Emergency Preparedness and Response Plan

The emergency preparedness and response plan for the Rockford First Ward is based on principles set forth in Stake and Ward Emergency Planning Guide, 2015 and the Rockford Illinois Stake Emergency Preparedness and Response Plan.

(https://providentliving.lds.org/bc/providentliving/content/emergency%20response/PD10052395\_000%20Emergency%20Response%20Guide%5B1%5D.pdf)

All preparation and response will be carried out through the existing ward organizations. The ward council will be used fully to coordinate this effort.

**A - PURPOSE:**

The Purpose of the Ward Emergency Preparation and Response Plan is to:

1 — Define information needed to determine the level of emergency preparedness within the ward.

2 — Support and encourage participation in Emergency Preparedness planning in the Ward.

3 — Define Ward involvement in an emergency with regard to Priesthood Leadership, information and resources within the Ward, coordinate support efforts and communication with the Stake.

Potential Emergencies:

Fire Tornados High Wind

Flooding Earthquakes Water shortage/contamination

Winter Storms Heat Waves Riots

Technical Incident Thunder Storms Strikes

Terrorism Nuclear Power Plant Accident

Energy Shortage Food Shortage

Review and report annually in June to the high councilor assigned to the ward, goals and activities that encourage the progress of members to acquire a year's supply of food, clothing, and, where possible, fuel and to prepare for the expected emergencies through: (See H for unit log)

1 - Quarterly sacrament meeting talks by members of the ward council on different aspects of emergency preparedness.

2 - Melchizedek Priesthood home teaching message annually.

3 - Relief Society activities quarterly.

4 - Annual Young Men experiences, an annual Young Women lesson, girls' camp experiences, and scouting emphasis on the First Aid and Preparedness merit badges.

5 - Firesides, Adult and Youth, 5th Sunday Lessons

6 - Assignments to supplement home teachers to assist those who may need assistance in caring for themselves or their families. (APPENDIX C)

7 - Ward Members with special skills, training and/or equipment (APPENDIX D)

**B - Communication Plan:**

This plan will identify how to communicate to the stake when phones are down and within the unit under all conditions.

1 - The ward executive secretary, with the ward finance clerk as backup, is assigned to coordinate communications in the Rockford First Ward.

2 – Determine if cell phone towers are operational for voice, texting, internet access.

3 – Determine if local internet access is available for emails.

4 - Amateur radio. If Amateur radio is used: Identify operators, call signs, license class, equipment capabilities, frequency to establish contact, mode (AM, FM, SSB, etc.), repeater frequency/mode, DTMF tones, availability, etc.

5 - Otherwise, Aaronic Priesthood holders will be used as "runners" within the ward. If possible, they will be encouraged to travel by automobile, bicycle, and if necessary on foot. Other means of communications may be used, as available and appropriate.

If vehicles are used, determine fuel availability source, emergency power for pump and pay station operation and method of payment (cash may be required if some credit systems are down).

Vehicle Availability;

6 - Two young men will be designated at the time of the emergency to carry messages to the Stake Presidency:

Stake President – Cell

1st Councilor – Cell

2nd councilor – Cell

or the Stake Emergency Communications Specialist

(Name ) – Cell

Contact Stake on 2-Meter Radio at 146.520 MHz.

To communicate to less-active members, it is suggested to post the document on a web site and mail url to less-active.

RESPONDING TO EMERGENCIES:

**C - RESPONDING TO EMERGENCIES**

When the Bishop or Branch President declares an emergency for his unit he will contact the Stake President and provide the following information:

1. What happened?

2. When did it happen?

3. How many people were effected or injured?

4. What assistance is needed?

5. How many workers are needed?

6. What type of skills are required?

7. Best way to keep in contact?

8. Where to meet?

9. Any other additional information?

As a reminder to the leadership, each unit will have forms provided that request this information See Appendix J for this form.

**D - Ward Council:**

After ensuring that family members are able to care for themselves, ward council members should convene to:

1 - Review any counsel or instructions from civil authorities and the stake presidency.

2 - Determine an initial course of action.

3 - Confirm overall responsibilities making sure that the bishop and others, as he directs, are available to minister to the people and that others, as assigned, focus on the physical arrangements needed at the time.

4 - Make an initial assessment of the condition of members and others.

5 - Set the time and method for follow-up communications with the Stake.

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

**E – Determine Appropriate Action:**

1 – Evacuate to another location: shutting off gas, water and electricity, if possible.

2 – Shelter in place

**F - Priority of response:**

1 - Assist those who are injured or in danger.

2 - Report to the stake presidency.

3 - Account for all families, assisting them to reunite as soon as possible.

4 - Arrange for shelter and other selected services as necessary, such as water, food and sanitation.

5 - Assess damage to Church property and take steps to protect it as necessary.

6 - Review damage to homes and determine and encourage ways neighbors can assist one another.

7 - If necessary establish a shelter using the Church meetinghouse. Counsel from the stake presidency should be sought if establishing a shelter seems appropriate.

**G - Selected services:**

1 - The bishop will determine who is appropriate to provide selected emergency services in advance of the emergency.

2 - Refer to Church Welfare resources, pages 16 and 17 for more information on first aid assistance, food preparation, housing, recreation, sanitation, child supervision.

(https://www.lds.org/topics/welfare/leader-resources?lang=eng&old=true)

3 - Identify resources to prevent and relieve emotional trauma. (Preparation and Practice can do much to prevent emotional trauma, when it occurs, mental health counselors.)

4 - Identify members with relations with the American Red Cross and the Emergency Services and Disaster Agency (ESDA) in the county/city they reside; and emergency response/management training.

**H – Unit Log** to Identify Progress from Section A.

Date Event

7/16/17 Sacrament Meeting talks on Self-Reliance by High Councilor

7/16/17 Teachings of the Presidents – Pr. Hinckley Lesson on Self-Reliance

7/30/17 5th Sunday presentation on Self-Reliance

**I - APPENDIX DIRECTORY**

APPENDIX A - WARD DIRECTORY ---(on line)------------ DATE UPDATED:\_\_\_\_\_\_\_

APPENDIX B - WARD MAP -----(on line, can print out?)--------- DATE UPDATED:\_\_\_\_\_\_\_

APPENDIX C - ASSIGNMENTS TO ASSIST SELECTED FAMILIES - DATE UPDATED:\_

APPENDIX D - SPECIAL SKILLS, TRAINING AND/OR EQUIPMENT -- DATE UPDATED:

Resource List:

APPENDIX E - SPECIAL ASSIGNMENTS --------------------- DATE UPDATED:\_\_\_\_\_\_\_

APPENDIX F - HOME TEACHING LIST - HIGH PRIEST GROUP -- DATE UPDATED:\_\_\_

APPENDIX G - HOME TEACHING LIST - ELDER'S QUORUM ----- DATE UPDATED:\_\_\_

APPENDIX H - VISITING TEACHER LIST - RELIEF SOCIETY -- DATE UPDATED:\_\_\_\_

APPENDIX I - STAKE LEADERSHIP DIRECTORY ---------- DATE UPDATED:\_\_\_\_\_\_\_

APPENDIX J – INITIAL ASSESSMENT CHECKLIST

APPENDIX K – FUEL SOURCE

APPENDIX L – MEMBERS PARTNERED WITH EMERGENCY AGENCIES

APPENDIX A

WARD DIRECTORY TITLE PAGE

APPENDIX B

WARD MAP TITLE PAGE

APPENDIX C

ASSIGNMENTS TO ASSIST SELECTED FAMILIES

Family Need Assignment

Elderly Needs

Special medical needs (medications, equipment, emergency power, oxygen, ...)

Less Active Families

All families with children

All families with children under 3 years of age

Couples and singles without family nearby

APPENDIX D

SPECIAL SKILLS AND/OR EQUIPMENT LIST

Resource List:

Members with cellular phone capable of texting and/or emails.

Temporary Food Sources: Bishop

Temporary Housing: Bishop

Emergency Response/Emergency Management Training:

Michael Goodwin – Ill State Emergency Management Training, Winn Cty ESDA, Rockford Fire Department, SkyWarn, Spotter

Debra Goodwin: Ill State Emergency Management Training

First Aid/CPR

Debra Goodwin, Instructor, former

Michael Goodwin, Instructor, former

Mass Care Skills/Training

Debra Goodwin (elementary training)

Michael Goodwin (elementary training)

Amateur Radio Operator/Equipment

Michael Goodwin – KB9RSI – General Class License, 2-Meter Portable Transceivers

(status of battery supply, CMOS internal battery status)

Other Radio Equipment:

Michael Goodwin – Portable Scanner

Medical Skills, Nurse

Heavy equipment

Fork Lift - Michael Goodwin (Skills)

Backhoe, Tractor / End Loader - Michael Goodwin (Skills)

Cafeteria manager - Could assist with mass feeding

Debra Goodwin – CES Master Food Preserver

Michael Goodwin – CES Master Food Preserver

Food Service Sanitation Certificate (former)

FDA Quality Control (Better Process Control)

Pickup trucks/Trailers

Emergency Generator

Michael Goodwin (5 Kw Gasoline)

Emergency Water Pump/Sump Pumps

Drinking (potable) Water Supply Tanker

Fuel Tanker

Emergency Fuel Resource:

Wood

Charcoal

Propane

Diesel Fuel

Fuel Oil (Grade \_\_\_\_\_\_\_\_\_\_\_)

Kerosene (Grade \_\_\_\_\_\_\_\_\_\_\_)

Gasoline

Candles

lamp oil

matches

Mechanical Equipment/Skills Pool

Chain Saws:

Michael Goodwin (Skills/Equipment – 16” Gas, sharpener)

APPENDIX E

SPECIAL ASSIGNMENTS LIST

First aid assist. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food preparation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Housing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recreation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sanitation Spiritual and Temporal Welfare Committee

Child supervision Primary Presidency

APPENDIX F

HOME TEACHING LIST

HIGH PRIEST GROUP

APPENDIX G

HOME TEACHING LIST

ELDER'S QUORUM

APPENDIX H

VISITING TEACHER LIST

RELIEF SOCIETY

APPENDIX I

STAKE LEADERSHIP DIRECTORY

**APPENDIX J**

**Incident Report Form: (for D.4 fulfillment)**

1. What happened?

2. When did it happen?

3. How many people were effected or injured?

4. What assistance is needed?

5. How many workers are needed?

6. What type of skills are required?

7. Best way to keep in contact?

8. Where to meet?

9. Any other additional information?

**APPENDIX K**

Fuel Source:

service station preparedness:

partner with fuel station:

1 – energy power for pump

2 – if no card reader, pay cash

3 – if no cash register operational – pay exact cash

4 – source of cash for fuel needs

**APPENDIX L**

Members partnered with emergency services agencies:

1

2

3

…

**American Red Cross Training and Support:**

First Aid trained

CPR trained

Emergency Response Training

Disaster management trained

mass care trained

…

American Red Cross Contact Info:

phone #

ESDA contact info:

phone #

Date Updated: 07/01/17 (8/2/21)