



SPRINGVILLE/MAPLETON UTAH REGION

EMERGENCY
& PREPARATION
& RESPONSE
PLAN

For all families & households
in the Springville/Mapleton Utah Region

SPRINGVILLE/MAPLETON UTAH REGION



EMERGENCY
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& RESPONSE
PLAN

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EMERGENCY
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EMERGENCY PREPARATION OVERVIEW

The emergency preparation and response plan for stakes in the Springville-Mapleton Region is consistent with the principles set forth in *Providing in the Lord's Way: A Leader's Guide to Welfare* (32296) and its supplement *Church Welfare Resources* (34475), pages 14-17, and is intended to be simple, flexible, and yet effective in the event of a major unusual occurrence where Springville or Mapleton City services may not be available.

All preparations and responses should be carried out through the existing Church organization. The stake and ward councils and the stake bishops' welfare council should be used fully in these efforts. Ward leaders should keep their ward's emergency response plan in general harmony with the stake's plan (a sample ward plan is included in Appendix A).

“...THE TIME HAS COME TO GET OUR HOUSES
IN ORDER... THERE IS A PORTENT OF STORMY
WEATHER AHEAD TO WHICH WE HAD BETTER
GIVE HEED.”

—Gordon B. Hinckley
President, Church of Jesus Christ of Latter-day Saints
Conference Report, Oct. 1 998, p. 70 or Ensign, Nov. 1998, p. 53.



EMERGENCY
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STAKE EMERGENCY PREPARATION & RESPONSE PLAN

STAKE PRESIDENT’S RESPONSIBILITIES DEFINED:

As stated in *Handbook 2—Administering the Church*, “The stake president presides over the stake priesthood executive committee and the stake council.” Further explanation is given in section 6, *Welfare Principles and Leadership*, 6.3.2 *Stake Council*, “They develop and maintain a simple written plan for the stake to respond to emergencies (see *Handbook 1*, 5.1.3). This plan should be coordinated with similar plans of other stakes in the coordinating council and with plans in the community.” Stake leaders should report to their priesthood leaders the condition of members and Church property during an emergency. They should understand that civil authorities have priority in directing efforts to respond to emergencies that involve the community.

The plan, as defined herein, is the emergency preparation and response plan adopted by the stakes in the Springville/Mapleton Welfare Region.

section a. *PREPARING FOR EMERGENCIES*

The most likely emergencies to strike the Springville-Mapleton Region are:

- An earthquake along the Wasatch fault.
- A major fire, flash flood, or landslide to the East of Springville or Mapleton.
- A train derailment or truck crash causing a major chemical spill.
- A major power outage from a storm during freezing temperatures.
- A major wind storm.

The stake will call an individual to serve as the **Stake Emergency Preparedness Specialist** to assist the stake welfare committee in fulfilling its duties and responsibilities. The **Stake Emergency Preparedness Specialist**, under the direction of the **Stake President**, will provide training and information to the ward emergency preparedness specialists that will assist the efforts of the **ward welfare councils**.

The **Stake Emergency Preparedness Specialist** will train, assist, and provide information to the **ward emergency preparedness specialists** to help them fulfill their responsibilities as outlined below:

- The ward emergency preparedness specialist, working with the **ward council**, will encourage members to develop a family emergency preparedness plan (see sample in

Appendix B), to properly secure their homes in the event of a major earthquake, and to acquire a family first aid kit, first aid training, CPR and CERT (Community Emergency Response Team) training, temporary sanitation and shelter needs, a 72-hour emergency kit, a 30-day supply of food, and at least two 55-gallon drums of water, while working toward a goal of a year's supply of food, clothing, and, where possible, fuel to prepare for emergencies. The **ward council** will facilitate this preparation through:

1. Organizing the ward into **small neighborhood groups**, with a supervisor for each group, known as a Block Captain.
2. Including the ward emergency preparedness specialist in the monthly **ward council**.
3. Obtaining copies of their city's Emergency Preparedness Manual and following its guidelines, and providing copies of this manual to all residents within their ward boundaries.
4. Encouraging members to participate in CERT training.
5. Regular attendance by the ward emergency preparedness specialist at quarterly stake emergency preparedness meetings, and implementing the information provided in those meetings through the **ward council**, as determined by the bishop. Topics discussed will include home safety, food storage, emergency communication, and other emergency planning.
6. Scheduling an annual combined priesthood/relief society meeting on a fifth Sunday that reviews the ward's emergency preparation and response plan.
7. Melchizedek Priesthood quorum lessons and home teaching messages.
8. Relief Society lessons and homemaking meetings.
9. Young Men, Young Women, and scouting lessons and experiences.
10. Encouraging members to participate in dry pack canning opportunities.
11. Holding training sessions with Block Captains at least annually.

Ward emergency preparedness specialists should also review, update, and report to the **stake emergency preparedness specialist** at least quarterly:

1. The accuracy of the ward address list and map of all homes.
2. The status of the ward's "Block Captain" organization, and activities conducted by block captains.
3. Who has been assigned to assist each family who may not be able to care for themselves.
4. The number of people living in the ward boundaries (member or non-member) with special skills or equipment that could be called on to help in an emergency. (See Appendix C).
5. Those in the ward who are currently CERT certified.
6. The method of communication to be used in the ward and to the stake if telephones are out, including the names of any ham radio operators.
7. The designated location for a ward command post in the event of an emergency.
8. The ward's plan to care for the spiritual and emotional needs of members, including recreation and care for children whose parents are injured or involved in relief efforts.

9. The approach used to inform less active and non-member families of the ward's response plan.
 - **Ham radio operators** will follow frequency and call letter guidelines; they will meet as directed with the **stake emergency communication specialist** for training and coordination, and will test their systems at least monthly on the multi-region net on frequency 145.370, or on the Springville City net on frequency 145.750 (Simplex). The multi-region net conducts weekly roll calls on Tuesdays at 8:00p.m.; Springville City conducts roll-calls the first Thursday each month at 9:00p.m. A list of stake communications specialists and their ham radio call letters is provided in Appendix D.
 - **Block Captains** are encouraged to hold block parties or block meetings at least annually to define neighborhood staging areas (possibly the block captain's home or yard), and to train neighbors (members and non-members alike) on what to do in case of an emergency. This training will focus on the list of activities for "all others" found on Page 16 of this document, and could include passing out the letter and filling out the Emergency Response survey in Appendix C, and covering other emergency preparedness topics as suggested by priesthood leaders.

Stake emergency preparedness specialists should also review, update, and report to the **stake high council over emergency preparedness** at least quarterly the stake's emergency response readiness level. The stake specialists should participate on their city's emergency preparedness committees. They will also arrange to annually distribute Appendix C surveys and letters, and replenish lost signal devices (See "All others", Item 3, Page 16) and City Emergency Preparedness Manuals in cooperation with ward emergency preparedness committees. The **regional welfare committee** will provide the stake committee with two maps from the county each year. These maps will be used by the **stake emergency preparedness specialist** to mark problem areas within the stake in time of emergency.

The **stake council** will review annually during the first quarter of the year:

1. Ward plans as reported by the Stake Emergency Preparedness Specialist to the assigned high councilor.
2. Ward emergency response readiness levels and up-dated lists of resources available for emergency relief, including those for preventing and relieving emotional trauma.
3. Methods for communicating with the wards and with the stakes if telephone service is lost.

section b. *RESPONDING TO EMERGENCIES*

Members are to be taught that civil authorities are in charge and that, the members are to accept direction from civil authorities during emergencies. When an emergency occurs, all members of the stake presidency may not be available. If the presiding priesthood officer is not present, the following order should be observed to determine who will direct response efforts until a presiding officer is present:

STAKE

1. Stake President
2. 1st Counselor in Stake Presidency
3. 2nd Counselor in Stake Presidency
4. High Councilor over Emergency Prep.
5. Stake Emergency Preparedness Specialist
6. Other High Councilor (by seniority)

After ensuring that their own family members are able to care for themselves, and **any of the first five from the list above** should convene at the stake center or stake command post to:

1. Determine the initial course of action based on any direction from civil or Church authorities.
2. Make assignments, making sure that key priesthood leaders are available to administer to the people and that others, as assigned, focus on the physical arrangements needed as the situation demands.
3. Make an initial assessment of the condition of families as reported by block captains or home teachers from the various wards.
4. Ensure communication is established with ward leaders as soon as possible. Use Ham radios, if they are available, with the stake frequency assigned by the city. Otherwise use FRS radios, runners or other methods. Then set the time and method for follow-up communications. Stake leaders will prepare and report the following to regional leaders or area leaders if the regional leaders are not available:
 - Name, title, and unit of the reporting officer, and how the presiding officer can be reached.
 - Description, location, and magnitude of the emergency.
 - Number of members injured, missing, or dead.
 - Location and extent of damage done to Church or member property.
 - Actions being taken to help those in distress.
 - Needed assistance that is unavailable locally.

Priority actions in an emergency for the **stake presidency and the stake emergency preparedness specialist** should be to:

1. Ensure that assistance is being provided to those who are injured or in danger. Encourage wards to establish “mobile response teams” comprised of at least two 4-wheel drive vehicles with two to four individuals in each vehicle that travel together throughout the ward and stake to assist block captains and families, and to provide status reports back to ward and stake leaders. These teams will first respond to reports and requests from block captains, and will carry FRS radios to maintain communication with block captains and the ward

command post. They could also help transport injured persons to the CERT command post at the Stake center. To help expedite civic emergency response efforts the mobile response teams will take with them a copy of the ward map and mark it in compliance with the city's plan (as described in Appendix E). Marked ward maps will then be given to the stake emergency preparedness specialist at the stake center who will transfer the information to the large county-provided maps, which will in turn be given to civic leaders.

2. Account for all families, assisting them to reunite as soon as possible. Particular attention should be given to individuals and families with special needs. Block captains, home teachers, and church leaders will be the primary sources of this information.
3. Inform the **chairman of the regional welfare committee** of conditions in the stake and request assistance, as necessary. If the chairman of the regional welfare committee is unavailable, contact the Area Presidency or the Area Welfare Administration at Church Headquarters.
4. Arrange for shelter and other selected services, keeping people as close to their property as possible in the homes of relatives, friends, and neighbors before sending them to public shelters or establishing a shelter in a meetinghouse.
5. Assess damage to Church property and take steps to protect it.
6. Assess damage to homes and determine ways neighbors can assist one another.
7. Help the wards to organize volunteer relief teams under the direction of civic leaders with the assistance of CERT trained individuals, as needed, and without disrupting the ward and stake emergency operations.
8. Help the wards organize to provide for the emotional and spiritual needs of the people. Make arrangements for the supervision and care of young children whose parents are injured or engaged in emergency response efforts. Provide play areas, toys and recreational equipment.
9. Avoid establishing a shelter in a church meetinghouse unless requested by appropriate civil authorities. (See Appendix F for guidelines on using Church properties as a shelter.)

Communications during an emergency between the wards, stakes and civil authorities at the Emergency Operations Center (EOC) and the LOS Church Headquarters will be handled as follows:

1. If functional, normal telephone communications will be sufficient.
2. If telephone systems are not functional:
 - During an emergency leaders can contact the various command centers as follows:
 - o **Springville City Emergency Operations Center.** Stake Leaders using the Stake Communications Specialist(s) via Amateur (Ham) Radio operator establish contact with this Center by using the frequency of 145.750 SIMPLEX. This frequency is to be used exclusively for Command and Control of Civil Authorities to Sector (Stake) Command Posts.
 - o **Church Headquarters through the Lindon Bishop's Storehouse.** Stake Leadership can establish Ham Radio communication with the Lindon Bishop's Storehouse on frequency 145.370 (Duplex if the repeater is functional or SIMPLEX if the repeater fails). All church related contact with higher authorities should be handled on this frequency.

- o **Communications between Stake and Wards.** Each stake has been assigned a Sector Number by Springville City Emergency Management. This number also corresponds to the assigned channel number on the FRS radio band that is to be used for communications between a stake and its various wards. This channel number is to be used without the privacy sub tones. (See Appendix D.)
- o **Alternate Communications between Stake and Wards.** Stakes may elect to set up their own Ham radio communications networks with their wards if there are properly licensed operators available. The operational frequency should be assigned by Springville City Emergency Management.
- If radio communications are not available, the use of paired runners carrying written information can be used. Depending on the type of emergency other options may be available.
- Individuals and families should be trained to turn on their battery powered radio or TV to obtain emergency information. KBYU is the radio station that will be broadcasting emergency information specifically for Springville. The frequency is on the FM band and is 89.1 there is also a repeater that broadcast the same signal at 89.5 that covers some of the valley dead spots and into Salt Lake City northward.

Ensure that **Block Captains** are functioning effectively and taking the following actions during an emergency:

1. Ensuring the safety of their own families.
2. Checking on the status of the neighbors in their block. As soon as possible, checking the status of all families on the block that have not contacted them.
3. Teaming up with neighbors to secure the neighborhood of safety or medical concerns. Turning off running water ONLY if needed to prevent flooding. Turning off natural gas ONLY if a gas leak is smelled or detected. Turning off electricity ONLY if a dangerous condition exists. Otherwise, leaving utilities alone.
4. Reporting family status of **neighborhood groups** to the **bishop's emergency command post** or **staging area** as soon as possible. Include the following:
 - a. Families' **physical health**
 - b. **Structural Condition** of each family's home
5. Reporting any needs to the **bishop's emergency command post** or **staging area** using the assigned FRS radio channels (See Appendix D). If radio communication fails, they should send two people to the ward command center to report and receive instructions, preferably in writing.
6. Reporting any further significant changes as they occur.
7. If evacuation is required, make sure they have accounted for all neighbors. Ensure they advise families to inform you as their block captain, if the family decides to leave the general area.

Ensure **Home Teachers** are functioning effectively and taking the following actions during an emergency:

1. Ensuring the safety of their own family.
2. Checking on the status of their neighbors to the right, to the left, and across the street.
3. Checking on the status of their home teaching families, when possible.
4. Reporting any needs to available neighborhood, quorum, ward, or block leaders.

Ensure that **All others**, including non-members of The Church of Jesus Christ of Latter-day Saints, are:

1. Ensuring the safety of their own families.
2. Checking on the status of their neighbors to the right, to the left, and across the street.
3. Putting the appropriate card signal, flag, or other marker in a front window or other easily detectable location. Using red for immediate help needed; yellow for need help, but can wait; green for all OK; black for death in the house; white for house is vacant (placed by a neighbor).
4. Reporting to their Block Captain as soon as possible at the neighborhood staging area. If the Block Captain is unavailable, reporting any needs to a home teacher, any ward leader at the ward command post, or to a temporary Block Captain appointed by the available neighbors at the time of the emergency.
5. Checking to see if no flag or marker is observed on the house of a neighbor, that they are assuming that the family inside is in need of assistance.

WARD PLAN

Emergency Preparation and Response Plan

This emergency preparation and response plan for Wards in the Springville-Mapleton Region is consistent with the Springville-Mapleton Region Emergency Preparation and Response Plan and related Church guidelines and is intended to be simple, flexible, and yet effective in the event of a major unusual occurrence where public services may not be available.

All preparations and responses will be carried out through the existing ward organization. The ward welfare committee will be used fully in these efforts. The ward emergency preparedness specialist will provide training and information to the ward welfare committee. The committee, as directed by the bishop, will in turn provide information and training to members and non-members residing in the ward.

This plan can be adopted as is or, if necessary to better prepare and handle a potential emergency unique to your ward, it can be modified with the approval of the stake presidency.

BISHOP'S RESPONSIBILITIES DEFINED:

Bishops have the primary responsibility for preparing and responding to the emergency needs of all people residing within their ward boundaries. The **ward council** and **ward emergency preparedness specialist** are to assist the bishop in organizing families into **small neighborhood groups** with a **Block Captain** assigned to lead each group. (For more information on responsibilities for block captains, see Page 13 and Page 15.)

section a. *PREPARING FOR EMERGENCIES*

The most likely emergencies to strike the Ward are:

- An earthquake along the Wasatch fault.
- A major fire, flash flood, or landslide.
- A train derailment or truck crash causing a major chemical spill.
- A major power outage from a storm during freezing temperatures.
- A major wind storm.

The **ward emergency preparedness specialist**, working with the ward welfare committee, will encourage members to develop a family emergency preparedness plan (see sample in Appendix B), to properly secure their homes in the event of a major earthquake, and to acquire a family first aid kit, first aid training, CPR and CERT training, temporary sanitation and shelter needs, a 72-

hour emergency kit, a 30-day supply of food, and at least two 55 -gallon drums of water, while working toward a goal of a year's supply of food, clothing, and, where possible, fuel to prepare for emergencies. The **ward council** will facilitate this preparation through:

1. Organizing the ward into **small neighborhood groups**, with a supervisor for each group, known as a **Block Captain**.
2. Including the ward emergency preparedness specialist at **ward council** when invited.
3. Obtaining copies of their city's *Emergency Preparedness Manual* and following its guidelines, and providing copies of this manual to all residents within their ward boundaries.
4. Encouraging members to participate in CERT (Community Emergency Response Team) training.
5. Regular attendance by the ward emergency preparedness specialist at quarterly stake emergency preparedness meetings, and implementing the information provided in those meetings through the ward welfare committee, as determined by the bishop. Topics discussed will include home safety, food storage, emergency communication, and other emergency planning.
6. The scheduling of an annual combined Priesthood/Relief Society meeting on a fifth Sunday that reviews the ward's emergency preparation and response plan.
7. Melchizedek Priesthood quorum lessons and home teaching messages.
8. Relief Society lessons and homemaking meetings.
9. Young men, young women, and scouting lessons and experiences.
10. Encouraging members and non-members to participate in dry pack canning opportunities.
11. Holding training sessions with Block Captains at least annually.
12. Providing families with appropriate Family Home Evening lesson plans.

Ward emergency preparedness specialists should also review, update, and report to the **stake emergency preparedness specialist** at least quarterly:

1. The accuracy of the ward address list and map of all homes. (The ward clerk could maintain these maps for other ward purposes as well. Keep a printed copy available in case the power is out, and the ward computer is unavailable.)
2. The status of the ward's Block Captain organization, and activities conducted by Block Captains.
3. Who has been assigned to assist each family who may not be able to care for themselves.
4. The number of people living in the ward boundaries (member or non-member) with special skills or equipment that could be called on to help in an emergency. (See Appendix C). This information could be easily maintained within the LDS church computer system. Keep a printed copy available in case the power is out and the computer is unavailable.
5. Those in the ward who are currently CERT certified.
6. The method of communication to be used in the ward and to the stake if telephones are out, including the names of any ham radio operators. See Appendix D, especially note 2.
7. The designated location for a ward command post will be at or outside the ward meeting house near the bishop's office, unless otherwise determined in time of emergency.

8. The ward's plan to care for the spiritual and emotional needs of members, including recreation and care for children whose parents are injured or involved in relief efforts.
9. The approach used to inform less active and non-member families of the ward's response plan.

Ham radio operators will follow frequency and call letter guidelines; they will meet as directed with the **stake emergency communication specialist** for training and coordination, and will test their systems at least monthly on the multi-region net on frequency 145.370, or on the Springville City net on frequency 145.750 (Simplex). The multi-region net conducts weekly roll-calls on Tuesdays at 8:00 p.m.; Springville City conducts roll-calls the first Thursday each month at 9:00p.m.

Block Captains are encouraged to hold block parties or block meetings at least annually to define neighborhood staging areas (possibly the block captain's home or yard), and to train neighbors (members and non members alike) on what to do in case of an emergency. This training will focus on the list of activities for "all others" found on page 16 of this document, and could include passing out the letter and filling out the Emergency Response survey in Appendix C, and covering other emergency preparedness topics as suggested by priesthood leaders.

The **ward council** will review annually during the first quarter of the year:

1. Ward plans to be reported to the stake emergency preparedness specialist.
2. Ward emergency response readiness levels and up-dated lists of resources available for emergency relief, including those for preventing and relieving emotional trauma.
3. Methods for communicating within the ward and with the stake if telephone service is lost.

Section b. ***RESPONDING TO EMERGENCIES***

Members are to be taught that civil authorities are in charge and that, the members are to accept direction from civil authorities during emergencies. When an emergency occurs, all members of the bishopric may not be available. If the presiding priesthood officer is not present, the following order should be observed to determine who will direct response efforts until a presiding officer is present:

1. Bishop
2. 1st Counselor in Bishopric
3. 2nd Counselor in Bishopric
4. High Priest Group Leader
5. Elders Quorum President
6. Ward Emergency Preparedness Specialist

After ensuring that their own family members are able to care for themselves, and after checking on their neighbors, bishopric members should convene at the ward command post to:

1. Determine the initial course of action based on any direction from civil or stake authorities.
2. Make assignments, making sure that key priesthood leaders are available to administer to the people and that others, as assigned, focus on the physical arrangements needed as the situation demands.

3. Make an initial assessment of the condition of families as reported by block captains or home teachers.
4. Establish communication with stake leaders at the Stake Center as soon as possible. Use Ham radios, if they are available, with the stake frequency assigned by the city. Otherwise use FRS radios, runners or other methods. Then set the time and method for follow-up communications. Ward leaders will prepare and report the following to stake officers:
 - Name, title, and unit of the reporting officer, and how the presiding officer can be reached.
 - Description, location, and magnitude of the emergency.
 - Number of members injured, missing, or dead.
 - Location and extent of damage done to Church or member property.
 - Actions being taken to help those in distress.
 - Needed assistance that is unavailable locally.

Priority actions in an emergency for the **ward bishopric** and **emergency preparedness specialist** should be to:

1. Assist those who are injured or in danger. The ward, if needed, will establish mobile response teams comprised of at least two 4-wheel drive vehicles with two to four individuals in each vehicle that travel together throughout the ward to assist block captains and families, and to provide status reports back to ward and stake leaders. These teams will first respond to reports and requests from block captains, and will carry FRS radios to maintain communication with block captains and the ward command post. They could also help transport injured persons to the CERT command post at the Stake center. To help expedite civic emergency response efforts these teams will take with them a copy of the ward map, and mark it in compliance with the city's plan as described in Appendix E.
2. Account for all families, assisting them to reunite as soon as possible. Particular attention should be given to individuals and families with special needs. Block captains, home teachers, and church leaders will be the primary sources of this information.
3. Inform the stake of conditions in the ward and request assistance as necessary.
4. Arrange for shelter and other selected services, keeping people as close to their property as possible in the homes of relatives, friends, and neighbors before sending them to public shelters or establishing a shelter in a meetinghouse.
5. Assess damage to Church property and take steps to protect it.
6. Assess damage to homes and determine ways neighbors can assist one another.
7. Organize volunteer relief teams under the direction of stake or civic leaders with the assistance of CERT trained individuals, as needed, and without disrupting the ward's emergency operations.
8. Provide for the emotional and spiritual needs of the people. Make arrangements for the supervision and care of young children whose parents are injured or engaged in emergency response efforts. Provide play areas, toys and recreational equipment.
9. Avoid establishing a shelter in a church meetinghouse unless requested by appropriate stake or civil authorities. (See Appendix F for guidelines on using Church properties as a shelter.)

Communications during an emergency between the wards, stakes and civil authorities at the

Emergency Operations Center (EOC) and the LOS Church Headquarters will be handled as follows:

1. If functional, normal telephone communications will be sufficient.
2. If telephone systems are not functional:

During an emergency leaders can contact the various command centers as follows:

- o **Springville City Emergency Operations Center.** Stake Leaders using the Stake Communications Specialist(s) via Amateur (Ham) Radio operator establish contact with this Center by using the frequency of 145.750 SIMPLEX. This frequency is to be used exclusively for Command and Control of Civil Authorities to Sector (Stake) Command Posts.
- o **Church Headquarters through the Lindon Bishop's Storehouse.** Stake Leadership can establish Ham Radio communication with the Lindon Bishop's Storehouse on frequency 145.370 (Duplex if the repeater is functional or SIMPLEX if the repeater fails). All church related contact with higher authorities should be handled on this frequency.
- o **Communications between Stake and Wards.** Each stake has been assigned a Sector Number by Springville City Emergency Management. This number also corresponds to the assigned channel number on the FRS radio band that is to be used for communications between a stake and its various wards. This channel number is to be used *without the privacy sub tones*. (See Appendix D.)
- o **Alternate Communications between Stake and Wards.** Stakes may elect to set up their own Ham radio communications networks with their wards if there are properly licensed operators available. The operational frequency should be assigned by Springville City Emergency Management.
- If radio communications are not available, the use of paired runners carrying written information can be used. Depending on the type of emergency other options may be available.
- Individuals and families should be trained to turn on their battery powered radio or TV to obtain emergency information. KBYU is the radio station that will be broadcasting emergency information specifically for Springville. The frequency is on the FM band and is 89.1 there is also a repeater that broadcast the same signal at 89.5 that covers some of the valley dead spots and into Salt Lake City northward.

Block Captains will take the following actions during an emergency:

1. Ensure the safety of their own families.
2. Check on the status of the neighbors in their block. As soon as possible, check the status of all families on the block that have not contacted you.
3. Team up with neighbors to secure the neighborhood of safety or medical concerns. Turn off running water **ONLY** if needed to prevent flooding. Turn off natural gas **ONLY** if you smell a gas leak. Turn off electricity **ONLY** if a dangerous condition exists. Otherwise, leave utilities alone.

4. Report family status of **neighborhood groups** to the **bishop's emergency command post** or **staging area** as soon as possible. Include the following:
 - a. Families' **physical health**
 - b. **Structural Condition** of each family's home
5. Report any needs to the **bishop's emergency command post** or **staging area** using the assigned FRS radio channels (See Appendix D). If radio communication fails, send two people to the ward command center to report and receive instructions, preferably in writing.
6. Report any further significant changes as they occur.
7. If your area is required to evacuate, make sure all neighbors are accounted for. Advise families to inform their Block Captain if they should decide to leave the general area.

Home teachers should take the following actions during an emergency:

1. Ensure the safety of their own family.
2. Check on the status of their neighbors to the right, to the left, and across the street.
3. Check on the status of their home teaching families, when possible.
4. Report any needs to available neighborhood, quorum, ward, or block leaders.

All others, including non-members of the Church of Jesus Christ of Latter-day Saints, should:

1. Ensure the safety of their own family.
2. Check on the status of their neighbors to the right, to the left, and across the street.
3. Put the appropriate card signal, flag, or other marker in a front window or other easily detectable location. Use red for immediate help needed; yellow for need help, but can wait; green for all OK; black for death in the house; white for house is vacant (placed by a neighbor). Keep signal cards or other markers in a convenient place, perhaps a closet near the front door. Ensure that all members of the family know where and how to use them .
4. Report to their Block Captain as soon as possible at the neighborhood staging area. If the Block Captain is unavailable, report any needs to a home teacher, any ward leader at the ward command post, or to a temporary Block Captain appointed by the available neighbors at the time of the emergency.
5. If no flag or marker is observed on the house of a neighbor, assume that the family inside is in need of assistance.



EMERGENCY
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appendix b. *FAMILY PLAN*

OVERVIEW

The emergency preparation and response plan for stakes in the Springville-Mapleton Region is consistent with the principles set forth in *Providing in the Lord's Way: A Leader's Guide to Welfare* (32296) and its supplement Church Welfare Resources (34475), Pages 14-17, and is intended to be simple, flexible, and yet effective in the event of a major unusual occurrence where Springville or Mapleton City services may not be available.

It should be noted that during an actual emergency civil authorities are in charge and we should accept direction from them. However, in the event of a major disaster the resources of the local civil authorities would not be sufficient to help all involved. Therefore, we all need to prepare for emergencies and have in place our own emergency preparedness plan.

This sample emergency plan can be used by you and your family to help you be prepared in the event of an emergency. You can use it as is, or as a basis for developing your own emergency preparedness plan. We would suggest you use it in conjunction with the Emergency Preparedness Manual published by the City. Extra copies of the city manual can be obtained from your ward emergency preparedness specialist.

FAMILY PLAN

Emergency Preparation and Response

By following these directions you will be able to prepare a general family plan that will address most emergencies. Local neighborhoods should also meet together under their Block captains and formulate a neighborhood plan.

Who does your plan involve?

- ✓ List the names and ages, and any special needs of your family (mental or physical disabilities that these people may have).

Develop an evacuation plan:

- ✓ Draw a floor plan for each level of your home.
- ✓ If there is a second level, how will family members reach the ground if forced to exit a window?
- ✓ Make sure that each family member has two escape routes.
- ✓ Provide children's bedrooms with window chain ladders or window well escape ladders, if needed.

Designate meeting places:

- ✓ Designate two specific meeting places to reunite after an emergency. One should be in your yard near your home, the other outside your neighborhood in case family members cannot return home.
- ✓ Know the school policy for releasing children in an emergency and who is assigned to pick up children at school.

Establish a communication plan:

- ✓ During an emergency local phone service is likely to be disrupted.
- ✓ Have one local and one out of state emergency contact phone number and “within the first hour after a disaster, or as soon as possible thereafter relay information about your location, well being, and approximate time that you will call back to check on the status of the rest of the family.
- ✓ Know your neighbors’ home and cell phone numbers if you are caught away from home and need them to respond to children’s needs, etc.
- ✓ Include in your plan instructions to inform your Block Captain as soon as possible after an emergency occurs, about the status of your family and the condition of your home.

Teach a home fire safety plan:

- ✓ What to do if you smell smoke or have a kitchen fire.
- ✓ What to do if you have smoke coming under your door or the door is hot. (Do not open the door.)
- ✓ Teach the 18” crawl under smoke rule.
- ✓ Teach the never re-enter a burning home rule.
- ✓ Teach how and when to dial 911 for HELP.
- ✓ Keep fire extinguishers and smoke detectors working. (Change batteries every six months with daylight savings time changes.)

Teach all family members about utility shut offs:

- ✓ Know where all utility shut offs are located.
- ✓ Know where all your home water, gas and electric shut offs are located in the home and outside the home
- ✓ Have the necessary tools accessible in an emergency. (ONLY turn off, if problems are detected.)

Learn or renew basic first aid:

- ✓ Take classes in First Aid, C.P.R. and the Heimlich maneuver.
- ✓ You cannot have too much knowledge in this area.
- ✓ Prepare and maintain a well equipped First Aid Kit in the home and car.

Prepare a 72-hour family kit:

- ✓ Obtain or assemble a 72 hour Kit of essential items you and your family will need during a 72-hour time period following an emergency. (Just the basics to survive.)
- ✓ Assemble food, water, medications, baby needs and sanitary supplies in a portable container.
- ✓ Include a method for cooking. (Every six months rotate the food supplies.)

Home production and food storage:

- ✓ Acquire skills in gardening, canning, and food storage.
- ✓ Acquire a 30-day supply of food, and at least two 55-gallon drums of water, while working toward a goal of a year's supply of food, clothing, and, where possible, fuel to prepare for emergencies. Store (and rotate) enough food that is close to what you would normally eat to last several months. For longer term, store just the essentials. Harold B. Lee stated regarding a year's supply, "Not what we ordinarily use, but in terms of what would keep us alive if there wasn't anything else to eat...and it would be less costly for us to comply." Long term storage is just the basics.

Prepare for an earthquake:

- ✓ Utah has 700 Earthquakes a year with thirteen above 3.0.
- ✓ The Wasatch fault is overdue to give us an earthquake in our future

Before an earthquake:

- ✓ Secure refrigerator, gas dryers and water heater with straps
- ✓ Secure all tall furniture.
- ✓ Provide strong rigid support to all natural gas lines prior to the flexible line.
- ✓ Remove or isolate all flammable materials to outside storage areas.
- ✓ Place all heavy objects on lower shelves.
- ✓ Secure all priceless items or antiques with museum (or earthquake) wax.
- ✓ Secure bunk beds together and remove or secure heavy objects over the headboard of beds.
- ✓ Make an earthquake hazard hunt in your home for potential problems and make corrections where needed.
- ✓ Provide an emergency light in children's bedrooms and hallways that will automatically turn on when electricity fails. (LIGHT DISPELS FEAR)
- ✓ Keep all vehicles at least half full of gasoline.

During an Earthquake:

- ✓ If inside, stay there! -- If outside, stay there!
- ✓ DO NOT RUN OUT of older buildings or down stairs until the shaking stops.
- ✓ Get under a table or desk, or into an interior doorway until the shaking stops. t1' Duck, cover and hold.

After an Earthquake:

- ✓ Check for injuries, and administer first aid.
- ✓ Put on shoes if shoeless.
- ✓ Smell for natural gas and check for water leaks. If leaks found, only then turn off utilities.
- ✓ Confine frightened pets.
- ✓ Check home for structural damage--evacuate if necessary.
- ✓ Prepare for additional earthquake aftershocks.
- ✓ Begin the cleanup of hazardous materials first.
- ✓ Do not eat any foods that were left near shattered glass.

After any Emergency:

- ✓ Turn on TV if electricity is available; or turn on emergency radio.
- ✓ Make sure all family members are safe.
- ✓ Check with your neighbors to the right, to the left, and across the street to determine if they are all safe.
- ✓ Check on the status of any home teaching families and report needs to a quorum leader, bishopric member, or Block Captain.
- ✓ Report to your Block Captain at the neighborhood staging area. If the Block Captain is unavailable, report needs to a home teacher or to any ward leader at the ward command post.
- ✓ Expect all normal communication to be out of service and all stores and gas stations closed.
- ✓ When time permits, or before leaving your home, hang a flag or ribbon near your front door to provide a public notice of your family's condition as follows:
 - Green– all is well
 - Yellow– need help, but not an emergency
 - Red– immediate help or care is needed
 - Black– death in the house
 - White– the home is vacant or nobody at home (the white flag or ribbon would be applied by a neighbor)
 - If no flag or marker is observed, assume that the family inside needs assistance.



EMERGENCY
& PREPARATION
& RESPONSE
PLAN

appendix c. *LETTER TO RESIDENTS SURVEY AND STATISTICAL REPORT*

THE FOLLOWING IS A SAMPLE LETTER THAT STAKE PRESIDENTS MAY DISTRIBUTE TO ALL STAKE RESIDENTS.

To: All residents within the boundaries of Springville and Mapleton

SPRINGVILLE UTAH REGION NEIGHBORHOOD EMERGENCY RESPONSE PROGRAM

We, the members of your Stake Presidency, would like to take this opportunity to discuss a problem that can affect us all. As you know, we live in an area that is apparently due for a major earthquake. Of course, there are any number of other disasters that might occur.

Due to the size of the Church of Jesus Christ of Latter-day Saints in our area, most government agencies involved with rescue and relief operations have designated the use of the local Church organization as an official conduit for dispensing aid and as a source of information on needed supplies. Please keep in mind that, under the law, civil authorities have the primary responsibility for emergency response. The effort of this program is to assist each other, as well as the civil leaders, in case of an emergency.

Disasters happen anytime and anywhere, and when disaster strikes, you may not have much time to respond. Your participation, along with that of your neighbors, in an emergency response program is vital to the preparedness of our neighborhoods to meet any future disasters. During the initial threat or occurrence of disaster within the Springville Region boundaries, the following procedure will apply:

Small Neighborhood Group Right Hand- Left Hand Response Plan

- All Residents:**
1. Ensure the safety of your immediate family.
 2. Check on your neighbors to your right and left and across the street.
 3. Put the appropriate card signal, flag, or other marker in a front window or other easily detectable location. Use red for immediate help needed; yellow for need help, but can wait; green for all OK; black for death in the house; white for house is vacant (placed by a neighbor). Keep signal cards or other markers under the kitchen sink.
 4. Report to your Block Captain as soon as possible at the neighborhood staging area. If the block captain is unavailable, report any needs to a home teacher or to any ward leader at the ward command post.
 5. If no flag or marker is observed on a neighbor's house, assume that the family inside is in need of assistance.

The Right Hand - Left Hand Response Plan was devised to provide complete coverage of all households within the stake boundaries, even if there were to be a number of casualties. This plan also provides the fastest possible initial response, without burdening anyone with a large area of coverage.

In addition, the home teaching organization of the Church will also be utilized as a backup system to insure that all are accounted for.

- Home Teachers:**
1. Ensure the safety of your immediate family.
 2. Check on your neighbors to your right and left and across the street.
 3. Check on your home teaching families.
 4. Report any needs to your quorum leader, Bishopric member, or a block captain.

In accordance with this plan, we would like to encourage every family (both LOS and those who are not LOS) to prepare a 72 hour kit of the necessities of life, including food, water, shelter, etc. If you have questions about what is recommended, please contact our office or the nearest Bishop's office. We will ask one of our Emergency Preparedness Specialists to contact you.

Please understand that this plan is not intended as a missionary effort. Emergency preparedness is a serious concern to us and this is a sincere effort to help provide assistance in time of need. We would encourage all to do any preparations in a spirit of calmness and consideration. We would not suggest that anyone go into debt or cause financial hardship on their families in making preparations.

Sincerely,
The Stake Presidency

President

1st Counselor

2nd Counselor

Emergency Response Survey

The purpose of this status report is to gather information from the residents within the ward boundaries. This data will be used for coordinating Ward and Stake rescue/relief efforts in the event of an emergency. All data collected is for official Ward and Stake use only and will remain confidential. Completion of this form is voluntary, and appreciated.

STAKE _____ WARD _____

NAME _____ Date _____

Home Address _____ Phone No. _____

_____ Alternative No. _____

Work Address _____ Phone No. _____

_____ Alternative No. _____

SKILLS...Please indicate any skills you would be able to contribute in the event of an emergency. Check **all** that apply.

- MEDICAL:**
- First Aid..... Can Help Certified Professional
 - CPR..... Can Help Certified Professional
 - EMT..... Can Help Certified Professional
 - Nurse..... Can Help Certified Professional
 - Doctor..... Can Help Certified Professional
 - Emotional Trauma..... Can Help Certified Professional
 - Other..... Can Help Certified Professional

- SEARCH & RESCUE:**
- Member of S & R Organization..... Can Help Certified Professional
 - Retired S & R..... Can Help Certified Professional

- CONSTRUCTION:**
- Carpentry..... Can Help Certified Professional
 - Electrical..... Can Help Certified Professional
 - Plumbing..... Can Help Certified Professional
 - Other..... Can Help Certified Professional

- MECHANICAL:**
- Heavy Equipment Operation..... Can Help Certified Professional
 - Automobile Repair..... Can Help Certified Professional
 - Other..... Can Help Certified Professional

- COMMUNICATIONS:**
- Ham Radio Operation (Call Sign: _____)..... Can Help Certified Professional
 - Foreign Language (Specify: _____)..... Speak Read/Write Teach
 - Other..... Can Help Certified Professional

- FOOD PREPARATION:**
- Cooking with food storage items..... Can Help Certified Professional
 - Cooking for large groups..... Can Help Certified Professional
 - Other..... Can Help Certified Professional

- CHILD CARE (GROUP):**
- Day Care..... Can Help Certified Professional
 - Pre-School..... Can Help Certified Professional
 - Teaching..... Can Help Certified Professional
 - Counselling..... Can Help Certified Professional
 - Other..... Can Help Certified Professional

EQUIPMENT & MATERIALS...Please indicate any equipment or materials you could contribute in the event of an emergency.

MEDICAL: Medical Supplies _____

CONST. / MECH.: Heavy Equipment _____
 Generators (specify quantity and size) _____
 4-wheel Drive Vehicles _____
 Tools _____
 Other _____

COMMUNICATIONS: Ham Radio _____ CB Radio _____
 Cell Phone _____ FRS _____
 Business Radio _____ Other _____

FOOD PREPARATION: Wheat Grinder - Electric Manual

SURVIVAL GEAR: Heat Source & Fuel _____
 Shelter _____

FAMILY PREPARATION...How long could you be self-sustaining in the event of an emergency?

FOOD: 72 Hours 2 Weeks 3 Months 1 Year 2 Years

WATER (2 gal. per person per day) 72 Hours 2 Weeks 3 Months 1 Year 2 Years

HEAT & SHELTER (not including your home) 72 Hours 2 Weeks 3 Months 1 Year 2 Years

Do you and members of your family know how to turn off the gas, water, and other utilities in your home? Yes No

Does your family have an evacuation plan with an out-of-area contact? Yes No

SPECIAL NEEDS...Please list any family members that may have special needs in an emergency (i.e., Oxygen-dependant, etc.).

NAME: _____

Condition _____

What is required? _____

NAME: _____

Condition _____

What is required? _____

OTHER...Please note any additional information and/or concerns that may apply in the event of an emergency.

THANK YOU!

Emergency Response Status Report

The purpose of this status report is to summarize the data collected from the residents within the ward boundaries. This data will be used for coordinating Ward and Stake rescue/relief efforts in the event of an emergency. All data collected is for official Ward and Stake use only and will remain confidential.

STAKE: _____ **As of (Date)** _____

WARD/BRANCH: _____

Bishop / Branch President: _____ Phone No. _____ Alternate No. _____

1st Counselor: _____ Phone No. _____ Alternate No. _____

2nd Counselor: _____ Phone No. _____ Alternate No. _____

SKILLS...Please indicate the number of individuals in your ward with the following skills to be able to help in the event of an emergency.

MEDICAL:

First Aid..... Can Help ___ Certified ___ Professional

CPR Can Help ___ Certified ___ Professional

EMT Can Help ___ Certified ___ Professional

Nurse Can Help ___ Certified ___ Professional

Doctor Can Help ___ Certified ___ Professional

Emotional Trauma..... Can Help ___ Certified ___ Professional

Other _____ Can Help ___ Certified ___ Professional

SEARCH & RESCUE:

Member of S & R Organization Can Help ___ Certified ___ Professional

Retired S & R..... Can Help ___ Certified ___ Professional

CONSTRUCTION:

Carpentry..... Can Help ___ Certified ___ Professional

Electrical Can Help ___ Certified ___ Professional

Plumbing Can Help ___ Certified ___ Professional

Other _____ Can Help ___ Certified ___ Professional

MECHANICAL:

Heavy Equipment Operation..... Can Help ___ Certified ___ Professional

Automobile Repair Can Help ___ Certified ___ Professional

Heating and Air Conditioning Can Help ___ Certified ___ Professional

Appliance Repair Can Help ___ Certified ___ Professional

Other _____ Can Help ___ Certified ___ Professional

COMMUNICATIONS:

Ham Radio Operation (Call Sign: _____) Can Help ___ Certified ___ Professional

Foreign Language (Specify: _____) Speak ___ Read/Write ___ Teach

Other _____ Can Help ___ Certified ___ Professional

FOOD PREPARATION:

Cooking with food storage items - Family Level Can Help ___ Certified ___ Professional

Cooking with food storage items - Large Groups Can Help ___ Certified ___ Professional

Other _____ Can Help ___ Certified ___ Professional

CHILD CARE (GROUP):

Day Care..... Can Help ___ Certified ___ Professional

Pre-School Can Help ___ Certified ___ Professional

Teaching Can Help ___ Certified ___ Professional

Counselling Can Help ___ Certified ___ Professional

Other _____ Can Help ___ Certified ___ Professional

EQUIPMENT & MATERIALS...Please indicate number of families with equipment or materials that could be used in the event of an emergency (include specifications for such equipment or materials).

MEDICAL: Medical Supplies _____

CONST. / MECH.: Heavy Equipment _____
 Generators (specify quantity and size) _____
 4-wheel Drive Vehicles _____
 Tools _____
 Other _____

COMMUNICATIONS: Ham Radio _____ CB Radio _____
 Cell Phone _____ FRS _____
 Business Radio _____ Other _____

FOOD PREPARATION: Wheat Grinder - Electric Manual _____

SURVIVAL GEAR: Heat Source & Fuel _____
 Shelter _____

FAMILY PREPARATION...Please note the number of families that would be self-sustaining in the event of an emergency?

FOOD: _____ 72 Hours _____ 2 Weeks _____ 3 Months _____ 1 Year _____ 2 Years

WATER (2 gal. per person per day) _____ 72 Hours _____ 2 Weeks _____ 3 Months _____ 1 Year _____ 2 Years

HEAT & SHELTER (not including their homes) _____ 72 Hours _____ 2 Weeks _____ 3 Months _____ 1 Year _____ 2 Years

Number of families/households who know how to turn off the gas, water, and other utilities in their homes? _____

Number of families/households who have an evacuation plan with an out-of-area contact? _____

SPECIAL NEEDS...Please list any members that may have special needs in an emergency (i.e., Oxygen-dependant, etc.).

Note: Response to these needs may require help from other wards in the stake before the civil authorities can respond!

NAME: _____
 Condition _____
 What is required? _____

NAME: _____
 Condition _____
 What is required? _____

NAME: _____
 Condition _____
 What is required? _____

NAME: _____
 Condition _____
 What is required? _____

OTHER...Please note any additional information and/or concerns that may apply in the event of an emergency.

appendix d. COMMUNICATION ASSIGNMENTS

LIST OF STAKE COMMUNICATIONS SPECIALISTS AND CALL LETTERS

Springville Stake Sarah Rogers, amateur radio call letters KB7KTJ
 Kolob Stake Rodger Fulwider, amateur radio call letters KB7WML.
 Hobble Creek Stake Lee Davies, amateur radio call letters KC7AW0

[additional stakes' information coming]

LIST OF ASSIGNED FRS RADIO CHANNELS AND COMMAND POST LOCATIONS

Springville - Mapleton Region FRS RADIO CHANNEL PLAN

Organization	Sector #	Command Post Locations	Channel
Spring Creek Stake	1	Near or At Stake Offices	1
Spring Creek South Stake	2	Near or At Stake Offices	2
Springville Stake	3	Near or At Stake Offices	3
Hobblecreek Stake	4	Near or At Stake Offices	4
Kolob Stake	5	Near or At Stake Offices	5
Springville Dry Creek Stake	6	Near or At Stake Offices	6
Hobblecreek West Stake	7	Near or At Stake Offices	7
Sector 1 CERT - Sector 7 CERT	1 through 7	As Directed	1 through 7
Springville West Stake	8	Near or At Stake Offices	4
Mapleton Utah North Stake	9	Near or At Stake Offices	1
Mapleton Utah Stake	10	Near or At Stake Offices	2
Sector 8 CERT - Sector 10 CERT	8 through 10	As Directed	1, 2 and 4

Notes:

1. FRS radio channels 1-7 are reserved for sector/stake command posts and sector CERT teams in Springville City. FRS radio channels 1-2 are reserved for sector/stake command posts and sector CERT teams in Mapleton. Sectors 1 and 8, and Sectors 2 and 9 share the same channel.
2. Each stake may assign zones/wards FRS channels 8 through 14 for communications between block captains and ward command posts as they determine. Some wards will be on the same channel but the radio traffic can be minimized depending on the proximity of the wards that share the same channel. In the event of a real emergency, the stake/sector command post director will make appropriate modifications to their stake's radio plan as the situation dictates.
3. GMRS channels 15 through 22 should not be used, except by families who have obtained required FCC licenses and for family communications only.
4. **Do not use the privacy sub tones (available on many FRS radios) as this will cause a blanking of the entire channel which prevent those who can aid you from receiving your call.**

appendix e. *MARKING SECTOR MAPS & LISTS*

Marking sector maps and lists

- 1) **Marking Sector Maps** - In the event of widespread damage, such as that caused by an earthquake, Sector Maps should be marked clearly as follows:
 - a) Undamaged homes or buildings- make no mark
 - b) Damaged homes or buildings - mark with a single diagonal line
 - c) Severely damaged homes or buildings - mark with an "X" across the building

- 2) **Notations on Name Lists**
 - a) Missing persons -mark by circling the name
 - b) Special needs persons - mark with check mark, note disability or special need in margin
 - c) Trapped or severely injured persons -mark by double underlining the name
 - d) Deceased persons - mark with underline and brackets

appendix f. *GUIDELINES FOR USE OF CHURCH BUILDINGS*

Procedure for Using an LDS Meetinghouse as a Shelter (detailed version) **Springville Welfare Region**

(Note: With the dissolution of Area Presidencies, 15 August 2004, these procedures should be considered "Interim Guidelines" until official policy is established.)

The Church has an agreement with the Red Cross to allow our meetinghouses to be used as emergency shelters. Our meetinghouses are not considered "first choice" due to the limited bathrooms and lack of bathing facilities. The choice of an LOS Church meetinghouse will be made on a case-by-case basis. Use of a meetinghouse may be for only a few hours, or last for a few days.

There is a specific procedure that should be followed in order to open a shelter. Following this procedure will establish "official status" which will provide certain liability protections, potential government reimbursement for supplies and any damage incurred during the time period of use, and the use of Red Cross personnel and supplies in the shelter operation. Church standards of behavior apply during this time.

The order or sequence of contact may vary occasionally, but the following is the general procedure:

The Mountain Valley Red Cross Director of Emergency Services (801-373-8580) contacts the Area Welfare Manager at Church headquarters (801-718-9976) requesting the use of a meetinghouse as a shelter. Sometimes local civil authorities may initiate this request, but most requests will come from the Red Cross. If local Church leaders are contacted first, they should contact the Area Welfare Manager for guidance regarding established procedures. The Area Welfare Manager, under the direction of the Director for Temporal Affairs (representing the first contact in the Presidency of the Seventy), will contact the Stake President and request permission to use the requested facility, and also review the policies and procedures regarding the use of an LOS facility as a Red Cross shelter. (For example: "Home-prepared" food cannot be served in a Red Cross shelter. The Red Cross is responsible for having food catered commercially.)

The Area Welfare Manager and Stake President will (while still on the phone or as soon as possible using the communications system available at the time) contact the Red Cross Director for Emergency Services and grant him permission to use the facility and discuss how to implement this arrangement.

The Stake President will then notify the Bishop(s) of the meetinghouse(s) and assign them to provide members to help prepare and monitor the use of the building.

The Red Cross will send shelter supplies and trained specialists to set up cots and other needed fixtures (using the volunteer help) and provide operational management.

All rooms in the meetinghouse will be available for shelter use except Bishop's offices, Clerks offices, and the Chapel itself, these will be locked and watched over. The Bishop and Clerk offices will be opened for the Bishop and his staff for Church duties.

The Chapel may be opened at scheduled times for those members and other who wish a quiet place for individual prayer or meditation.

The building will remain in operation as a shelter until notified by the civil authorities that it is no longer needed. The shelter will then be closed and the Red Cross will return the building to the condition in which they found it; then pack up and leave.

The Stake President may then ask the Facilities Management Group to assess any damage and supply usage that will be reported up the normal process to Church headquarters.

7 June 2004