

# Stake and Ward Emergency

## PLANNING GUIDE



Ward: \_\_\_\_\_

Stake: \_\_\_\_\_

Gathering Location: \_\_\_\_\_

Alternate Location: \_\_\_\_\_

Date of Last Update: \_\_\_\_\_

Main Contact: \_\_\_\_\_



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

### **Creating a Stake or Ward Plan**

Stake and ward councils can use this planning guide and the accompanying worksheets to create or update emergency response plans (see *Handbook 1: Stake Presidents and Bishops* [2010], 5.1.3, 5.2.11). Stake and ward plans should be coordinated with plans in the community. Leaders may consider calling welfare specialists to assist with emergency response efforts. The most effective plans are brief and not overly complex. Councils should review and update plans regularly. With the following steps and accompanying worksheets, the stake or ward should be able to create:

- A stake and ward preparedness plan.
- An analysis of needs and action steps.

#### **Step 1: Identify Likely Disasters**

List the disasters (natural or man-made) that are most likely to occur in your area. For each type of disaster, identify specific response actions that would be needed. (For example, in a disaster that can damage homes—such as an earthquake, fire, flood, or hurricane—a key action would be to find temporary shelter for displaced families.)

\* Use the Disaster Review and Planning for Disruptions worksheets to complete this step.

#### **Step 2: Gather Critical Information**

Compile and maintain the following information:

- Contact data for all members and missionaries living within stake or ward boundaries.
- A map of the area, including the locations of member and missionary residences and resource locations in the community. (Consider using [maps.lds.org](http://maps.lds.org) or LDS Tools to assist with this task.)
- A list of members with special needs, such as the disabled and the elderly.
- A list of members with equipment or skills (such as medical or emergency response training) that would be critical in a disaster.
- Contact information for public safety agencies (such as police, fire, or medical).
- Contact information for community organizations (such as the Red Cross or Red Crescent) that provide emergency services such as food, shelter, and medical care.
- Contact information for area welfare leaders and, where available, local Church welfare operations.

\* Use the Critical Information worksheets and the Actions and Assignments worksheet to complete this step.

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### Step 3: Outline Assignments and Procedures

Plan how the council will organize and carry out each of the tasks listed below, identifying who will be responsible for each task and what procedures they will follow. Designate a primary and an alternate central location where council members will gather after an emergency to direct relief efforts.

*Prior to a disaster:*

- Develop working relationships with civil authorities and other community relief organizations.

*Immediately after a disaster:*

- Determine and report the condition of members and missionaries. Reports on member needs generally come from ministering brothers and sisters to the elders quorum and Relief Society leaders, who then report them to the bishop. Bishops, in turn, report them to the stake president.
- Help to locate and reunite family members who have become separated.
- Obtain medical care for those who have been injured or who have other health challenges.
- Coordinate response efforts with civil authorities and community relief organizations.

- Assess needs and arrange for the supply of basic provisions and services—such as food, temporary shelter, sanitation, and clothing—for members and others. Area welfare leaders and, where available, Church welfare operations can be called upon to assist with provisions and services.
- Determine and report the condition of Church buildings and property.

*In the period following a disaster:*

- Provide assistance to members who have suffered damage to homes or belongings, emotional trauma, or loss of livelihood.
- Work with civil authorities and relief organizations to identify and respond to opportunities for the Church to assist with community needs.

\* Use the Critical Information worksheets and Actions and Assignments worksheet to complete this step.

### Step 4: Identify Emergency Communication Methods

A key part of disaster response is for Church leaders to have open lines of communication with Church headquarters, Church members, and community leaders.

Identify and plan for alternative communication methods that can be used in case phone lines, cellular phone service, or vehicle transportation routes are disrupted during a disaster.

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Such methods may include:

- Internet communications (including email, social media, and instant messaging).
- Text messaging via cellular phone (which may be available even if voice service is not).
- Amateur radio.
- Personal contact via foot, bicycle, and so forth. (Full-time missionaries can also help.)

As needed, priesthood leaders may call members of their units to be communication specialists. Qualified specialists often own communications equipment and possess valuable experience.

\* Refer to the Disaster Review and Planning for Disruptions worksheets to plan for communication disruptions. Use the Critical Information—Equipment, Skills, and Communication Resources worksheet to complete this step.

### **Step 5: Encourage Member Preparation**

Regularly encourage members to engage in preparedness efforts and to follow the counsel outlined in Family Preparedness and the pamphlets *All Is Safely Gathered In: Family Home Storage* (04008) and *All Is Safely Gathered In: Family Finances* (04007).

Channels for doing this might include:

- Elders quorum and Relief Society meetings.
- Sacrament meeting or stake conference talks.
- Messages from ministering brothers and sisters.

\* Refer to the stake or ward plan and accompanying worksheets when presenting to ward members.

### **Worksheets**

Stake and ward councils may use the stake and ward emergency planning worksheets to create or update their emergency response plans.

Use the following worksheets to help you with your plan:

- Disaster Review
- Planning for Disruptions
- Critical Information—Members with Special Needs
- Critical Information—Equipment, Skills, and Communication Resources
- Critical Information—Services
- Actions and Assignments



## DISASTER REVIEW

Identify and list which disasters are likely to occur in your area. Then place a check mark in the box for each disruption that would likely be caused by each disaster. The worksheet will total the number of disruptions for all likely disasters. Choose the disruption with the highest number to prioritize planning efforts.

EMERGENCY OR DISASTER  (Examples include earthquake, hurricane, typhoon, cyclone, fire, flooding, tornado, widespread disease, civil unrest, and other disasters.)	DISRUPTION												
	Food, Drinking Water, and Cooking	Physical Safety	Shelter and Clothing	Church Meetinghouses, Facilities, and Property	Communication	Emotional and Spiritual Well-Being	Heating and Cooling	Medical Services	Power Sources	Sewer and Water	Transportation and Fuel Supply		
Disruption Totals													





## PLANNING FOR DISRUPTIONS

This worksheet is used to begin immediate and long-term planning efforts. Choose a disruption from the Disaster Review worksheet and identify resources you will need to respond for each time frame. For example, if the disruption is damage to homes, a short-term need could be using a meetinghouse for shelter, a mid-term need could be performing minor repairs to homes or purchasing tents, and a long-term need could be constructing more permanent shelters. Use the Actions and Assignments worksheet to plan how to gain access to needed resources. Complete a new worksheet for each disruption.

Disruption

SHORT-TERM NEEDS (0-72 HOURS)	MID-TERM NEEDS (1-2 WEEKS)	LONG-TERM NEEDS (2+ MONTHS)



## CRITICAL INFORMATION—MEMBERS WITH SPECIAL NEEDS

Identify members in your ward or stake with special needs, such as wheelchair assistance, oxygen, special medications, and so on. Use this worksheet to identify the need, the member, and his or her contact information. Then list the name of who will contact the member in an emergency.

SPECIAL NEED	MEMBER	CONTACT INFORMATION	WHO WILL CONTACT THIS PERSON IN AN EMERGENCY



## CRITICAL INFORMATION—EQUIPMENT, SKILLS, AND COMMUNICATION RESOURCES

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Identify members in your ward or stake with equipment or skills (such as medical or emergency response training) that would be useful in emergency response or cleanup efforts. List the equipment or skill and the member's name and contact information.

EQUIPMENT OR SKILL	MEMBER	CONTACT INFORMATION





## CRITICAL INFORMATION—SERVICES

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Create a list of community and public resources, such as Church meetinghouses, facilities, and property; public safety agencies; and community or other organizations that provide emergency services such as food, shelter, and medical care. List the name of the organization, services provided, and organization contact information. List the name of the ward or stake council member who will contact the organization prior to an emergency. Consider coordinating efforts and sharing this worksheet with other wards or stakes if they are in close proximity or have shared services.

NAME OF ORGANIZATION	SERVICES PROVIDED	CONTACT INFORMATION	WHO WILL CONTACT THIS ORGANIZATION



## ACTIONS AND ASSIGNMENTS

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As you complete your emergency plan, you may notice that there are areas of concern or gaps where you do not have the resources, contacts, or information you need. Use the Actions and Assignments worksheet to identify where you can improve your plan. Then make assignments in the stake or ward council and define a completion date.

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THE CHURCH OF  
**JESUS CHRIST**  
OF LATTER-DAY SAINTS