns		

Shelter & Emergency Response Volunteer Sign-in Sheet

Organization		Event	
Date		Location	

	Name	Job/Activity	Time	Address & Contact Info: (Phone, Email)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				