

RECORD OF CHANGES

This South Jordan River Ridge Stake Emergency Response and Operations Plan is a living document that will be strengthened and enhanced over time as it is tested and activated for actual events or exercises. In concert with the plan development and maintenance section, this plan may be updated from time to time to reflect additions and changes.

Each revision to the plan will be numbered and documented. As new versions are created, they will be distributed to participants and will supersede all previous versions. The table below will be kept as a record of revisions made after the final draft is published.

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ABBREVIATIONS USED IN THIS DOCUMENT

- ERT – Emergency Response Team. Comprised of stake leaders as shown in Section X, all (or a subset) of this leadership team forms the command nucleus of the EOC.
- SERP – The Stake Emergency Response Plan (as outlined in this document)
- EOC – Emergency Operations Center. This is the primary or backup location where the Emergency Response Team convenes to govern response activities during an emergency. See section VII.
- ERC – Emergency Response Communications. Organized communication response led by the stake.

I. INTRODUCTION

Church leaders have the responsibility to plan and organize so they can help individuals and families under their care. Leaders should understand that civil authorities have priority in directing efforts to respond to emergencies. When civil authorities assign public agencies to respond to emergencies, Church members should act under the direction of such agencies. Members acting as citizens should do all they can to help their neighbors and government leaders to protect life and property and to maintain safety and order until normal conditions can be restored. The readily available manpower and leadership of Church units can be vital assets in times of need.

Although this plan serves as a general outline, stake detailed actions will be formulated under the direction of the Stake ERT as needed during an actual emergency. The Stake Emergency Response Plan (SERP) is intended to be reviewed and updated annually.

The Stake Emergency Response Plan (hereinafter the “Plan”) may be implemented for all types of emergency or disaster events, including both natural and man-made hazards, which may impact the residents of the stake. It details the response and initial recovery procedures that local stake leaders should follow if a disaster occurs.

Stake and ward organizations should become familiar with the Plan. Each ward should formulate its own action plan or emergency response checklists in coordination with the ward council, which will be used to complement the Plan. A template for use by each ward is found in Appendix WARD TEMPLATE.

II. PURPOSE

The purpose of the Plan is to develop organizational responsibilities that will provide a system to mitigate the effects of an emergency, preserve life and minimize damage, and provide assistance to help restore the community to its normal state of affairs as quickly as possible.

The Plan is a guide for stake leaders and is intended to provide the general information needed to quickly and effectively respond should an emergency situation or contingency

arise. A template has been provided for use by ward leaders to use in creating their own ward plan. Excerpts from the Plan may also be used in creating ward plans suited to the needs of each individual ward. It identifies responsibilities and describes actions and procedures for local Church leaders and citizens in responding to most emergency situations. Once the Plan is in effect, the stake president, or his designees, may assemble the resources of the stake and provide appropriate leadership and direction. The Plan promotes speed and efficiency through one channel of authority, so that individual families, neighborhoods, and wards can fully cooperate during emergency situations. It is a common sense approach to preparedness that encourages action, not reaction.

This Plan does not take the place of personal, family or neighborhood preparedness.

III. SCOPE

- Applies to all persons living within the boundaries of the South Jordan River Ridge Stake
- Establishes policies, strategies, and assumptions
- Establishes a concept of operations
- Defines coordination mechanisms to facilitate delivery of assistance
- Assigns specific functional responsibilities
- Identifies actions to be taken to coordinate with local civil authorities and other agencies
- Provides a source of planning information for individuals and families
- Provides a template for bishops and ward councils to use in creating their individual emergency response plans

IV. SITUATIONS & ASSUMPTIONS

Situations

The stake is exposed to many hazards, all of which have the potential to disrupt the community, cause property damage, and create casualties. Possible natural and technological hazards include, but are not limited to, the following:

Natural Hazards

- Pandemics / Epidemics
- Floods
- Earthquakes
- Drought
- Severe Weather
 - Winter Storms
 - Thunderstorms
- Tornado

Technological & "Man Made" Hazards

- Hazardous Materials Incidents
- Power Outages
- Fallen Aircraft
- Terrorism / Criminal Acts
- Civil Disturbance

Assumptions

1. The stake will continue to be exposed to the hazards noted above as well as to others that may develop in the future.
2. Stake leaders recognize their responsibilities with regard to safety and well-being of individuals and families within the stake boundaries.
3. Stake leaders will assume their responsibilities in the implementation of the Plan.
4. If properly implemented, the Plan will reduce or prevent disaster related losses.
5. Stake and ward organizations that support the Plan will assist in the planning process and will participate in training classes and exercises which are designed to increase the overall preparedness posture of the stake.
6. The Plan should be effective for all residents in the stake and includes interaction with civil authorities (who are legally responsible for emergency services and are in charge once they arrive). All members of the stake are encouraged to take direction from civil authorities during emergencies.

V. CONCEPT OF OPERATIONS

General

A starting premise for the Plan is the concept of neighbor helping neighbor in that the most immediate form of help during an emergency will be within the immediate neighborhood. If neighborhood resources cannot meet the demands of an emergency then a process exists to escalate needs to Church and civic authorities. By law, civil authorities have the primary responsibility for responding to a crisis. Church leaders and members should cooperate with and follow directions of civil authorities, but need not wait for them to start relief efforts.

To help, rather than disrupt the “instinctive” response, the Plan outlines a priesthood-directed structure that will include both members and non-members living in the area.

The most effective response will be in the neighborhoods and wards. The stake is primarily to provide coordination and communication support to them.

Direction & Control

Direction and control of the emergency response, when activated, will be under the direction of the stake president, who serves as chair of the self-reliance committee. The stake direction of emergency response for continuity of operations will follow this order:

- Stake President
- 1st Counselor in stake presidency
- 2nd Counselor in stake presidency
- Senior member of the high council

Coordination with Civil Authorities

Civil authorities have priority in directing efforts to respond to emergencies. Their plans and decisions should take precedence over the Stake Plan, and Church leaders and members should defer to them and assist them in any way possible. When civil authorities assign public agencies to respond to emergencies, Church members should act under the direction of such agencies. Members, acting as citizens, should do all they can to help their neighbors and their government leaders protect life and property and to maintain safety and order until normal conditions can be restored.

The purpose of this Plan is to make it possible for our members to take care of themselves and others until personal and government efforts are able to provide for the needs of the community. It is appropriate and important to notify and provide all information to South Jordan City officials. Communication, cooperation and coordination between LDS stake leaders and the City of South Jordan is critical. Both entities need to have access to the same information in order to make accurate and effective decisions. Each group has access to different types and quantity of resources and welfare aid.

The high councilor in the stake over emergency preparedness serves as the liaison officer to South Jordan City's Emergency Management Coordinator and is responsible to integrate and coordinate the Stake Plan with the city's emergency operations plan.

Participation in the Neighborhood Network

South Jordan City encourages every citizen to participate in neighborhood planning and organization efforts using the Neighborhood Network model that has been used throughout much of the Wasatch Front Area. The city is divided into "districts", which use the same boundaries as LDS stakes. Each district (stake) is divided into 5 to 10 "areas" which use the same boundaries as LDS wards. Each area (ward) is divided into 12 to 20 neighborhoods (blocks). LDS stake and ward boundaries are used because they are well established, convenient and recognized by many within the city. It is critical to note that the Plan is for all citizens living within these boundaries regardless of religious affiliation.

During an emergency, district coordinators (stake), area coordinators (ward) and block captains are primarily concerned with the welfare of citizens and act in a prudent and wise manner to see to their safety and wellbeing. As a secondary concern, they consider the protection and preservation of private property in the neighborhood. Through the organization of functioning districts, areas and neighborhoods, South Jordan City will be better able to communicate with and assist the citizens of South Jordan during a major emergency event.

VI. RESPONSE PROCEDURES

All members of the stake are encouraged to take direction from civil authorities during emergencies. After ensuring that family members are able to care for themselves, the stake president and stake self-reliance committee members should convene to:

- Review any counsel or instructions from civil authorities, the Area Coordinating Council and the stake presidency
- Determine an initial course of action

- Confirm overall responsibilities, making sure that the bishops and others he may direct are available to minister to members
- Make an initial assessment of the condition of families and individuals
- Set the time and method for follow-up communications

Stake leaders will convene at the South Jordan River Ridge Stake Center to establish a Stake Command Center. If the stake center is unavailable, then one of the other ward buildings may be used.

Stake Priority of Response

- Assist those who are injured or in danger
- Inform the Area Coordinating Council of conditions in the stake and request assistance as necessary
- Account for all families and individuals within the stake, assisting in reuniting as needed
- Arrange for shelter and other selected services – keeping people as close to their property as possible – in the homes of relatives, friends, and neighbors before sending them to public shelters or establishing a shelter in a Church meetinghouse
- Assess damage to Church property and take steps to protect it as necessary
- Review damage to homes and determine ways members can assist one another
- If necessary, establish a shelter at the stake center or other Church-owned facility

VII. ACTIVATION OF A COMMAND POST / EMERGENCY OPERATIONS CENTER

The stake Emergency Operations Center (EOC) is activated by request of the stake president in coordination with the members of the self-reliance committee. The nature and scope of the incident determine the type of coordination facility to be established or activated in cases where the emergency is widespread or extremely severe.

The primary location to establish an Emergency Operations Center will be the South Jordan River Ridge Stake Center building and serves as a site from which local Church leaders coordinate, monitor and direct emergency response activities during an emergency. In the event that it becomes impossible to use the primary location, the Emergency Operations Center will be moved to an alternate location in one of the other ward buildings in the stake. If no Church building is available, the Emergency Operations Center may be established in the home of one of the stake presidency members or other suitable location.

The stake Emergency Response Team should report to the stake EOC to activate the Plan. The alternate location for the stake Emergency Operations Center is necessary due to the possibility that the primary location may be damaged or otherwise not available.

- Primary Location:
Stake Center
10168 S 1000 W,
South Jordan, UT 84095
- Alternate Location:
West Building

10168 S 1000 W,
South Jordan, UT 84095

VIII. PUBLIC INFORMATION / MEDIA RELATIONS

The stake president, or his designee, will serve as a Public Information Officer (PIO). Media requests for information will be coordinated through the stake president, or his designee, who coordinates with the media for the distribution of emergency public information, press releases, and interviews.

IX. PREPARING FOR EMERGENCIES

The primary responsibility to prepare for and respond to emergencies rests with individual members and families. Church leaders encourage members to set aside an extended supply of food, clothing and, where possible, fuel. The Church has prepared materials and facilities for members and families to help meet their individual preparedness goals. (see <http://providentliving.lds.org>)

In furtherance of individual and other emergency preparedness goals, the stake will sponsor the following preparedness training activities:

- Monthly amateur radio training nets
- Semi-annual communication exercise
- Amateur radio training and license testing opportunities
- Stake-wide first-aid and CPR training
- Monthly/Quarterly storehouse canning activities and pre-packed food purchasing program
- Power of Three program (first 3 minutes, first 3 hours, first 3 days)
- Neighbors Helping Neighbors (series of emails with helps for block captains and neighborhood resources)

Before a disaster strikes is also the time to develop working relationships with local government, public safety officials and other civil authorities, as well as community organizations and volunteer groups that we may cooperate with during an emergency. The stake is developing ongoing relationships with these organizations:

- City of South Jordan Emergency Management
- Our county Red Cross chapter

Contact information for these organizations can be found in Appendix E.

X. STAKE EMERGENCY RESPONSE TEAM

The stake's Emergency Response Team (ERT) is comprised of the following leaders and members:

- Stake presidency
- Executive Secretary and Assistants
- Stake Clerk and Assistants
- Stake Relief Society Presidency
- Emergency Response High Council Advisor

- Stake Communications Specialist and Assistants
- Stake Public Affairs Committee
- Stake High Council

Contact information for local ERT members can be found in Appendix D.

XI. COMMUNICATIONS (See Appendix B)

We have created communications systems that include:

- Telephone trees
- Texting (SMS)
- Email
- Radio networks (including FRS, GMRS, and amateur radio operators)

In a disaster, normal means of communications, including landline telephone systems, the Internet, and mobile phones, may not be available. Amateur radio can provide a reliable method when other channels are inoperable. We are promoting amateur radio licensing in our Stake by:

- Monthly amateur radio practice nets.
- Annual radio licensing classes.
- Calling stake and ward communications specialists.
- Annual stake communication exercise utilizing radio operators to transmit data.

XII. STAKE EMERGENCY RESPONSE KIT

The stake is to maintain an Emergency Response Kit at the primary meeting location for the stake Emergency Operations Center. The following items are contained in the Emergency Response Kit:

- Three ring binder containing: Stake Emergency Response Plan (including all appendices, which contain critical response information).
- A copy of each ward's Emergency Response Plan.
- Assorted office supplies (note pads, pens, tape, push pins, pencil sharpener, pencils, marking pens clip boards, 5x7 index cards).
- Flashlight.
- Portable AM/FM radio.
- Sealed package of batteries for flashlight and radio, and.
- First aid/trauma kit.

This kit is maintained by the high councilor over emergency preparedness and/or the stake clerk.

XIII. RESPONDING TO EMERGENCIES

In the event of an emergency which causes injury, loss of life, or significant property damage within the stake boundaries, a member of the stake presidency, or other priesthood leader, may activate the Stake Emergency Response Plan. Note: traditional forms of communication may NOT be available, depending upon the type of emergency. Blocks, neighborhoods, wards and stakes should be prepared to use whatever means necessary to gather information and ensure it is communicated to bishops, stake presidencies and the Area Seventy. We strongly encourage all block captains, self-

reliance specialists, bishops and stake presidencies to have GMRS, HAM, FRS radio capabilities. Additionally, each ward/neighborhood should have an established “calling tree” whether to be used via traditional means, radio or runner.

A. Neighborhood Response

- a. In an emergency each neighborhood resident should first see to the needs of their own family and property prior to reporting to the neighborhood staging area.
- b. As soon as possible each resident should report to the neighborhood’s designated staging area or backup staging area. If it is not possible to leave their home, residents should place the appropriately colored (CERT) card in a window which can be seen from the outside of the residence, indicating the level of assistance required. NOTE: each resident should have received from the block captain a packet containing an outline of emergency instructions as well as colored (CERT) cards to be used as required. Anyone who does not have this packet may obtain one from their block captain.
- c. After reporting to the neighborhood staging area, each resident should provide whatever assistance reasonably possible under the direction of the block captain.
- d. Block captains should obtain information regarding the condition of each resident within the block (see suggested information gathering forms in Appendix M) and radio this information to the bishop. If radio ability is not available then runners (or whatever level of communication is available) can be used to convey the needed information to the bishop.
- e. Block captains receive communication and directions from bishops and convey information to all block residents.

B. Ward Response

- a. In an emergency each bishop (or assigned priesthood holder) should first see to the needs of their own family and property prior to reporting to the ward EOC or backup EOC.
- b. Once assembled, the immediate goal of the ward EOC members is to gather the following information from each block captain within the ward boundaries and radio (or via runner) the information to the stake EOC:
 - i. The location and condition of any full-time missionaries
 - ii. The condition and welfare of all members and response to their temporal and spiritual needs
 - iii. The condition of Church-owned property
 - iv. Needs that cannot be met by the ward
 - v. The ward’s ability to provide service to others
- c. The ward Emergency Response Team (ward council) should be prepared to coordinate efforts such as, but not limited to, the following:
 - i. Develop feeding plans as may be required by those within ward boundaries
 - ii. Coordinate temporary housing and clothing needs
 - iii. Respond to the emotional trauma that members may suffer during a disaster
 - iv. Help to locate and reunite family members who have become separated
 - v. Schedule worship services
 - vi. Coordinate recreational events and service opportunities

C. Stake Response

- a. In an emergency, stake Emergency Response Team members should first see to the needs of their own family and property prior to reporting to the stake Emergency Operations Center (EOC). Once assembled, the immediate goal of the stake

- Emergency Response Team (ERT) is to gather the following information from each bishop:
- i. The location and condition of any full-time missionaries
 - ii. The condition and welfare of all members and response to their temporal and spiritual needs
 - iii. The condition of members' homes
 - iv. The condition of Church-owned property
 - v. Needs that cannot be met locally
 - vi. The stake's ability to provide service to others
- b. As information from the wards is received by the Stake Emergency Operations Center, the Stake emergency response team will begin to formulate a stake response to the emergency. In addition, the Stake Emergency Response Team will prepare a report containing the following information for the area presidency within the first few hours of an emergency:
- i. Name, title, and unit of the reporting officer
 - ii. How the presiding officer can be reached
 - iii. Description, location, and magnitude of the emergency
 - iv. Numbers of residents injured, missing, or dead
 - v. Location and extent of damage done to Church and/or resident property
 - vi. Account for full-time missionaries
 - vii. Actions being taken to help those in distress
 - viii. Needed assistance that is unavailable locally
 - ix. The stake's ability to provide service to others
- c. The Stake Emergency Response Team should be prepared to coordinate relief efforts such as, but not limited to, the following:
- i. Request supplemental equipment, food, clothing, and services through the Bishops' Storehouse and LDS Social Services.
 - ii. Develop mass feeding plans.
 - iii. Coordinate temporary housing and clothing needs
 - iv. Respond to the emotional trauma that members may suffer during a disaster
 - v. Help to locate and reunite family members who have become separated
 - vi. Schedule worship services
 - vii. Coordinate recreational events and service opportunities
 - viii. Develop policies on the use of a Church building as a shelter and/or temporary morgue
 - ix. Coordinate care for children whose parents are injured, missing, dead, or engaged in relief response efforts
 - x. Establish guidelines on sanitation facilities, waste disposal and water purification
 - xi. Arrange for laundry facilities
 - xii. Designate a public affairs spokesperson to answer all questions from the media
 - xiii. Review and approve all news releases to be given by the designated spokesperson
 - xiv. Give appropriate recognition to civil authorities and relief agencies

A checklist outlining general actions to take after a disaster can be found in Appendix A. Stake and emergency leadership contact information can be found in Appendix D.

Public Safety contact information can be found in Appendix E.

Preparedness and other resources can be found in Appendix G.

XIV. USE OF CHURCH BUILDINGS

FOR CURRENT INFORMATION PLEASE *Refer to Handbook 1: Stake Presidents and Bishops*, section 5.1.3

Following a disaster, the use of a Church meetinghouse as a community emergency shelter is occasionally needed. Permission to use a meetinghouse is granted by the stake president, after consulting with a member of the Presidency of the Seventy or the Area Presidency. Following approval, the priesthood leader should contact his Church Physical Facilities Representative (PFR). Buildings may be used as emergency shelters, first-aid stations, mass feeding locations or recreational centers. Word of Wisdom standards should be observed in the building and on surrounding Church property. The chapel and offices are not to be used except for Church purposes. Cooking equipment and heaters that are not part of the meetinghouse furnishings may not be used in the building. Pets, other than service animals, are not allowed in the building. A priesthood holder is to be present any time the building is being used as a shelter.

XV. ASSIGNMENT OF RESPONSIBILITIES (see also Appendix J)

This section includes a listing of duties, tasks or responsibilities to be performed by the person(s) assigned to that position. This list does not include every position. Priesthood and auxiliary leaders are asked to respond to assignments from the stake presidency during phases of the emergency response where no specific responsibility is outlined.

Stake President

1. Report the following to Church Headquarters (Use form in Appendix M):
 - a. Description, location, and magnitude of the emergency
 - b. Numbers of members injured, missing, or dead
 - c. Actions being taken to help those in distress
 - d. Needed assistance that is unavailable locally
 - e. Location and extent of damage done to Church or member property
2. The stake president establishes communications and a working relationship with the South Jordan EOC.
3. The stake president establishes communications and a working relationship with the Area Seventy as assigned.
4. Maintains contact as needed with other stake presidents in the area.
5. The stake president ensures that a member has been assigned to serve as a line of communication with the local city Emergency Operations Center and establishes contact with him or her.
6. The stake president is responsible for the local staging areas, command center staffing and operation.

Stake Presidency – 1st Counselor

1. Coordinate incoming damage assessment reports
2. Prepare situation status reports

Stake Presidency – 2nd Counselor

1. Liaison with outside agencies as directed or assigned (Red Cross, CERT, etc.)
2. Coordinate and facilitate requests for volunteers

Executive Secretary

1. Ensure that proper documentation is kept of activities for follow up, decisions made, and legal purposes

High Councilor(s) - General

1. Members of the high council should be utilized to coordinate relief efforts with the stake presidency and be ready, by assignment, to assist in the following:
 - a. Storehouse management and distribution
 - b. Supply maintenance and distribution
 - c. Building use and maintenance
 - d. Other roles as determined by the stake president
2. Staff the command center during the response and relief effort
3. Provide leadership and coordination
4. Provide assistance for building shelter coordination

Stake Relief Society President

1. Coordinate relief supplies
2. Establish contact with ward Relief Society presidents and receive reports
3. Coordinate volunteers

District Coordinator (Stake Level Coordinator)

1. Attends or is represented at training/coordination meetings held by the city and functions as a liaison with the city
2. Coordinates volunteer activities within district boundaries
3. Appoints area coordinators within the district and sees that they are trained and functioning
4. Holds meetings as necessary with area coordinators to disperse information and conduct training
5. Promotes individual and family disaster preparedness within the district
6. Serves as a communication link between the district and the South Jordan City Emergency Operations Center and functions in a declared disaster as guided by the South Jordan EOC

Area Coordinator (Ward Level Coordinator)

1. Coordinates volunteer activities within area boundaries.
2. Maintain and distributes an updated map of all citizens living within the area.
3. Promotes individual and family preparedness within the area.
4. Divides the area into 12 to 20 functioning neighborhoods, hosts initial meetings with neighborhoods to help them understand their purpose, and appoints and trains block captains as needed.

5. Directs block captains to survey citizens and prepare in advance an inventory of resources and special needs within their neighborhoods and coordinates this information as needed with the district coordinator.
6. Serves as a communication link between the district and block captains and functions during an emergency as guided by the district coordinator.
7. Serves as a resource to block captains.

Ward Mission Leader

1. The ward mission leader is responsible for maintaining contact information for all full-time missionaries within the ward boundaries. this includes names, current address, and contact information
2. In the event of an emergency the ward mission leader should immediately, contact each missionary and ascertain his/her wellbeing.
3. After determining the status of each missionary within the ward boundaries, the ward mission leader should radio (or by runner), convey the information to the bishop.

Neighborhood Coordinator (Block Captain)

1. Trains citizens in the neighborhood through periodic meetings and/or socials.
2. Surveys neighbors to gather information that will be helpful during an emergency.
3. Promotes individual and family disaster preparedness within the neighborhood.
4. Acts in a declared emergency as guided by the area coordinator.
5. Is primarily concerned with keeping track of individuals in the neighborhood during an emergency and acts in a prudent and wise manner to see to their safety and well-being. Has, as a secondary concern, the protection and preservation of private property in the neighborhood in a declared disaster.
6. Requests assistance from and provides available resources to the area coordinator.
7. Serves as a communication link between the area coordinator and residents in the neighborhood.
8. Serves as a resource to citizens in the neighborhood.

XVI. PLAN DEVELOPMENT & MAINTENANCE

It is understood that no plan can replace the common sense and good judgment necessary for effective response under a variety of emergency conditions. For this reason, this Plan is intended as a guideline for response to major disasters or emergencies. Deviations from the Plan may occur depending on the scope and magnitude of the disaster or emergency, the area and population affected, the availability of resources, or whenever, in the judgment of the South Jordan River Ridge stake presidency, such deviation is critical for the protection of life, the infrastructure, the environment and/or property.

This Plan is issued under the direction of the South Jordan River Ridge Stake Presidency. The stake presidency, stake self-reliance committee, and high council, should review the Plan annually.

Please advise stake leaders regarding any recommendations or improvements to this Plan

XVII. TESTS & EXERCISES

The Plan will be tested, revised and updated as required or when deemed necessary.

XVIII. AUTHORITIES & REFERENCES

- Church Handbook of Instructions, Book 1: Stake Presidencies and Bishoprics (2006) page 9.
- Providing in the Lord's Way: A Leader's Guide to Welfare (322296).
- A Supplement, Church Welfare Resources (34475) pages 14-17.

Appendix A - QUICK GUIDE – (If a Disaster Has Occurred)

(This checklist is intended to serve as a quick reference to help guide immediate action after a disaster has occurred. This guide alone is not intended to serve as, or replace, an organized emergency response.)

- 1. Activate Your Emergency Notification Systems: Activate any stake emergency notification tools that you have in place.**
 - a. Telephone trees, texting (SMS) groups, social networks, (Twitter, Facebook, etc.), amateur radio nets, personal contact via foot, bicycle, etc.
 - b. The stake EOC team can help support ward disaster responses.
- 2. Activate your stake Emergency Response Team (ERT): Organize your Emergency Response Team.**
 - a. Start with a Command Lead, a Communications Lead, a Safety Lead, and a Public Affairs Lead.
 - b. You can expand the ERT as more resources become available, for example, by adding a Response Lead, Social Media Lead, Sheltering Lead, or Security Lead.
- 3. Establish an Emergency Operations Center (EOC): The EOC will be the center of your emergency response and recovery efforts.**
 - a. It should be located in a safe facility in a safe geographical area.
 - b. It should be in an accessible location, considering disaster imposed restrictions.
 - c. It is helpful to have multiple emergency communications modes.
 - d. Relocate the EOC if the planned location is, or becomes, unsafe.
- 4. Assess the Situation: Determine the nature of the disaster, the level of impact to your community, and the areas impacted. Your sources of information may include:**
 - a. Visual observations (storm tracks, smoke direction, water levels, etc.)
 - b. Community alert systems (sirens, web sites, Twitter feeds, etc.)
 - c. Local media outlets (cable, TV, radio, web sites)
 - d. Local government or emergency service information hotlines or web sites
 - e. Social networks (Twitter, Facebook, etc.)
 - f. Radio networks (amateur radio, FRS, GMRS, radio scanners, National Weather Service)
- 5. Establish Emergency Communications.**
 - a. Establish functional communications (multiple modes)
 - b. Establish “one-to-many” communications mechanisms
 - i. Telephone trees or pyramids
 - ii. Group texting (SMS)
 - iii. Social networks (Twitter, Facebook, etc.)
 - iv. Conference call tools (with specific reoccurring scheduled calls)
 - v. Stake Emergency Response Communications (ERC) radio network
 - c. Stay informed (monitor news, local government, safety organizations, and community organizations as information sources)

6. Verify Status/Damage: Determine the impacts of the disaster (injuries or damage) to your members and property.

- a. Confirm the status of all assigned missionaries (injuries, deaths, missing, evacuations and destinations)
- b. Confirm the status of the members (injuries, deaths, missing, family members who have become separated, evacuations and destinations)
- c. Confirm property damaged or destroyed, both Church facilities and members' homes
- d. Identify any injured non-members being assisted or sheltered by members

7. Determine Immediate Needs

- a. Medical (injured, disabled, elderly, special medications)
- b. Psychological trauma (shock, depression, PTSD, etc.)
- c. Evacuation to safe locations or those in need of immediate sheltering
- d. Family reunification assistance
- e. Securing homes and Church buildings (security first, with boarding up and cleaning up to come later)

8. Identify Other Needs: Not immediately life threatening.

- a. Emergency communications (phones or radio links needed)
- b. Long-term housing needs (destroyed/unsafe housing, power/water outages)
- c. Subsistence needs (food, water, clothing)
- d. Transportation needs (evacuation, transport to shelter, reunification)
- e. Local government or emergency management requests for assistance being met by members

9. Establish a Safe and Secure Operating Environment:

- a. Stay informed on disaster conditions. they may change over time or there may be domino disaster effects
- b. Assign clear safety and security responsibilities to response team members

10. Report Status/Activities: Communicate your status and planned actions through priesthood lines.

- a. Use phone, text, and/or email. consider scheduled conference calling if available (avoid passing personal information via "open" or public communications channels).
- b. Regularly update status (up-chain to Area or Regional leadership, downchain to bishops and ward leaders, and with local emergency management contacts).

11. Remember! Protect yourselves and your field team members at all times.

- a. Ensure "personal protective equipment" is available to, and used by, everyone involved (breathing protection, eye protection, gloves, safe footwear).
- b. Consider the physical security of members and facilities in your response.

Appendix B - Emergency Communication

Each ward within the stake is broken into blocks of 5-10 residents. Each block is led by a block captain. In the event of an emergency each resident is to report their status to their block captain who, in turn, reports status of their block to their ward preparedness specialist who reports to the bishop. Information regarding needs is reported to the stake presidency (stake EOC). The primary mode of communication is GMRS radios to be used by block captains, ward emergency preparedness specialists, bishoprics and the stake presidency.

We encourage each block captain, ward emergency preparedness specialist, bishop/bishopric, and stake communications directors are encouraged to have either a GMRS or HAM radio.

HAM RADIO OPERATORS WITHIN RIVER RIDGE STAKE BOUNDARIES

Call Sign	Ward	Name	Phone	Name	Operator Class
KF7HAW	RR 1st	bbatsjc@yahoo.com	801-253-0599	Bailey, Beckie	Technician
KF7JAU	RR 1st	brett.bailey40@gmail.com	385-228-6446	Bailey, Brett U	General
N7JG	RR 5th	hamn7jg@gmail.com	801-254-8414	Bouck, Chris D	Amateur Extra
KE7GZI	RR 2nd	bytelandscaping@gmail.com	801-253-0780	Bytendorp, Richard S	Technician
KE7ICJ	RR 2nd	ylmayki@gmail.com	801-253-0780	Bytendorp, Susan	Technician
KI7NYM	RR 10 th	todoncarpenter@gmail.com	801-553-8338	Carpenter, Don	Technician
KI7NZA	RR 10 th	pat.carpenter@gmail.com	801-915-0035	Carpenter, Pat	Technician
KG7TWP	RR 9th		801-943-0085	Clayton, Scott	Technician
KD7KNH	RR 4th		801-253-2661	Curtis, John A	Technician
KG7YMK	RR 11th	yosemitewest@gmail.com	801-254-5021	Decker, Brian J	Technician
KF7POB	RR 6th	lcdowns@comcast.net	801-253-9552	Downs, Craig	Technician
KF7POA	RR 6th	lcdowns@comcast.net	801-253-9552	Downs, Brooke	Technician
KC4FAP	RR 2nd	russelldroke@yahoo.com	801-922-0453	Droke, Russell	General
KG7YML	RR 8th	shawndebratitz@gmail.com	801-680-6707	Fitzpatrick, Shawn H	Technician
KE7BEW	RR 2nd	annsname@gmail.com	801-254-2047	Fraughton, Michael	Technician
KF7HBB	RR 11th	ghgirsberger@comcast.net	801-254-9939	Girsberger, Tami A	Technician
KG7RPJ	RR 11th	dd.grow@gmail.com	801-254-7537	Grow, Dennis D	Technician
KG7EVY	RR 7th	garyh18@gmail.com	801-230-9467	Hanson, Gary A	Technician
KF7HBC	RR 1st		801-803-2784	Hintze, Kurt C	Technician
KG7YNA	RR 3rd	jenhorne99@gmail.com	801-918-3323	Horne, Jennifer L	Technician
KB7EZY	RR 3rd	lymanhorne@byu.net	801-364-3324	Horne, Lyman D	General
N7HU	RR 10th	mjhurst56@comcast.net	801-254-3625	Hurst, Michael J	Amateur Extra
KG7YNB	RR 7th	mderekj@yahoo.com	385-414-1301	Jacobi, M Derek	Amateur Extra
KG7IYP	RR 6th	thedentist8813@hotmail.com	801-440-1379	Johnson, James L	Technician
KG7IYL	RR 3rd	jameskeiser@yahoo.com	801-254-1036	Keiser, James D	Amateur Extra
KI7NYR	RR 10th	jeffersonlangford@yahoo.com	801-450-5315	Langford, Jefferson	Technician
KI7NYT	RR 10th	fancycrazy5@msn.com	801-450-5315	Langford, Michelle	Technician
KG7YNC	RR 8th	lebaronjorge7@gmail.com	801-254-1060	Lebaron Jr, George L	Technician
KG7ZLL	RR 8th	slebaron39@gmail.com	801-254-1060	Lebaron, Sharon	Technician
KF7HBD	RR 3rd	emattle@rescuealert.com	801-254-2089	Mattle, Eric L	Technician
KF7HBE	RR 3rd	emattle@rescuealert.com	801-254-2089	Mattle, Sheri C	Technician
KB7ZTL	RR 4th	Phil.mcclanahan@gmail.com	801-446-3850	Mc Clanahan, Philip	Technician
KG7ZUA	RR 10th	gingerlee.m@gmail.com	801-571-8801	Miller, Ginger L	Technician
KC7PCN	RR 7th	dmitchell3633@gmail.com	801-572-3633	Mitchell, Frank A	Technician
KD7YFI	RR 6th	lpkmoser@comcast.net	801-254-9385	Moser, Kevin A	Technician
KD7WSY	RR 2nd	twnicolaysen@mstar.net	801-569-2190	Nicolaysen, Timothy	Technician
KB7USO	RR 3rd		801-446-6098	Oberg, Evelyn H	Technician
AA7XS	RR 6th		801-446-6098	Oberg, William K	Amateur Extra

South Jordan Utah River Ridge Stake Emergency Response Plan

Call Sign	Ward	Name	Phone	Name	Operator Class
KF7POF	RR 4th	jostler1@comcast.net	801-253-0253	Ostler, Jay L	Technician
KG7YMN	RR 6th	opwan2002@yahoo.com	385-444-0965	Peck, Darrell S	Technician
KG7FXD	RR 7th	fepeter46@gmail.com	801-253-2060	Peterson, Ferrell A	General
K7TAP	RR 1st	terryp500@yahoo.com	801-403-9659	Pittman, Terry A	Technician
KF7HBF	RR 2nd	quilters@q.com	801-253-2518	Quilter, Wendy L	Technician
WA7RCT	RR 1st	rx1rose@hotmail.com	801-518-0416	Rose, Cleon G	Amateur Extra
KG7FCV	RR 10th	joycemax1000@gmail.com	801-512-5851	Salomonson, Joyce J	Technician
KG7IIX	RR 10th	vincosalomonson@msn.com	801-512-5851	Salomonson, Vincent	Technician
KI7NYS	RR 1st	seethaler@churchofjesuschrist.	801-865-6064	Seethaler, Mark	Technician
KI7NYL	RR 7th	mickael75@gmail.com	801-573-1234	Sorensen, Michael O	Technician
KG7YNF	RR 10th	jdstemmons@gmail.com	801-254-2152	Stemmons, John D	Technician
KI7NZH	RR 10th	mikeandcarolee.stout@gmail.com	801-302-7900	Stout, Carolee	Technician
AG7AS	RR 10th	mwstoutba@gmail.com	801-750-8037	Stout, Michael W	Amateur Extra
KI7NYU	RR 10th	bandl9128@msn.com	801-878-3966	Tolman, Brent	Technician
KG7YNG	RR 10th	drmichaelvanleeuwen@hotmail.com	801-597-8080	Van Leeuwen, Michael	Technician
KG7FEW	RR 10th	ron@vancelaw.us	801-254-4091	Vance, Ronald N	Technician
KG7JDI	RR 1st	rgvioland@yahoo.com	801-878-9548	Violand, Randall G	Technician
KI7NYI	RR 10th	fwareha,79@gmail.com	801-446-6584	Wareham, Franklin D	Technician
KG7YNH	RR 8th	crw0@yahoo.com	801-968-8062	Wilkey, Curtis R	Technician
KG7JOS	RR 10th	carinanephi@hotmail.com	801-975-1142	Wolf, Nephi	Technician
WK8G	RR 10th	galew5515@gmail.com	801-245-9988	Wolfenbarger, Gale L	Amateur Extra
KI7NYV	RR 7th	Stevenzoschke@reagan.com	801-664-8113	Zoschke, Steven	Technician

Appendix C - Guidelines for Use of Meetinghouses as Emergency Shelters

Refer to Handbook 1: Stake Presidents and Bishops, section 5.1.3

Following a disaster, the use of a Church meetinghouse as a community emergency shelter is occasionally needed. Permission to use a meetinghouse is granted by the Stake president, after consulting with a member of the Presidency of the Seventy or the Area Presidency. Following approval, the priesthood leader should contact his Church physical facilities representative (PFR).

General Conditions and Guidelines

- While the use of a meetinghouse as a temporary community shelter may occasionally be needed, a Church building generally should not be the first choice. Other community facilities are better suited to accommodate the lodging of large numbers of people.
- If wards or stakes are approached by a local organization desiring to enter into a pre-disaster agreement, the stake president should seek area approval. Following approval, the insurance section of the Risk Management Division should be contacted for needed documents.
- When a meetinghouse is used by a community agency, Word of Wisdom standards should be observed in the building and on surrounding Church property. The chapel and offices are not to be used except for Church purposes. Cooking equipment and heaters that are not part of the meetinghouse furnishings may not be used in the building. Pets, other than service animals, are not allowed in the building.
- The stake president or bishop should assign a priesthood holder to be present any time the building is being used.

References:

1. Church Handbook of Instructions, Book 1, pages 10 and 182.
2. Facilities Management Guidelines for Meetinghouses and Other Church Property (United States and Canada), page 2.

Appendix D - Church Emergency Contacts **("ICE" In-Case-of-Emergency Contact List)**

STAKE PRESIDENCY

President	Kurt Soffe	(801) 254-1830	ksoffe@att.net
1 st Counselor	Shawn Healy	(801) 859-7413	srhealy65@yahoo.com
2 nd Counselor	Robert Brough	(801) 694-1047	rbrough5@gmail.com

EXECUTIVE SECRETARY

Rob Berrett	801-580-1396	bryan@firstfidelityfs.com
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STAKE CLERK AND ASSISTANTS

Stake Clerk	Kim Burgon	(801) 252-6996	ez4umail@gmail.com
Stake Asst Clerk	Craig Weidmer	(801) 828-8875	weidmer@gmail.com
Stake Asst Clerk	Randy Fillmore	(801) 656-8651	rfillmore@yahoo.com
Stake Asst Clerk	Douglas Bingham	(801) 231-8992	dbing13@comcast.net
Stake Asst Clerk	Shawn Fitzpatrick	(801) 680-6707	shawn.h.fitzpatrick@gmail.com

STAKE RELIEF SOCIETY PRESIDENT

Jill Duke	(801) 440-8831	rberrett@wurthlac.com
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Emergency Response High Council Advisor

High Councilor	Bryan Pettit	(801) 243-2025	bryan@firstfidelityfs.com
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EMERGENCY RESPONSE SPECIALIST

Gale Wolfenbarger	(801) 245-9988	galew5515@gmail.com
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STAKE COMMUNICATIONS SPECIALIST

Communications Specialist	Kenneth Brown	(801) 556-7314	kenneth.brown@crbst.com
Asst/ Communications Specialist	Ferrell Peterson	(801) 253-2060	fepeter46@gmail.com

STAKE HIGH COUNCIL

Clay Ashdown	(801) 414-5583	cashdown@gmail.com
Robert Cantwell	(801) 718-1553	cantwellrw@gmail.com
David Knighton	(801) 706-4698	knighton.david@gmail.com
Dave Munk	(801) 560-0883	munkd@comcast.net
Jerry James Ohrn	(801) 971-1376	johrn@comcast.net
Bryan Pettit	(801) 243-2025	bryan@firstfidelityfs.com
Jason Quigley	(801) 201-2750	quigleything@gmail.com
Mark Stoker	(801) 573-8371	ldschurch.mark@gmail.com
Michael Stout	(801) 750-8037	mwstoutba@gmail.com
Don Taylor	(801) 719-0964	dtaylor9910@gmail.com
Eric Torgersen	(801) 580-5737	etorger05@gmail.com
Mont Widerberg	(801) 971-7705	mwwiderberg@gmail.com

Appendix E - Public Safety and Community Organization Contacts

IMPORTANT PHONE NUMBERS

General Emergency
Police, Fire, or Ambulance 9-1-1

Incorporated Municipalities

Alta Town	801-742-3522
Bluffdale City	801-254-2200
Cottonwood Heights City	801-944-7000
Draper City	801-576-6500
Herriman City	801-446-5323
Holladay City	801-272-9450
Midvale City	801-567-7200
South Jordan City	801-264-2525
Riverton City	801-254-0704
Salt Lake City	801-535-6333
Sandy City	801-568-7100
South Jordan City	801-254-3742
South Salt Lake City	801-483-6000
Taylorsville City	801-963-5400
West Jordan City	801-569-5100
West Valley City	801-966-3600

Salt Lake County Agencies

Administrative Services	385-468-7060
Aging Services	385-468-3200
Animal Services	385-468-7387
Public Works	385-468-7050
Sheriff's Department	385-468-9898
Unified Fire Authority	801-743-7100
Unified Police Department	801-743-7000

Local Public Health

After-Hours/Emergency Hotline	385-468-8888
Ellis R Shipp Public Health Ctr.	385-468-3700
Environmental Health	385-468-3860
Rose Park Public Health Center	385-468-4152
Salt Lake City Public Health Ctr.	385-468-4225
South Main Public Health Center	385-468-4000
Southeast Public Health Center	385-468-4330
West Jordan Public Health Ctr.	385-468-4365
Red Cross Poison Control	800-222-1222
Red Cross Salt Lake Chapter	801-323-7000

APPENDIX F: MISSIONARY DIRECTORY

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Appendix G – Preparedness Information & Resources

Church Publications:

- All is Safely Gathered In : Family Home Storage (Item 04008000)
- All is Safely Gathered In : Family Finances (Item 04007000)
- Essentials of Home Production and Storage (32288)
- Family Home Evening Resource Book (31106), 1977, pages 322-340

Church Magazines:

- | | |
|---|--------------------------|
| • Call-for-help Card | Friend, Oct. 1994, 21 |
| • Earthquake Drill | Ensign, Dec. 1994, 58-59 |
| • Emergency Savings the Centsible Way | Ensign, Feb. 1992, 65 |
| • Exploring: Emergency Preparedness: Greater than Gold | Friend, Feb. 1999, 38-39 |
| • Helping Children Cope with Emergencies | Ensign, Jun. 1998, 74-75 |
| • Look to the Future with Optimism | Ensign, Apr. 1997, 22-27 |
| • Preparing for Emergencies | Ensign, Dec. 1990, 59-61 |
| • Safe Water in Emergencies | Ensign, Feb. 1986, 70-71 |
| • The Good Neighbor List | Ensign, Feb. 1994, 73 |
| • What is Our Role When We Have Planned Adequately and Others Have Not? | Ensign, Apr. 1993, 53-54 |
| • When Disaster Strikes | Ensign, Aug. 1994, 71 |
| • When the Lights Go Out... | Ensign, Jun. 1992, 71 |

Federal Emergency Management Agency (FEMA)

The following materials can be obtained from your local office of emergency management or from <http://www.ready.gov/america/publications/allpubs.html> at no cost.

- "Family Emergency Plan"
- Family Emergency Plan (FEP)
- "Preparing Makes Sense. Get Ready Now."
- "Are You Ready?" Manual
- "Are You Ready?" DVD
- Emergency Supply List
- "Older Americans"
- "Disabilities and Special Needs"
- "Information for Pet Owners"

APPENDIX H: SETUP | RADIO CONFIGURATION

Amateur Radio (Ham) — The ERRS employs 2 meter radio communications using a simplex frequency of 146.580.

The stake building has a meter antenna mounted on the steeple to enhance communication with a BNC connector to the antenna in the east wall of the high council room.

GMRS Communications — All stake/ward communications will be done using channel 20 ctcss 4 (Midland GXT1000VP4 or Motorola MT series). As the primary frequency (462.6750 MHz) and channel 17 ctcss 2 as a backup frequency (462.62000 MHz).

Always use channel 20—4 unless there is a lot of traffic from outside the stake. In that case switch to the alternate, usually at the direction of the stake communication specialist (Stake EOC).

FRS Communications — each ward/neighborhood with their own FRS radios will use a separate frequency to avoid too much traffic and confusion. Using FRS radios will be at the discretion of local bishops. Please set the radio frequencies as follows:

Radio Frequency/Channel Assignments

EOC (Emergency Operations Center)	Ch 20 ctcss 4	Ch 17 ctcss 2	Stake Center
River Ridge Ward 1	Ch 2 ctcss 1	Ch 5 ctcss 1	Temple Bldg
River Ridge Ward 2	Ch 3 ctcss 2	Ch 6 ctcss 2	Stake Center
River Ridge Ward 3	Ch 4 ctcss 3	Ch 7 ctcss 3	North Bldg
River Ridge Ward 4	Ch 5 ctcss 4	Ch 15 ctcss 4	North Bldg
River Ridge Ward 5	Ch 6 ctcss 5	Ch 16 ctcss 5	Stake Center
River Ridge Ward 6	Ch 7 ctcss 6	Ch 18 ctcss 6	Temple Bldg
River Ridge Ward 7	Ch 15 ctcss 7	Ch 19 ctcss 7	Temple Bldg
River Ridge Ward 8	Ch 16 ctcss 8	Ch 21 ctcss 8	West Bldg
River Ridge Ward 9	Ch 18 ctcss 9	Ch 22 ctcss 9	West Bldg
River Ridge Ward 10	Ch 19 ctcss 10	Ch 2 ctcss 10	West Bldg
River Ridge Ward 11	Ch 21 ctcss 11	Ch 3 ctcss 11	Stake Center
River Ridge Legacy	Ch 22 ctcss 12	Ch 4 ctcss 12	Legacy

The FRS/GMRS channel frequencies are:

Channel Number GXT1000VP4 & Motorola MT series	Frequency (MHz)	Allowed Operation
1	462.5625	FRS & GMRS
2	462.5875	FRS & GMRS
3	462.6125	FRS & GMRS
4	462.6375	FRS & GMRS
5	462.6625	FRS & GMRS
6	462.6875	FRS & GMRS
7	462.7125	FRS & GMRS
8	467.5625	FRS & GMRS
9	467.5875	FRS & GMRS
10	467.6125	FRS & GMRS
11	467.6375	FRS & GMRS
12	467.6625	FRS & GMRS
13	467.6875	FRS & GMRS
14	467.7125	FRS & GMRS
15	462.5500	FRS & GMRS
16	462.5750	FRS & GMRS
17	462.6000	FRS & GMRS
18	462.6250	FRS & GMRS
19	462.6500	FRS & GMRS
20	462.6750	FRS & GMRS
21	462.7000	FRS & GMRS
22	462.7250	FRS & GMRS

OPERATIONS

Recent changes to FCC rulings allow FRS and GMRS use of all 22 channels. Whether using FRS or GMRS radios, channels 8 through 14 can only be used with power up to 0.5 watt. Most radios sold today will automatically limit the power on those channels to half a watt. Channels 1 through 7 and 15 through 22 can be used with up to 2 watts power without a license.

To avoid confusion, the net director at each level will conduct all communication activities. The communicator wishing to contribute information gives his identification during a break in traffic. At the ERRS level it is done by FCC call sign.

At the Stake level the identification should be by unit call sign (e.g., “River Ridge Stake EOC” or “River Ridge Ward Four EOC”, etc). The person called will acknowledge the request and indicate that the caller should proceed or hold traffic until further notice. The person called will have forms for recoding important communications. When directed to proceed, the caller then relays the information. The receiver will affirm his understanding of the information and/or request clarification of parts not understood.

First and foremost, the purpose of this emergency communications Plan is to provide for the rapid and accurate flow of critical information among priesthood leaders during a disaster. The protocols are to promote an orderly and efficient means of doing it.

If you make a mistake or do something that is not according to the Plan, no one will be angry with you and you are not doing anything illegal...you likely would do nothing more than create some temporary confusion.

Do your best, be calm, speak clearly and slowly and it will work. **When you need to speak on the radio, press the PTT (push to talk) button, wait one second before you begin speaking. The electronics need to establish links before the signal can be reliably sent and received.**

EXAMPLE:

Most communications among priesthood leaders will be between the Stake and ward EOC's one ward EOC to Another ward EOC (to assist in a relay of information) or between CERT team leaders in active operations.

In the initial contact, the caller and receiver should each identify themselves clearly. Identification can be abbreviated during the rest of the exchange. A brief statement of the purpose of the call, if possible, will help the receiver.

Ward Four: "River Ridge Stake EOC this is River Ridge Ward Four ECS with a status report, over."
(ECS is the Emergency Communications Specialist)

Stake EOC: "Ward Four, this is River Stake EOC, stand-by" if not ready to record a report, or "go ahead."

Ward Four: "Stake EOC this ward four, our report is ... "(gives report)" over."

STAKE EOC: "Ward four this is the Stake EOC ... "(repeats report)" is that correct?"

Ward Four: "Affirmative" or "yes", that is correct."

Stake EOC: "Thank you for your report."

Ward Four: "Ward Four, standing by."

"Over" means I am done talking for the moment.

"Stand-by" means I am busy or I cannot take your call right now.

"Out or clear" means I am signing off and will not be available.

"Break" is used if there is a conversation occurring and you want to interrupt.

"Break-break" is used if you want to interrupt and have urgent information to transmit.

If anything in the text is hard to say on the radio, or cannot be understood clearly, it can be spelled using international standard key words (see below).

NATO Phonetic Alphabet

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

Numbers, as might be given in a report, are usually best understood by giving one digit at a time. As an example, for the number “28” say two eight rather than twenty eight or by saying “two eight” followed by “twenty eight,” the receiver two ways to hear the information properly.

If the information is not clear, simply ask the transmitter to repeat the information. Continue the dialogue until the entire message is received and recorded completely.

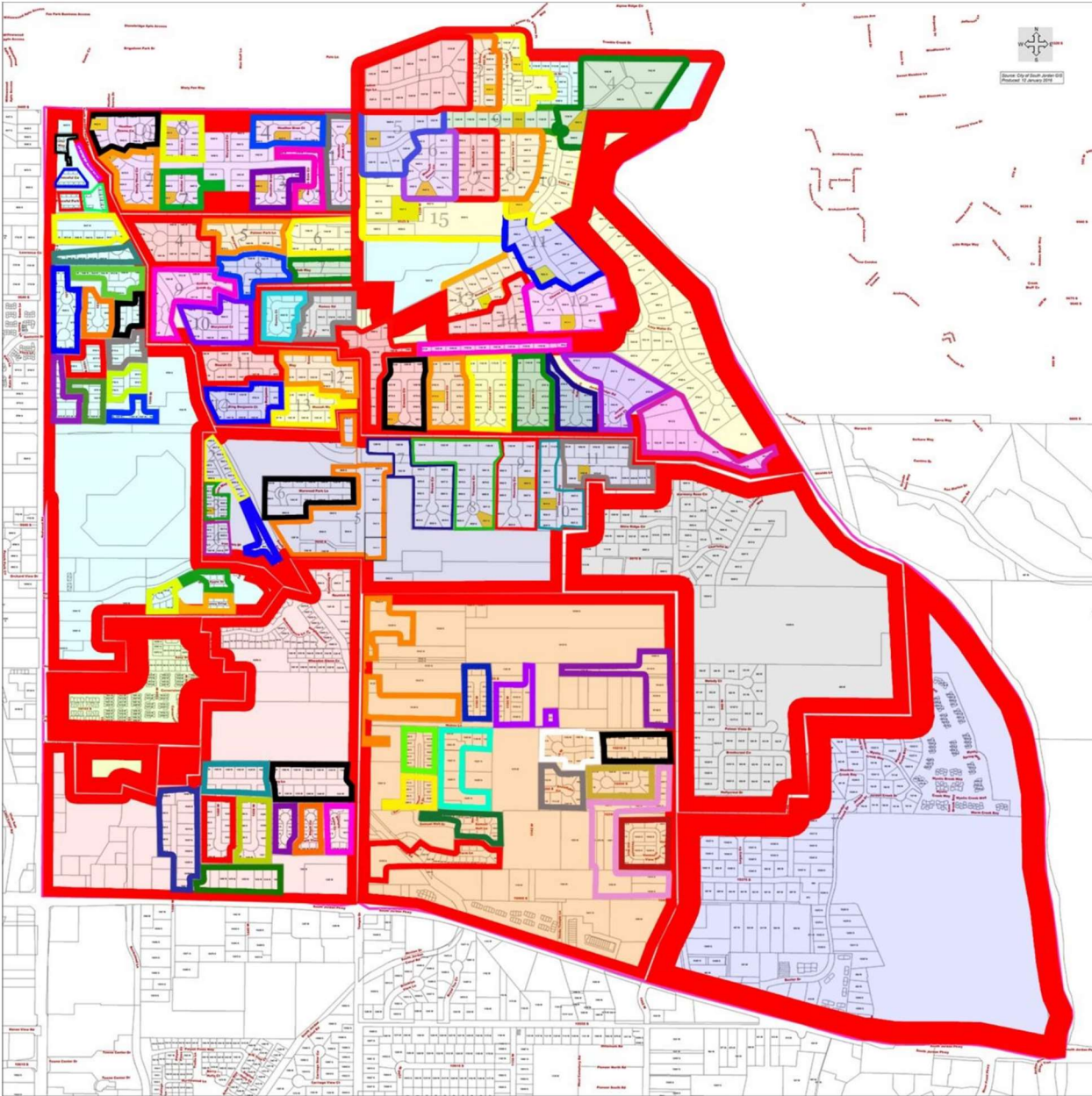
If you are unable to complete a radio call directly to another station, do not hesitate to ask for a relay through any station that can hear you. Also, if you note that if someone cannot contact a station that you have been talking to, offer to relay for him/her.

It will be critical to keep channel 20-4 open for EOC reports from the ward areas or for messages from the stake to the wards. If a lengthy conversation is needed with any priesthood leader, use an alternate channel, and inform the Stake EOC that you will be off channel and the approximate time that you will be gone. External resources to help with the emergency will be gathered and sent as soon as possible and this information and instruction will be out through the stake net as it becomes known.

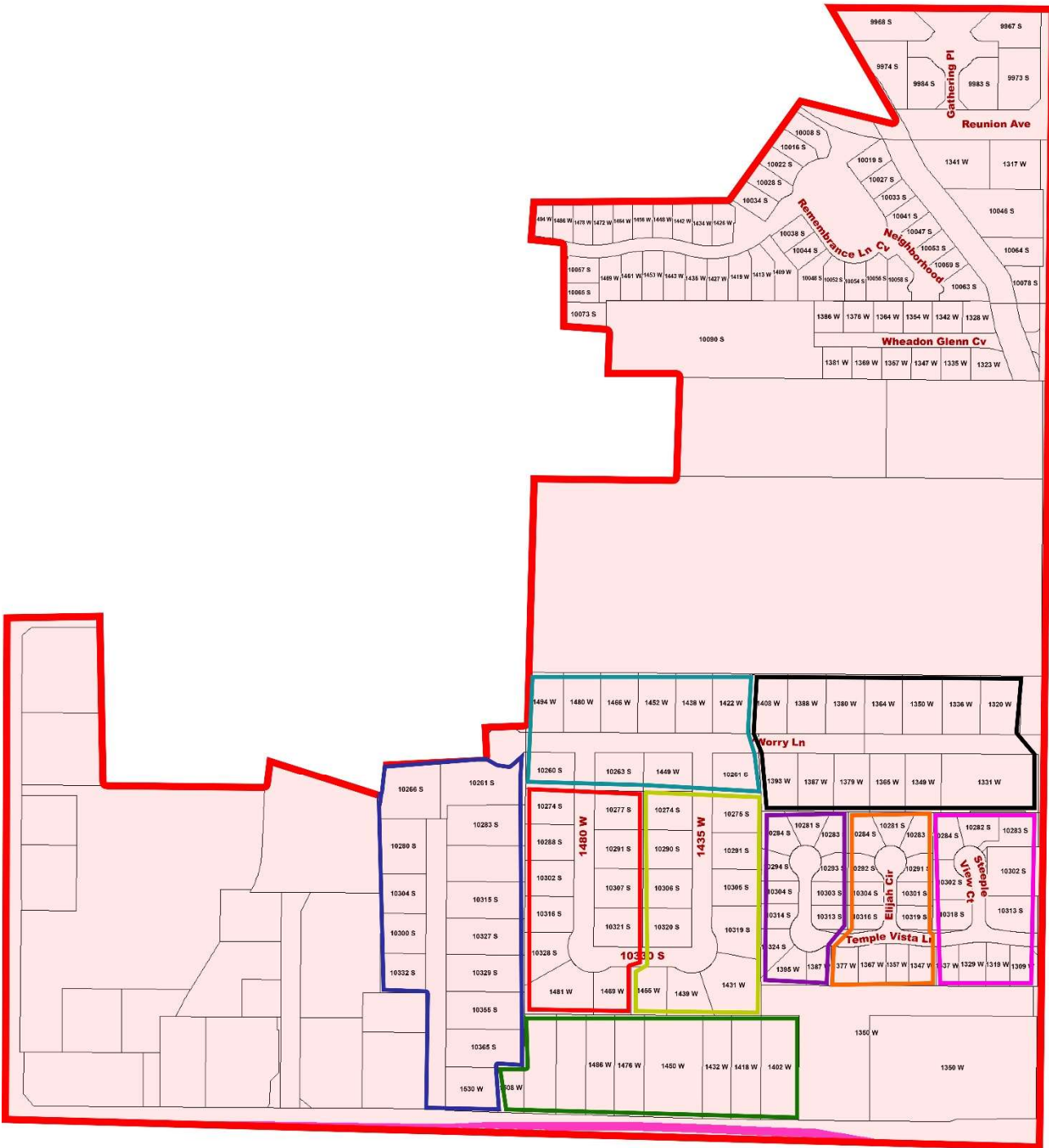
Note: The use of CTCSS filters out all traffic that is not using the same filter frequency – it does NOT make the conversation private. Another radio operator using the same channel without a filter will hear all traffic on that channel.

Appendix I – Area Maps

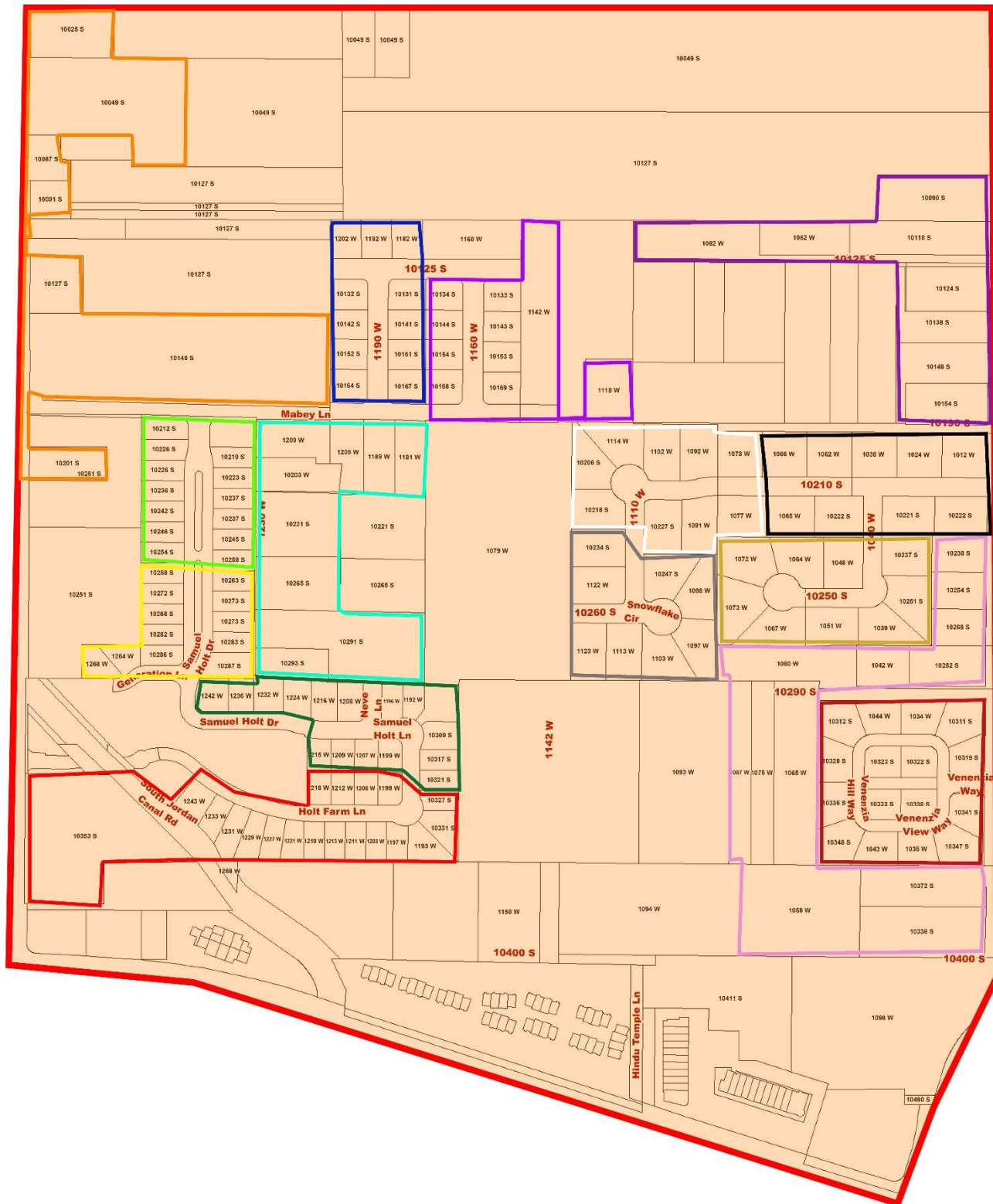
SOUTH JORDAN UTAH RIVER RIDGE STAKE



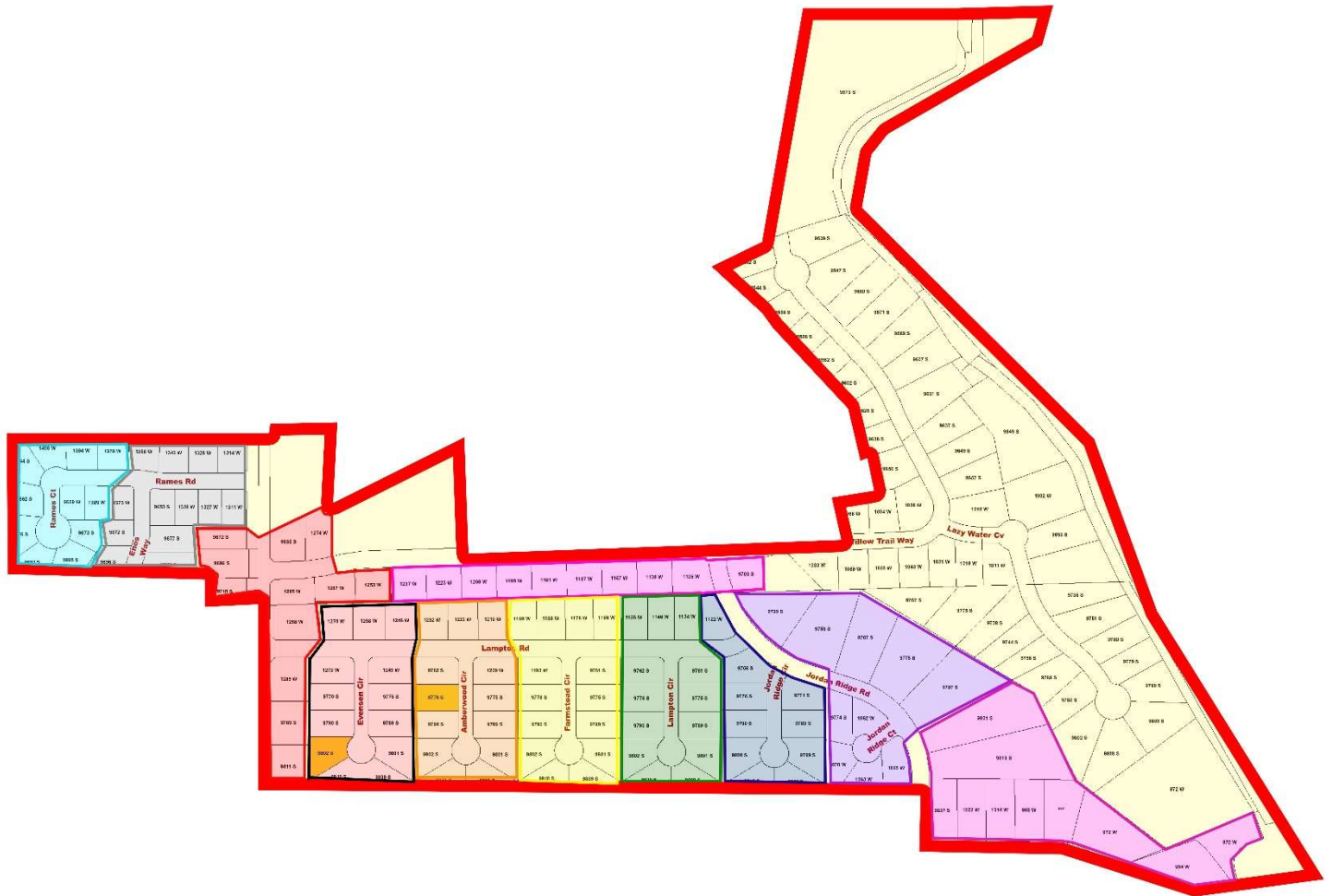
RIVER RIDGE 1st



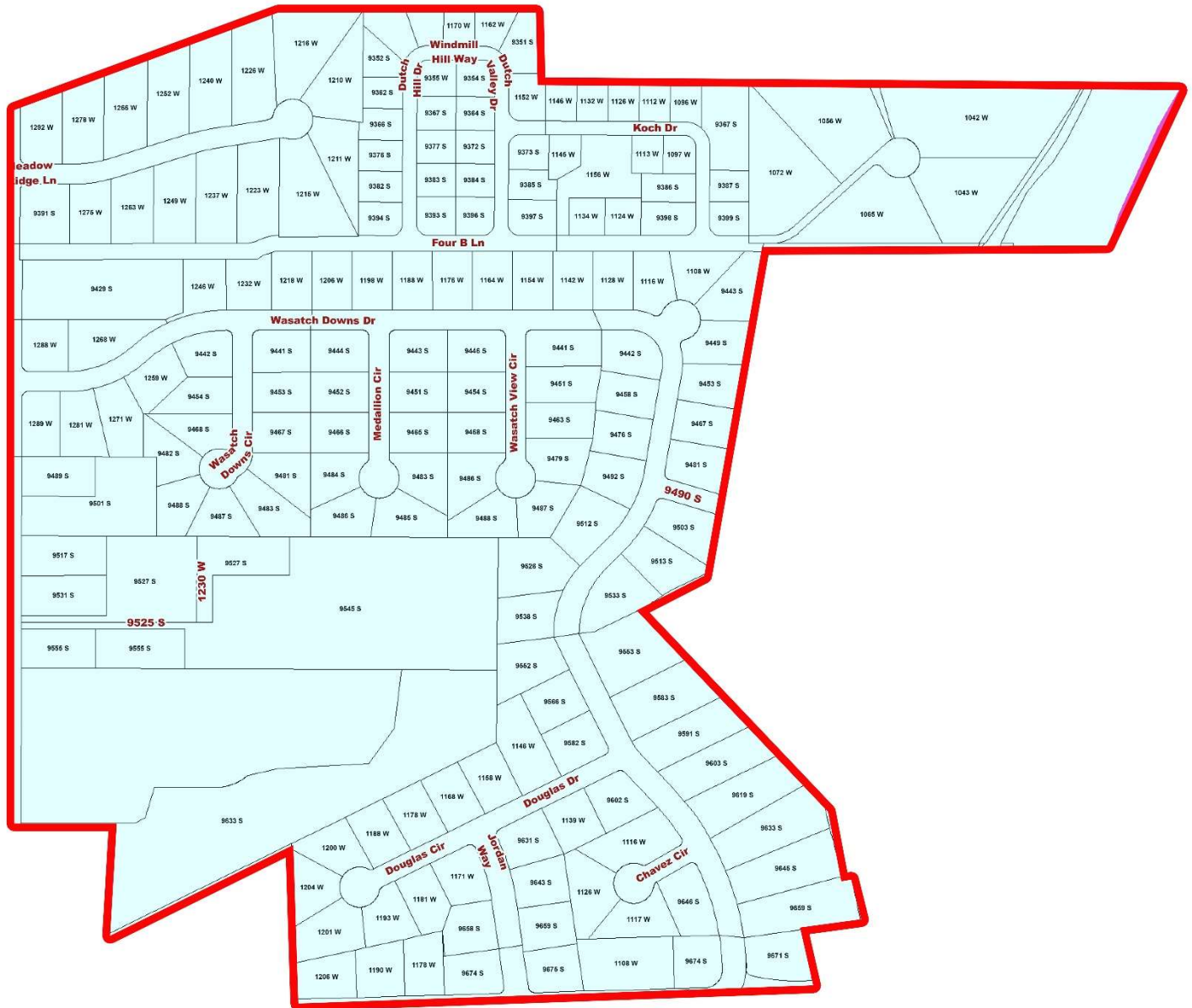
River Ridge 2nd



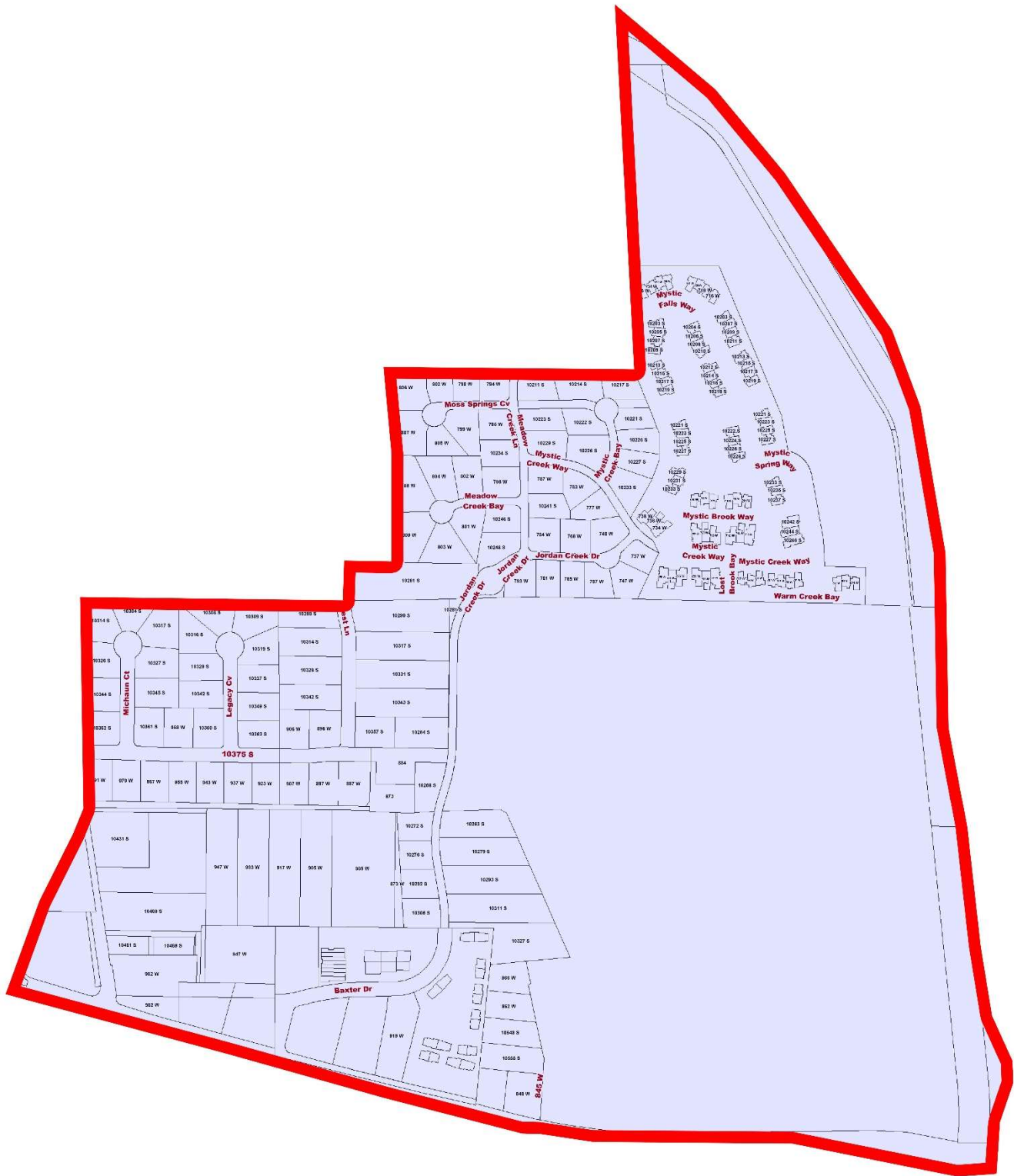
River Ridge 3rd



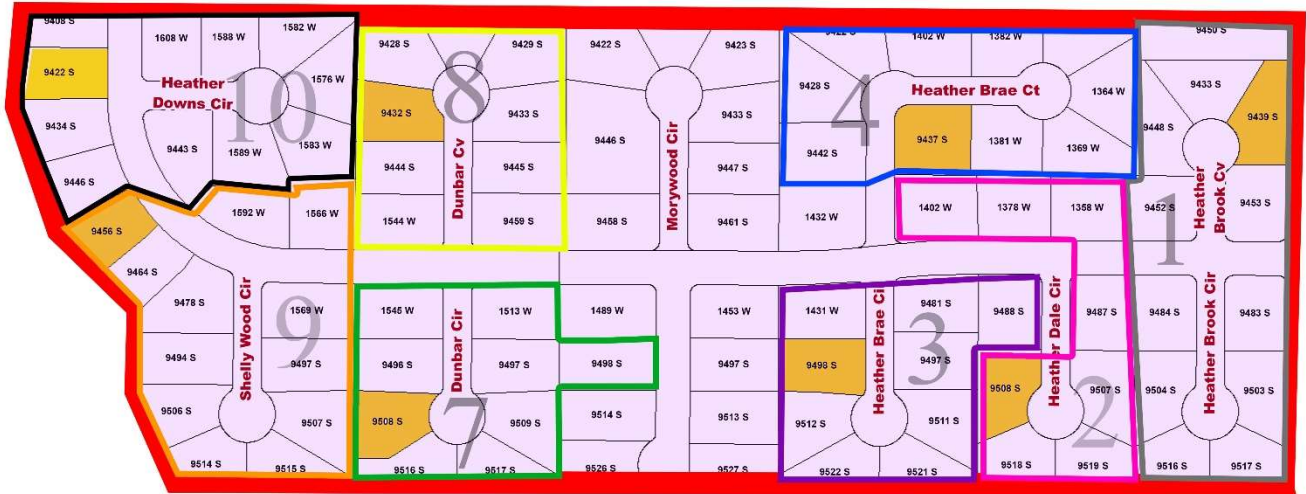
River Ridge 4th



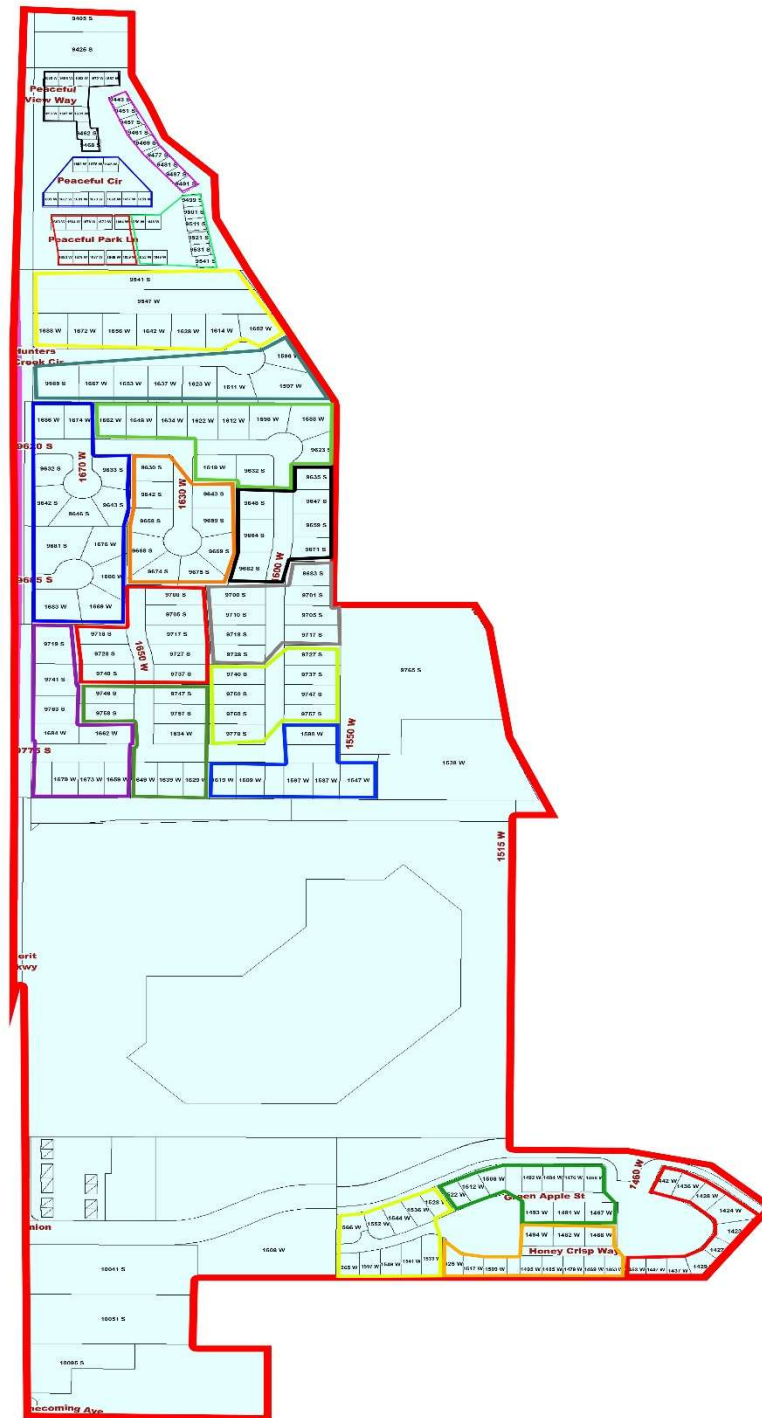
River Ridge 5th



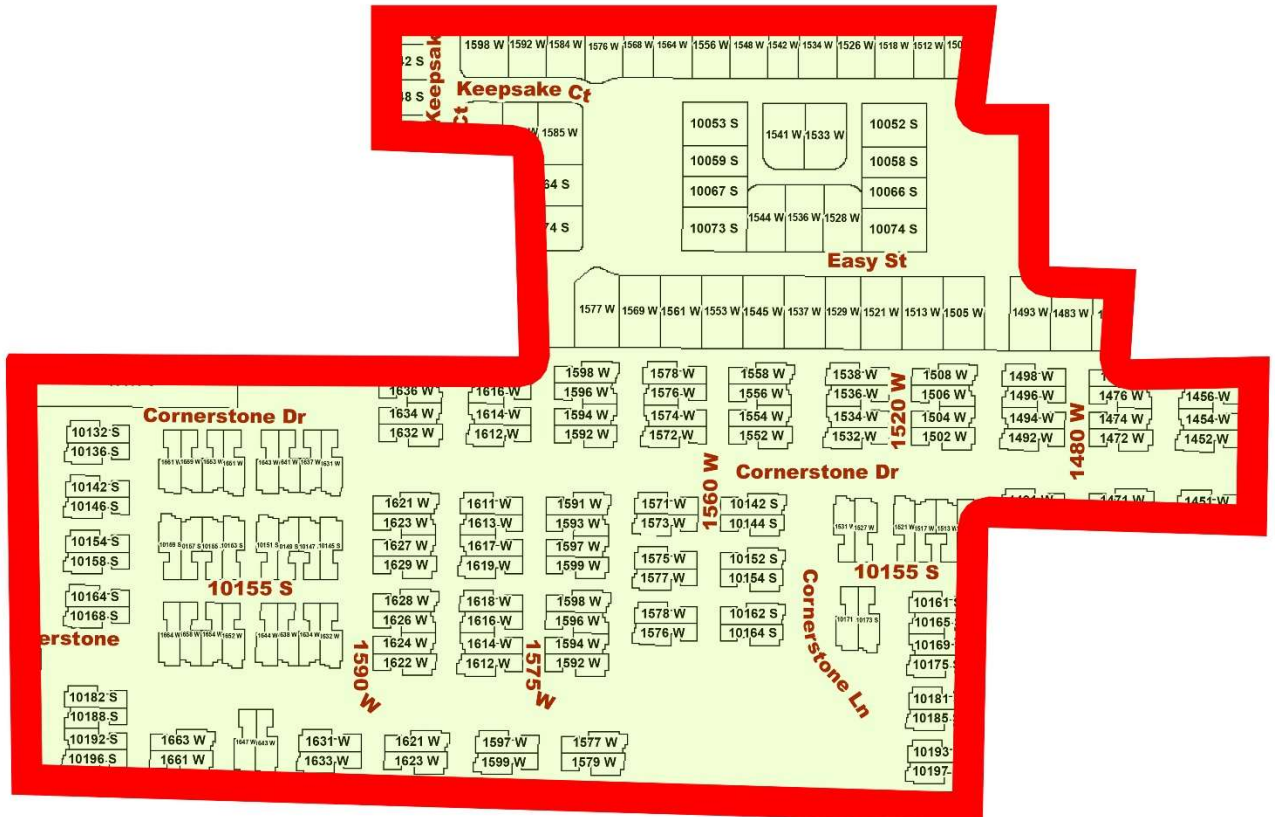
River Ridge 6th



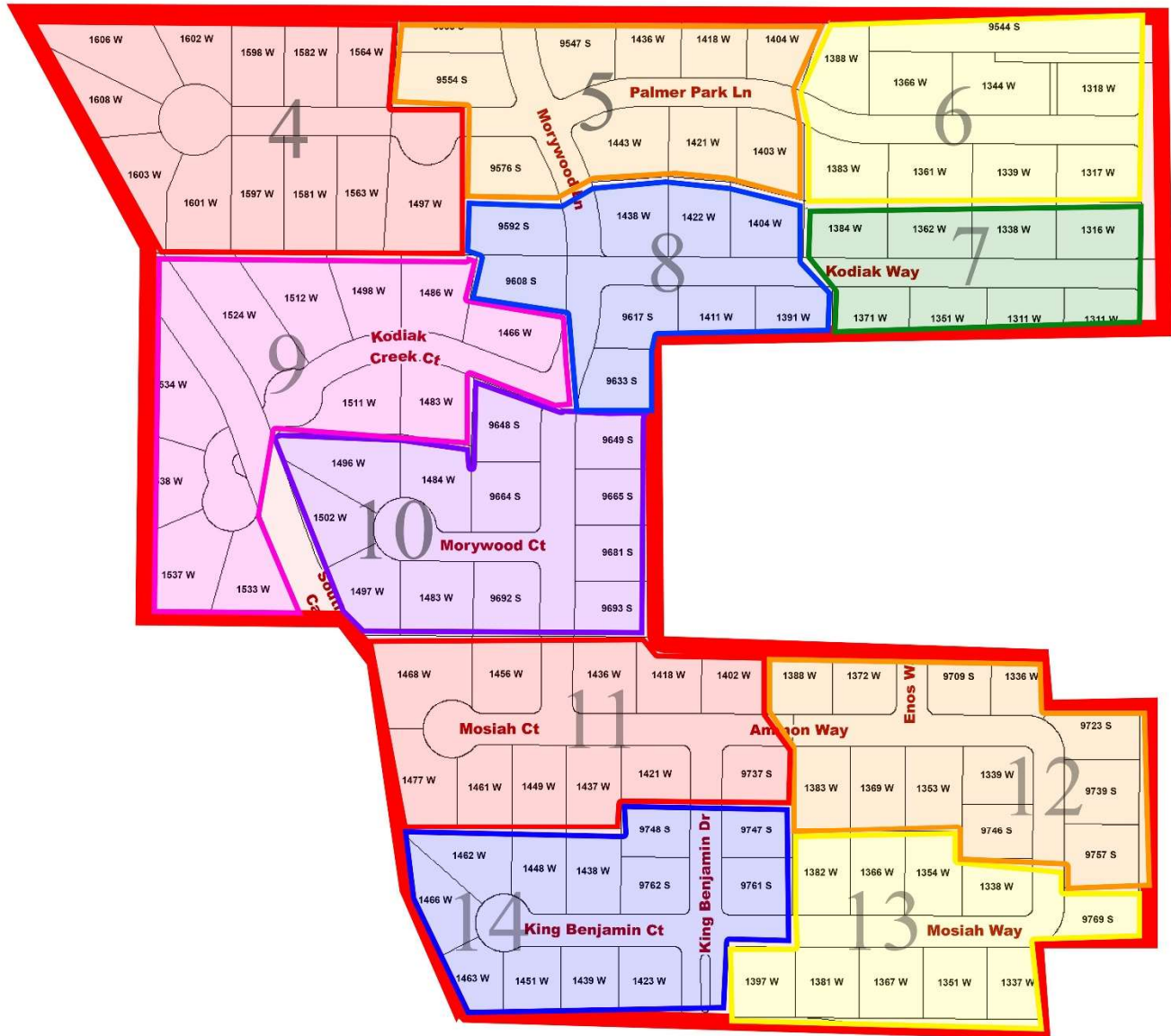
River Ridge 7th



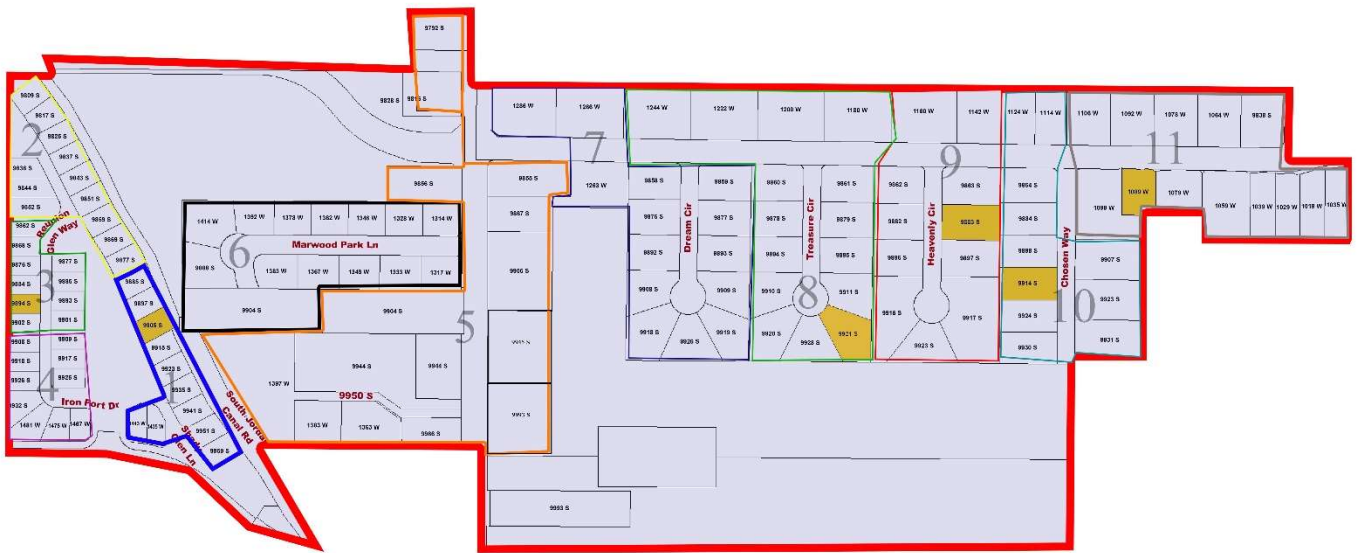
River Ridge 8th



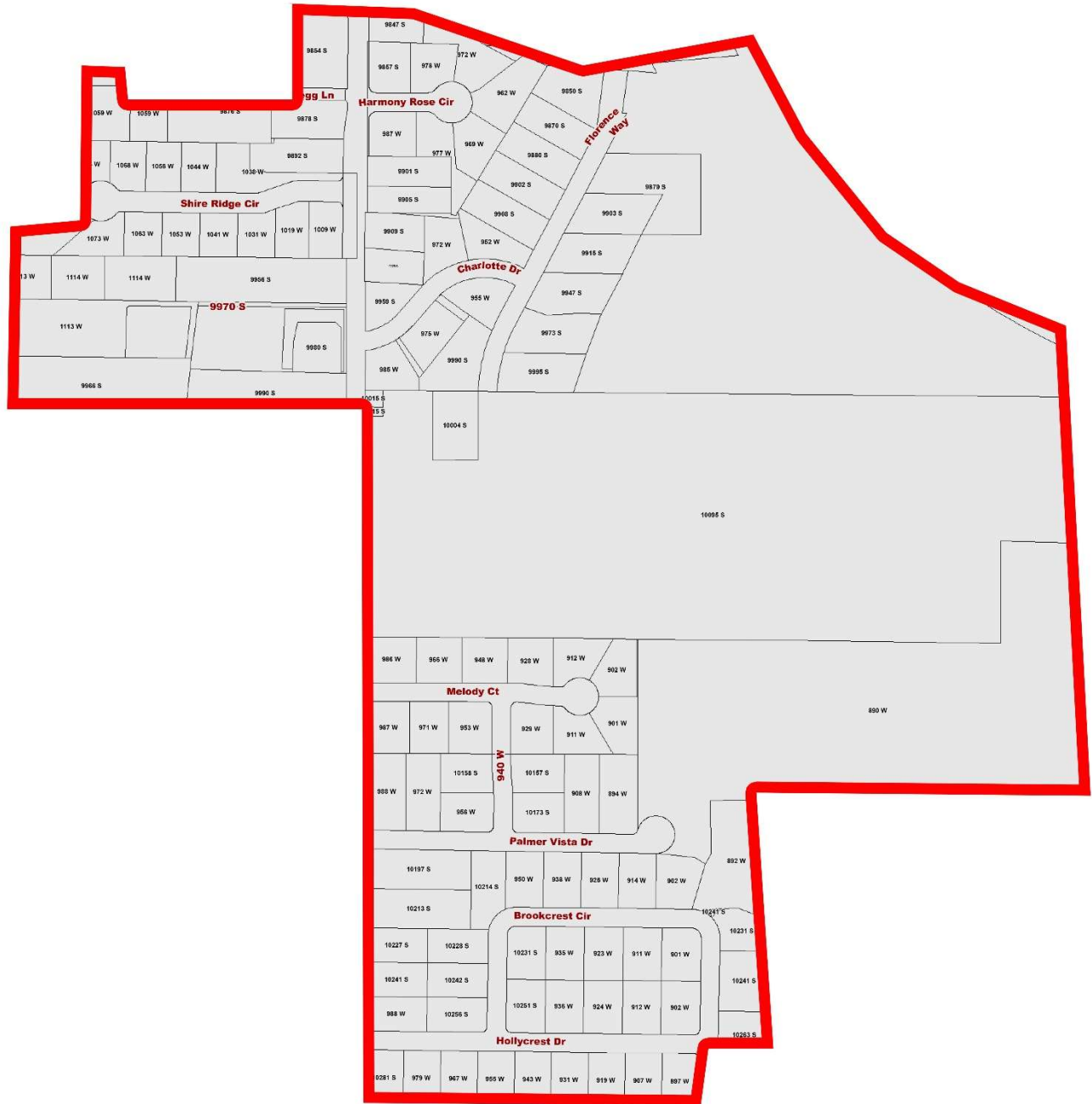
River Ridge 9th



River Ridge 10th



River Ridge 11th



APPENDIX J: LEADERSHIP ASSIGNMENT

TASK	Executive Leader	Organization in Charge	Assisting
Communications	Bishop, 1st Counselor	Elders Quorum	YM and YW
Safety & Security	Bishop, 1st Counselor	Elders Quorum	
Death/Morgue	Bishop	Elders Quorum	
Housing/Shelter/ Fuel/Evacuation	Bishop, 2nd Counselor	Elders Quorum	Young Men
Transportation	Bishop, 2nd Counselor	Elders Quorum	Young Men
Clean-up & Construction	Bishop, 2nd Counselor	Elders Quorum	Young Men
Water/Sanitation	Bishop, 2nd Counselor	Young Men	Elders Quorum
Food Preparation	Bishop, 1st Counselor	Relief Society	Young Women
Child Care/ Elderly/ Disabled	Bishop, 1st Counselor	Relief Society	Primary Board/ Young Women
Clothing/ Necessities	Bishop, 1st Counselor	Relief Society	Young Women
Psychological/ Emotional	Bishop	Bishop	Relief Society
Morale/ Recreation	Bishop, 2nd Counselor	Relief Society	YM and YW

APPENDIX K: RESPONSIBILITY OUTLINES

Ward Emergency Communications

The Communications Specialist is _____. Communications Assistant is _____. They are supported by the Elders quorum. Under the direction of the ward emergency preparedness director the communications specialist should:

1. Become familiar with the ward / stake emergency response Plan.
2. Establish a program for certifying several people as HAM radio operators.
3. Compile pertinent information that could be useful for setting up alternative communication systems, i.e., equipment and supplies needed, list of frequencies needed, communication protocols, etc.
4. Determine where communications equipment will be supplied from.
5. Teach people living within the ward boundaries (all block captains and runners especially) the communications procedures to be used in the event of a disaster. This can be done by participating in communications drills.
6. Participate as a member of the ward emergency preparedness committee/selfreliance committee.
7. Participate in Stake Communication Nets held the third Thursday of each month at 7:30 PM. Contact the Stake Communications Specialist for more information – Ken Brown (801-571-3670). Participate in ward/stake communication drills.
8. In the event of a disaster, after reporting to your respective block captain, go directly to the ward EOC - Emergency Operations Center to help with the emergency preparedness committee in establishing a working EOC to assist all people living within the ward boundaries in receiving the necessary aid.
9. Set up a communications net with block captains and the Stake EOC as directed by the Stake EOC. The Stake EOC will communicate with local hospital and medical facilities, the city emergency manager and other needed resources, but each Ward should be prepared to get that information if necessary.

Ideas of how to set-up and conduct disaster communications are listed below:

- Set up a base station at the ward EOC with logs, and if available and necessary: radios, generators, portable lighting, markers, blank paper pads, pens, etc.
- Organize all message forms and daily report form blanks. Place message form blanks at the EOC radio base station.
- Open all FSR and HAM radio battery wells and install fresh alkaline or rechargeable batteries.
- Start generators if available and necessary and test radios for operation by attempting to sign-on to the stake and ward emergency nets.
- Check with Stake communicator regarding condition of the area around you and services available. If necessary, make calls to find this information out yourself.
- Keep a paper log of everything that happens. A log on a chalkboard, white board or even a wall will help with organization. A “radio log” should be kept with the following headings: time, call sign, description, operator’s initials, and comments. • Record every message that comes in.
- Set up a map of the neighborhood or area. Mark danger areas and other areas of concern on the map.

- Use colored thumbtacks or markers to track the last known location of each field unit.
- Fill out and deliver to Stake EOC the “EOC Report to Stake” form at least every three hours until everyone in neighborhood has been accounted for and conditions have stabilized.
- Collect radios, replace or recharge all batteries and reissue them.
- Assign a team communicator and a logger to operate the station base for each shift (no more than six hours is recommended) during the entire disaster response. Twenty-four hour coverage of the radios should be maintained until local authorities have been able to respond into the service area.
- Keep a file of all completed reports and message forms for future reference.

The communications area should have at least one communicator and a logger. If no one is pre-trained in this area, give someone a radio and ask them to talk on it. Give them stake/ward communications protocol. The logger is just a person that takes notes. This can be anyone that writes legibly.

It is suggested that on a ward level you have several FRS (Family Radio Service) radios that can be given out to search and rescue teams and anyone that needs to leave the EOC. If you do not have radios, it would also be wise to have at least one HAM radio for any ward to stake communications.

All communication needs to be set up with runners. Youth are especially good for this due to their agility and speed. No matter what age you use, no runner should be sent from anywhere without a written report, even if the report is on a scrap of paper.

Communication starts with individual residents and families checking in with their block captains and then the block captains sending their reports to the EOC.

While waiting for the reports to come in, the communicator needs to contact the Stake EOC to find out availability of service in the area starting with medical institutions. If necessary, pull out the communications worksheet from the ward plan and start calling around yourself. As soon as the availability of medical institutions is found out then the communicator needs to let the block captains know so they can direct their injured block residents where to go for help.

Do not count on telephones to be working so these calls may need to be done by HAM radio. This means that pre-disaster HAM radio frequencies and call signs and operator names should be obtained and the information put into the communications worksheet.

As search and rescue teams, fire teams and others leave the EOC, the communicator needs to keep constant communication lines open with these teams and a log kept of everything incoming and outgoing. An open communications channel should be established with the Stake. All civic authority communications should be directed through the Stake.

Safety and Security

A member of the Elders quorum should be assigned as the ward emergency safety and security specialist. Under the direction of the ward emergency preparedness director the ward emergency safety and security specialist should in the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with the emergency preparedness committee in establishing a working EOC - Emergency Operations Center to assist all people living within the ward boundaries in receiving the necessary aid.

Additional Information

The purpose of the safety and security specialist and volunteers is to provide for the security and access to certain areas such as first-aid stations and critical care units, supplies, morgue, EOC, the neighborhood, etc.

A safety and security volunteer will need to be employed at all areas of concern and rotated in shifts. Shifts should last no longer than 8 hours at a time—less if possible. Send them home to rest for a minimum of 8 hours before returning for a shift.

The specialist should coordinate efforts of a neighborhood watch to watch for vandals, etc. This could include roving patrols as well as coordinating each block to watch over their own group—especially at night.

Each safety and security volunteer should have something to identify them as security such as a bandana, colored hat, flagging tape around their arm, etc.

Death and Morgue Specialist

A member of the Elders quorum should be assigned as the ward emergency death and morgue specialist. Under the direction of the ward emergency preparedness director the ward emergency death and morgue specialist should:

1. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with the emergency preparedness committee in establishing a working EOC to assist all people living within the ward boundaries in receiving the necessary aid.
2. Set up and maintain a provisional morgue as directed by the bishop.

Additional Information

Death and morgue care is something we do not really want to think about but people do pass away and we must be prepared to take care of this need. Setting up a provisional morgue needs to be in an outbuilding or tent away from the EOC or building you are using. This is especially important if you are using a church or school.

In setting up all of these areas remember that the disaster relief effort must go 24 hours until all is taken care of. In making assignment no one should be asked to work longer than eight hours no matter what their willingness is. Send them home to get rest and have them come back after a minimum 8 hours rest. If their home is not useable, send them to the temporary housing area to arrange for shelter.

Housing, Shelter, Fuel, and Evacuation Specialist

A member of the Elders quorum should be assigned as the ward emergency housing, shelter, fuel and evacuation specialist. Under the direction of the ward emergency preparedness director the ward emergency housing, shelter, fuel, and evacuation specialist should:

1. Identify church buildings and schools in the area that could be used for group shelters.
2. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with the emergency preparedness committee in establishing a working EOC to assist all people living within the ward boundaries in receiving the necessary aid.
3. Direct the temporary housing or shelter (if needed) in this order: 1) EOC, 2) first aid station, and 3) residents.
4. Arrange for temporary distribution of fuel supplies (as needed) in this order: 1) EOC, 2) first aid station, and 3) residents.
5. Coordinate the evacuation of people within our ward boundaries if needed.

Additional Information

The housing, shelter, fuel and evacuation specialist will work under the direction of the bishopric.

Temporary housing needs should initially be taken care of by each group of 10 or block caring for those within their group. If it is determined that other arrangements need to be made, this specialist will provide those arrangements. Records need to be kept of where people are being relocated.

Shelter Where needed, this specialist will need to find alternative shelter options for disaster relief (EOC, morgue, first-aid, etc.) as well as temporary and/or long-term housing whether in existing homes and buildings, tents, awnings, tarps, RV's, etc. They may need to produce contingency plans to provide emergency shelters on available residents' land within the boundaries of our neighborhood.

In the event we are requested to house people from outside our ward boundaries, this specialist will implement the emergency housing procedures as directed by the Stake authorities.

Fuel and heating concerns are of special interest in winter. If you are operating your EOC indoors and do not have natural lighting, then generators, extension cords, lights, etc. will be needed for illumination.

If there are residents of our neighborhood that are on automatic electric feeders, oxygen machines, etc. and the power is out, finding generators for these residents may be a need as well. You may need to bring all of your residents in need to one location to better use the electricity produced by a limited supply of generators and fuel. You may need to create a list of people in our neighborhood who may have this need.

Part of fuel needs should include finding blankets for those in need. The medical needs must come first.

Evacuation In the event we have to evacuate members of our neighborhood, this specialist will locate and facilitate re-location to shelter areas. Relocation may need to be coordinated for a short distance, such as from one area of our neighborhoods to another as well as to locations outside our neighborhood or city.

Maps identifying all residents, those with special needs, and all evacuation routes should be compiled, kept and updated regularly. It may be helpful to designate areas for evacuation assembly.

This specialist will need to direct all emergency travel routes and evacuation procedures. He will coordinate evacuation routes with the Stake in the case of moving residents out of our ward boundary and moving outside residents into our area.

He will need to identify evacuation gathering sites for an evacuation and through a coordinated effort with the other quorum members plan and implement all resident movement.

A list of all those who are evacuated needs to be kept.

Transportation Specialist

A member of the Elders quorum should be assigned as the ward emergency transportation specialist. Under the direction of the ward emergency preparedness director the ward emergency transportation specialist should:

1. Identify and map the location of all medical facilities though out the valley and alternate routes to them in the event that roads become impassible.
2. Identify the pre-designated government relocation evacuation sites for people living within the ward boundaries.
3. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with the emergency preparedness committee in establishing a working EOC to assist all people living within the ward boundaries in receiving the necessary aid.
4. Provide transportation needs for the EOC, first aid station or critical care unit, and injured residents by whatever means necessary.

Additional Information

The Transportation Specialist shall facilitate the transportation of materials, goods, equipment, people, etc. to and from hospitals, disaster sites, destroyed homes, relocation areas, etc. as needed during an emergency

This could include from buses, cars, ambulances, to dump trucks and ATVs to wheelbarrows to horses and cows, "A" frames to backboards and stretchers - all depending on the need.

Clean-up and Construction Specialist

A member of the Elders quorum should be assigned as the ward emergency cleanup and construction specialist. Under the direction of the ward emergency preparedness director the ward emergency cleanup and construction specialist should:

1. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with the emergency preparedness committee in establishing a working EOC to assist all people living within the ward boundaries in receiving the necessary aid.
2. Direct the cleanup process of habitable homes to quickly return residents to their homes.
3. Direct the repair of uninhabitable homes to make them useable.

Additional Information

Cleanup and restoration of the neighborhood should happen as soon as possible.

The immediate need should be to get the homes that are safe to enter and habitable, that only needs a little work, to make them safer ready for use. This should be the clean-up of glass in homes, patching windows and doors (especially in the winter) with plastic, cutting up downed trees and limbs, etc.

This does not include rebuilding resident's homes that are deemed unsafe or uninhabitable or completely destroyed, moving downed power lines, etc.

It might include, if you have the equipment to do so, opening up or clearing destroyed roads so that emergency personnel can get in to your aid.

Water and Sanitation Specialist

A member of the Elders quorum should be assigned as the ward emergency water and sanitation specialist. Under the direction of the ward emergency preparedness director the ward emergency water and sanitation specialist should in the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with the emergency preparedness committee in establishing a working EOC to assist all people living within the ward boundaries in receiving the necessary aid.

Water

When a disaster occurs

1. Implement reporting plan to determine immediate family water needs.
2. Implement plan for distribution of water supplies to those in need starting with the EOC.
3. Implement plans and coordinate with relief agency assistance programs though out the area to obtain potable water.
4. Coordinate with transportation and fuel specialist to assist in water plan implementation.
5. Set up and maintain water purification station as needed.

Sanitation

When a disaster occurs

1. Implement reporting plan to determine immediate family sanitation needs.
2. Implement plan for distribution of sanitation supplies to those in need starting with the EOC.
3. Implement plans and coordinate with relief agency assistance programs throughout the area.
4. Coordinate with transportation specialist to assist in sanitation plan implementation.

Additional Information

The Young Men in the ward should be used in helping with water and sanitation needs.

Water is usually the first thing that disaster relief workers run out of. Collecting it from resident's donation, wells, local canals, rivers, lakes and streams is advisable. When water is collected from non-filtered sources great care should be taken in purifying and filtering it for medical purposes and human consumption.

Sanitation needs are probably just as important as everything else and most often the least planned for. This needs to include water, water and more water, bleach, sanitizing agents, and deodorizing agents such as lime and borax. Five gallon buckets, port-apotties, plastic, and shovels for burying waste need to be among the supplies.

Provisional toilets need to be set up away from medical and food preparation areas.

Food Preparation Specialist

A member of the Relief Society should be assigned as the ward emergency food preparation specialist. Under the direction of the ward emergency preparedness director the ward emergency food preparation specialist should:

1. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with the emergency preparedness committee in establishing a working EOC to assist all people living within the ward boundaries in receiving the necessary aid.
2. Set up and direct the mass feeding of people in this order:
 - a. search and rescue workers
 - b. EOC personnel
 - c. victims and other injured persons
 - d. all other residents that are left without food

Additional Information

Mass feeding is an area that can take some time to set up. Mass feeding needs to be kept simple and as nutritious as possible.

You may consider utilizing the Young Women in the ward to gather food items people in the neighborhood are willing to donate.

If the power is out, people should use the food in their fridge first, freezer second, and then shelf-stable foods.

Keep food covered after an earthquake because there will be an unusually large amount of dust in the air.

Child Care, Elderly and Handicapped Specialist

A member of the Relief Society should be assigned as the ward emergency child care, elderly and handicapped specialist. Under the direction of the ward emergency preparedness director the ward emergency child care, elderly, and handicapped specialist should:

1. Identify special needs and circumstances of individuals that will need to be considered.
2. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with the emergency preparedness committee in establishing a working EOC to assist all people living within the ward boundaries in receiving the necessary aid.
3. Set up and direct the care of children to free up adults for the disaster relief effort. The Young Women as well as Primary Presidency may be helpful.
4. Setup and direct, as needed, for the care of elderly and handicapped residents.

Additional Information

Child care should be set up to free up adults to help in the disaster relief effort. Try to use your youth for this to free up as many adults as possible. Initially each block should arrange for the care of children. Other arrangements can be made as needed.

Elderly and physically impaired care needs to be in the planning. These are people that pre-disaster already have problems. You can guarantee that their situation just got worse with the disaster. If the power is out, those who have medical needs requiring power may need to be brought together in one location to conserve power and fuel.

Clothing and Necessities Specialist

A member of the Relief Society should be assigned as the ward emergency clothing and necessities specialist. Under the direction of the ward emergency preparedness director the ward emergency clothing and necessities specialist should:

1. Consider circumstances (fires, earthquake damage, etc.) that may occur and needs (clothing, bedding, towels, toiletries, etc.) that may be required during a disaster situation and make a plan how you will obtain these items.
2. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with the emergency preparedness committee in establishing a working EOC to assist all people living within the ward boundaries in receiving the necessary aid.

Additional Information

The Young Women may be helpful in gathering needed supplies from residents of our neighborhoods.

Psychological and Emotional Specialist

The Bishop will oversee the psychological and emotional needs of the ward and neighborhood. He may choose someone to be the psychological and emotional specialist. The ward emergency psychological and emotional specialist should in the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with the emergency preparedness committee in establishing a working EOC to assist all people living within the ward boundaries in receiving the necessary aid.

Morale and Recreation Specialist

A member of the Young Women board should act the ward emergency morale and recreation specialist. Under the direction of the ward emergency preparedness director the ward emergency morale and recreation specialist should:

1. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with the emergency preparedness committee in establishing a working EOC to assist all people living within the ward boundaries in receiving the necessary aid.
2. Set up and direct necessary morale boosting activities to alleviate stress and other psychological factors.

Additional Information

Morale and recreation seems to be not needed but it is a great need. Not top priority but still necessary just the same. Have someone set up diversions in a separate room or field away from the medical areas and EOC. This could include everything from light-minded books to read, to baseball/basketball games to crafts to other games and such. These diversions must be a complete change of scenery from the disaster relief effort.

Appendix L: Coordinating Volunteer Work Groups

Disaster Cleanup Guidelines—Church Volunteers Fact Sheet

This fact sheet addresses the general conditions and the health and safety guidelines that volunteers should understand before they participate in voluntary cleanup efforts. Before cleanup begins, leaders should discuss these items with volunteers and, if possible, give a copy of this document to each volunteer.

Volunteers should read this document before filling in the Record of Donated Labor Hours on the third page.

General Conditions

- Volunteers serve at their own risk. Youth under age 18 should only participate when accompanied by a parent or when parental permission has been given.
- The focus for Church volunteers is to assist in cleanup, not reconstruction.
- Church volunteers should not work on condemned buildings.
- Volunteer work is to be conducted with the consent and oversight of the homeowner.
- Chain saws are to be used only by adults with experience operating them. They are not to be used to cut large trees or tree trunks.
- Training should be given on incident and injury prevention. Injury-related incidents should be reported promptly to ecclesiastical leaders. Primary insurance coverage is the volunteer's own health insurance.

Health and Safety Guidelines

- Wear appropriate clothing. Also, when appropriate, wear hard hats, hard-soled, high-topped shoes, work gloves, and safety glasses, and use hearing protection. Use repellent in mosquito-infested areas. Use sunscreen with an SPF of at least
- 30. Dust masks are recommended when working in high dust, ashes, or in smoky conditions.
- Avoid becoming overheated or dehydrated. Drink lots of water (but beware of contaminated water), and rest when needed. Seek medical attention immediately if you have symptoms of heat exhaustion.
- Avoid contact with hazardous chemicals, fallen power lines, stray or wild animals, and rodents and reptiles.
- In enclosed areas, avoid using equipment that produces carbon monoxide gas. This may include charcoal grills, camp stoves, or equipment powered by internal combustion engines, such as generators. Carbon monoxide gas is colorless and odorless, making it difficult to detect, and in an enclosed space it can be deadly.
- Beware of unstable structures, uneven surfaces, and broken glass, nails, and other protruding sharp objects. Tetanus and other needed immunizations should be current.
- Beware of working high off the ground. Tie off to a secure object if possible.
- Always lift with your legs, with knees bent to minimize back strain. Work with a partner, and know your limits. Volunteers with pre-existing health conditions, in particular, should perform only those tasks that are within their limitations.

- Use caution when working with mold. Wear a properly fitting N-95 respirator or dust mask (available at building supply stores) and rubber gloves. Do not attempt to clean up areas of mold that exceed ten square feet. After working with mold, wash using soap or hand sanitizer. Wash hands frequently, and change into clean clothes after working with mold or after participating in any disaster cleanup duties.
- Work teams should always have with them a list of emergency contact numbers, the address or GPS location of where they are working, clean drinking water, soap or hand sanitizer, and a basic first aid kit.
- Treat wounds with soap, clean water, and if available, an antibiotic ointment.
- Puncture wounds and animal and snake bites require rapid, specialized medical attention.
- Be aware of motorized traffic in the area at all times. When walking or working in areas where motor vehicles are passing or where heavy equipment is being used, walk facing oncoming traffic.
- Go to <http://www.osha.gov/OshDoc/flood-tornado-recovery.html> for further information on health and safety precautions.

For more information about this topic, call the Risk Management Division:

- 1-801-240-4049
- 1-800-453-3860, ext. 2-4049 (toll free in the United States and Canada)

Source:

http://www.providentliving.org/pfw/multimedia/files/pfw/pdf/115737_DisasterCleanupGuidelinesVolunteer_JUL_08_pdf.pdf

Document produced by the Church Risk Management Department

Appendix M: Data Collection Forms and reports

Stake Emergency Status Summary Report

Person making the report _____ Position: _____

Status of Members & Neighbors

Number of people unaccounted for _____ Number of people killed _____

Number of people with serious injuries _____ Type/Extent of injuries, i.e. 3 w/broken limbs

Number of people with minor injuries _____ Type of injuries, i.e. 5 minor cut & abrasions

Condition of people with special non-immediate needs: List Who & What

Number of people that may need temporary shelter _____

Ward Emergency Status Summary Report

Ward: _____

Date/Time: _____

Person making the report _____ Position: _____

Status of Members & Neighbors

Number of people unaccounted for _____ Number of people killed _____

Number of people with serious injuries _____ Type/Extent of injuries, i.e. 3 w/broken limbs

Number of people with minor injuries _____ Type of injuries, i.e. 5 minor cut & abrasions

Condition of people with special non-immediate needs: List Who & What

Number of people that may need temporary shelter _____

Status of Utilities / Infrastructure:

Electricity: _____

Gas: _____

Water: _____

Sewer: _____

Roads: _____

Status of Church owned Structures

Describe any damage to Church owned property:

Ward's most pressing need(s):

Attach copies of Rapid Damage Assessment reports

Rapid Damage Assessment & Reporting

In order to maximize our response to a disastrous event one of the first things needed is information. For example, in an earthquake we will know what has occurred, but we will need to determine the extent of the damage. How much of the Stake is effected and how badly? We need to communicate that data quickly and accurately to civil authorities to support the best response.

Planning Assumptions

- An earthquake is the focus of our damage assessment planning because it represents the potential for the most wide scale threat of death, injury and property damage to the community.
- An event is considered a disaster when our response capability is overwhelmed and we must choose between competing priorities.
- The rapid assessment of building damage is important because it can reflect the potential for injury and loss of life inside.
- A Rapid Damage Assessment is only a starting point in our response effort.

Stake leaders, ward leaders and other neighborhood residents will be some of the best resources for obtaining damage assessment information immediately following an event. Their knowledge of how things looked in the neighborhood prior to the event is of great importance.

How to Assess Damage

Look around your location and begin to evaluate the buildings you see in the following terms:

- Destroyed = permanently uninhabitable
- Major Damage = uninhabitable, more than 30 days to repair
- Minor Damage = uninhabitable, less than 30 days to repair
- Affected = some damage but habitable without repair
- Inaccessible = obstacles exist that prevent assessment

Immediate response conditions such as obvious injury accidents, fires, and natural gas leaks are a threat to life safety take priority and should be reported immediately. As radio traffic allows, report the data from your neighborhood area to the Area Command.

By following the pattern of the survey tool we can speed up reporting and increase accuracy.

Rapid Damage Assessment Report

Location / Street Name: _____

Area Boundaries:

North: _____ South: _____

East: _____ West: _____

Surveyed By: _____ Phone: _____

Date: ____/____/____ Time: ____:____ am / pm

	Single Family Dwellings	Mobile Homes	Apartments / Condos	Businesses	Public Facilities	Utilities	Total
Destroyed							
Major							
Minor							
Affected							
Inaccessible							

- Destroyed = permanently uninhabitable Major
- Damage = uninhabitable, more than 30 days to repair
- Minor Damage = uninhabitable, less than 30 days to repair
- Affected = some damage but habitable without repair
- Inaccessible = obstacles exist that prevent assessment

This form is intended to assist local neighborhoods in assessing the damage that has occurred from a disastrous event and to assist local leaders and civil authorities with data for action planning and situation reporting.

(make copies as needed)

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