

**HARBOR HILLS WARD  
EMERGENCY PREPARATION AND  
RESPONSE PLAN**

**JULY 1, 2006**

**(The following modified version does not include confidential information or names of members)**

## **HARBOR HILLS WARD - Emergency Preparation and Response Plan**

All ward preparation and response will be carried out through existing ward organizations under the direction of the bishop. The ward welfare committee will be used to coordinate this effort.

### **PREPARING FOR EMERGENCIES**

The most likely emergencies to strike the Harbor Hills Ward are:

- Earthquake
- Fire
- Storm or weather extremes
- Epidemic
- Hazardous materials accident (e.g. chemical, biological or nuclear)
- Terrorist attack or civil unrest
- Tsunami

### **WARD EMERGENCY PREPAREDNESS GOALS**

Help every member of the Harbor Hills Ward be prepared to survive and endure personal, family and community emergencies and disasters. Assist ward members in following the counsel of the First Presidency to obtain “the basic foods that would be required to keep them alive if they did not have anything else to eat.”

### **MEMBER EDUCATION**

Assist ward members in preparing their family for an emergency through education and training in various emergency topics such as: how to assemble or acquire a 5-Day Kit, two week supply of water, First Aid and emergency supplies, year's supply of food, clothing, financial reserves, and, where possible, fuel or alternative sources of energy. Emergency communication training, CPR and first aid training will also be emphasized. Periodically conduct ward educational efforts through:

- Occasional sacrament meeting talks and other lessons (e.g. 5th Sunday).
- Melchizedek Priesthood quorum lessons and home teaching messages.
- Relief Society lessons, enrichment meetings and visiting teaching messages.
- Young Men and Young Women lessons and experiences, Scout camp and YW Camp experiences, and scouting emphasis on the First Aid and Preparedness merit badges.
- Ongoing utilization of the Home Storage Center (dry pack canning).
- Family home evening lesson and activity ideas.
- Preparedness handouts and ward bulletin messages.
- Local training opportunities for ham radio, CPR, first aid and C.E.R.T. certification.

## **EMERGENCY COMMUNICATIONS**

### **A) LEVEL ONE EMERGENCY – Phones in service:**

- Home teachers contact their assigned families to determine if assistance is needed. Home teachers report to their assigned priesthood leaders the condition of members, families and homes.
- Priesthood leaders report to the Bishop and receive direction.
- Assigned individuals will also assess and report to the Bishop the condition of full-time missionaries and the condition of meetinghouses.
- The Bishop (or his designated representative) will report to the Stake President and receive direction.

### **B) LEVEL TWO EMERGENCY – Phones Inoperative:**

The HH Ward has been divided into geographical Emergency Response Zones (see attached Emergency Zone maps, Zone leaders and Ward list). These Zones will be utilized for emergency communications until Home Teaching channels are reinstated.

- Each Zone has Zone leaders responsible for reporting the status of members in their Zone to the bishop or his designated representative(s).
- In the event of an emergency, Priesthood holders in each Zone will assist Zone leaders in contacting all ward members in their Zone to determine if assistance is needed. See attached field report forms for sample injury/damage reports.
- If telephones are not working, the Zone leader(s) will use alternate forms of communication such as ham radio or Priesthood “runners” to collect and convey these reports to the bishop who will relay this information to the stake president or his designated representative(s).

## **RESPONDING TO EMERGENCIES**

### **Priority of actions in an emergency:**

- 1) Assist your own family and others who are injured or in danger.
- 2) Members and Home Teachers or Zone leader(s) strive to communicate with each other.
- 3) Account for all ward members, assisting families to reunite as soon as possible.
- 4) Home Teacher or Zone Leader report on the status of members to the Bishop.
- 5) Bishop reports to the Stake President.
- 6) Bishop convenes Ward Welfare Committee as soon as feasible.
- 7) Home Teacher or Zone leader follow-up contact with members.

## Ward welfare committee

After ensuring that family members are able to care for themselves, members of the ward welfare committee will meet to:

- Review instructions from civil authorities and church leaders.
- Review best available information and reports from Home Teachers or Zone Leaders
- Make an initial assessment and determine courses of action.
- Confirm overall responsibilities and assignments based upon availability of members and priesthood leaders.
- Confirm follow-up with members with special needs.
- Confirm follow-up with members with special skills and equipment.
- Set the time and method for follow-up communications and meetings.
- Maintain ongoing communications for the duration of the event.

When an emergency occurs, all members of the ward welfare committee may not be available. If the bishop is not available, his counselors and others he has designated will direct response efforts.

## Selected services

The bishop will modify the following sample assignments as needed:

First aid assistance	Ward members w/ medical training
Emergency communication	Ward Emergency Chair(s)
Food preparation	Relief Society
Housing	High Priest quorum & Relief Society
Recreation	Activities Committee
Sanitation & Safety	Elders quorum
Child supervision	Primary presidency

***(The complete version of this emergency plan includes a list of those with special needs, special skills & equipment. Please contact a ward leader for more information regarding these categories).***

## Special Needs

<u>Person/family</u>	<u>Condition</u>	<u>Assignment</u>
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## Special Skills or Equipment

<u>Person(s)</u>	<u>Skill or equipment</u>	<u>Comments</u>
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## EMERGENCY ZONE LEADERS

Visit the official HH Ward website at [www.lds.org](http://www.lds.org) to view Emergency Zone Leader names & addresses.

## FIELD REPORTS

***The following sample reports will be used by zone leaders and those who assist them (field inspection teams) to determine the status of all ward members.***

# FIELD INSPECTION TEAM ASSIGNMENTS

## Zone 1

Team Leader: \_\_\_\_\_

Team Members: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Assigned to field: \_\_\_\_\_ a.m. / p.m.

Report back: \_\_\_\_\_ a.m. / p.m.

## Zone 2

Team Leader: \_\_\_\_\_

Team Members: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Assigned to field: \_\_\_\_\_ a.m. / p.m.

Report back: \_\_\_\_\_ a.m. / p.m.

## Zone 3

Team Leader: \_\_\_\_\_

Team Members: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Assigned to field: \_\_\_\_\_ a.m. / p.m.

Report back: \_\_\_\_\_ a.m. / p.m.

## Zone 4

Team Leader: \_\_\_\_\_

Team Members: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Assigned to field: \_\_\_\_\_ a.m. / p.m.

Report back: \_\_\_\_\_ a.m. / p.m.

FIELD INSPECTION TEAM ASSIGNMENTS (cont.)

**Zone 5**

Team Leader: \_\_\_\_\_

Team Members: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Assigned to field: \_\_\_\_\_ a.m. / p.m.

Report back: \_\_\_\_\_ a.m. / p.m.

**Zone 6**

Team Leader: \_\_\_\_\_

Team Members: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Assigned to field: \_\_\_\_\_ a.m. / p.m.

Report back: \_\_\_\_\_ a.m. / p.m.

**Zone 7**

Team Leader: \_\_\_\_\_

Team Members: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Assigned to field: \_\_\_\_\_ a.m. / p.m.

Report back: \_\_\_\_\_ a.m. / p.m.

**Zone 8**

Team Leader: \_\_\_\_\_

Team Members: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Assigned to field: \_\_\_\_\_ a.m. / p.m.

Report back: \_\_\_\_\_ a.m. / p.m.





# CONFIDENTIAL REPORT TO BISHOP AND/OR STAKE PRESIDENT

The following information is to be provided to the Bishop and/or Stake President by written report only, and is not to be transmitted by any electronic means such as cellular telephone or Amateur Radio through ERRS (ham radio). This information should be kept in confidence until all proper notifications have been made through official means.

Names of Stake or Ward members seriously injured or killed in a natural or man made disaster. Names of Stake or Ward members who have been victims of any crime.

The following information is CONFIDENTIAL and shall be transmitted to the Bishop and/or Stake President only in written form and carried by messenger only under the direction of a Bishop or Stake or Ward Priesthood leader such as an Elder's Quorum President, High Priest's Group Leader, or Bishop's counselor in the absence or unavailability of the Bishop.

## DEATH or SERIOUS INJURY NOTIFICATION

1. Name of member: \_\_\_\_\_ Death [ ] Injured [ ]

2. Cause of death or injury: \_\_\_\_\_  
\_\_\_\_\_

3. Victim taken to: \_\_\_\_\_

4. Family members have been notified or were present. [ ] yes [ ] no

5. Name of member: \_\_\_\_\_ Death [ ] Injured [ ]

6. Cause of death or injury: \_\_\_\_\_  
\_\_\_\_\_

7. Victim taken to: \_\_\_\_\_

8 Family members have been notified or were present. [ ] yes [ ] no

9. Name of member: \_\_\_\_\_ Death [ ] Injured [ ]

10. Cause of death or injury: \_\_\_\_\_  
\_\_\_\_\_

11. Victim taken to: \_\_\_\_\_

12. Family members have been notified or were present. [ ] yes [ ] no

## NOTES TO BISHOP AND/OR STAKE PRESIDENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Report from: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_



