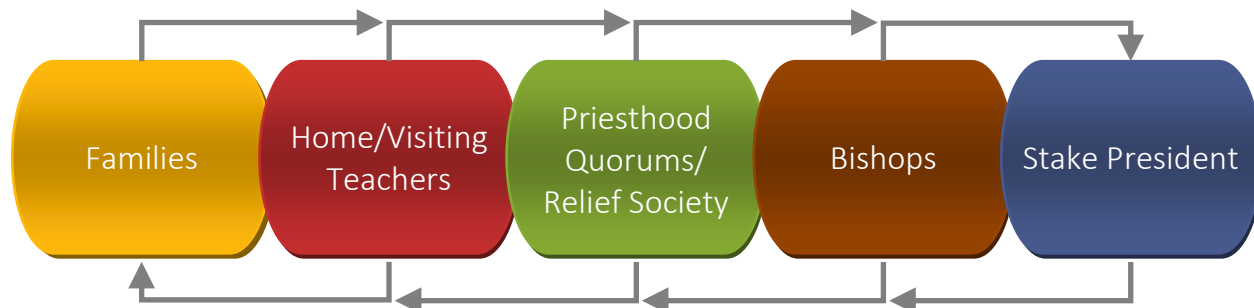


Bluffdale Utah South Stake Emergency Assignments & Procedures

Line of Communication (Stake and Ward Emergency Planning Guide; Handbook 1: 5.1.3, 5.2.11)



Governing Principles

- 1 • Pray for guidance, wisdom, strength, and comfort (D&C 88:126, Alma 58:10).
- 2 • Assist **you and your family** first, then those you **home and visit teach** (LDS.org).
- 3 • Proceed as directed and coordinate with **civil authorities** (Stake and Ward Emergency Planning Guide).
- 4 • Keep records of services provided for church leaders (D&C 85:1).

Assignments

Direction and Information	Stake President <small>(Handbook 1: 5.1.3)</small>
Record keeping	Clerks and Secretaries <small>(D&C 21:1; Handbook 1: 3.1)</small>
Supplies, equipment, services	Bishops (Bishop's Storehouse, DI, LDS Family Services) <small>(Handbook 1: 5.2.11)</small>
Assessment of church buildings	Agent Bishops
Disabilities, special needs	Stake Disabilities Committee and Bishops
Security, sanitation	High Priest Group
Staging areas, transportation	Elders Quorum
Runners	Young Men
Compassionate services	Relief Society
Child care	Primary and Young Women

High Priest Group Procedures

Preparation Suggestions	Emergency Procedures
Have supplies and tools that may be needed to control scared and loose animals	Manage <u>security, crowd control, animal care</u> 1. Guard staging areas and church property 2. Direct people to appropriate staging areas 3. Protect people from frightened, loose animals
1. Discuss possible sanitation needs 2. Prepare solutions and locate supplies <ol style="list-style-type: none"> Privacy tents and portable potties Hand-washing supplies Heavy duty garbage bags, colored electrical tape, and markers to identify contents Shovels, sand, odor solutions, disinfectant, masks, etc. 	Control <u>sanitation</u> 1. Set up private sanitation area including <ol style="list-style-type: none"> Portable potties Hand-washing stations Signage 2. Dispose properly of waste and contaminated (blood, body fluids) items
1. Have 2-way radios 2. Become certified in FCC amateur radio	Support Stake President with <u>public information</u> if he assigns public affairs director and/or spokesperson 1. Get Stake President approval with all responses 2. Know what can be said and what can't 3. Protect confidentiality and privacy 4. Record and report
Have consecrated oil available	Give Priesthood <u> blessings and encouragement</u> when Home Teacher is unavailable
Plan with the Stake Disabilities Committee	Assist those with <u>disabilities and special needs</u> when their Home Teacher is unavailable
1. Take CERT training 2. Consider 4-wheelers, carts, horses, etc. 3. Have notebook and pen/pencil 4. Have 2-way radios	<u>Assist EQ</u> following EQ protocol 1. Help at staging areas 2. Aid with transportation
1. Prepare grab bags of first aid supplies 2. Keep contact lists of those trained in first aid 3. Participate in Red Cross first aid training 4. Learn ways to protect yourself from disease 5. Have disposable gloves and special disposal bags	<u>Assist RS</u> following RS protocol 1. Help with meal preparation 2. Offer minor first aid 3. Look after the deceased

Elders Quorum Procedures

Preparation Suggestions	Emergency Procedures
<ol style="list-style-type: none"> Take CERT training to understand <ol style="list-style-type: none"> Staging areas City emergency organization Know where to obtain staging area supplies <ol style="list-style-type: none"> Tables, chairs, poster boards/cardboard, and tape Pavilions/tents, propane heaters, and tarps 	Set up <u>staging areas</u> coordinating with civil authorities <ol style="list-style-type: none"> First aid Communications Child care Temporary shelter Cooking and meal Morgue Etc.
<ol style="list-style-type: none"> Consider 4-wheelers, carts, horses, etc. Have notebook and pen/pencil Have 2-way radios 	Provide <u>transportation</u> <ol style="list-style-type: none"> Transport supplies and people to staging areas Record and report <ol style="list-style-type: none"> Name and approximate age Location found and location sent Condition and treatment
<ol style="list-style-type: none"> Prepare grab bags of first aid supplies Keep contact lists of those trained in first aid Participate in Red Cross first aid training Learn ways to protect yourself from disease Have disposable gloves and special disposal bags 	<u>Assist RS</u> following RS protocol <ol style="list-style-type: none"> Help with meal preparation Offer minor first aid Look after the deceased
	<u>Assist HP</u> with security, crowd control, and animal care following HP protocol

Young Men Procedures

Preparation Suggestions	Emergency Procedures
<ol style="list-style-type: none"> Prepare grab bags with <ol style="list-style-type: none"> Notebook and pen/pencil Envelopes for messages 2-way radios Digital camera Complete radio communications and emergency preparation merit badges (Scouts) Become certified in FCC amateur radio 	Become <u>runners</u> <ol style="list-style-type: none"> Seal confidential messages in envelopes Protect confidentiality and privacy
<ol style="list-style-type: none"> Take CERT training to understand <ol style="list-style-type: none"> Staging areas City emergency organization Participate in Red Cross first aid training 	Check in at staging areas to <u>assist</u> Bishopric, RS, HP, EQ, Primary, and YW as needed

Relief Society Procedures

Preparation Suggestions	Emergency Procedures
<ol style="list-style-type: none"> 1. Prepare grab bags of first aid supplies 2. Keep contact lists of those trained in first aid 3. Participate in Red Cross first aid training 	Offer minor first aid <ol style="list-style-type: none"> 1. Help injured to first aid staging area if on-scene first aid is inadequate 2. Record and report <ol style="list-style-type: none"> a. Name and approximate age b. Location found and location sent c. Condition and treatment
<ol style="list-style-type: none"> 1. Print lists of visiting teaching assignments 2. Study the mourning process and how to help 3. Learn stress reduction techniques 4. Remember that the rescuer may also be a victim and often needs comfort 	Give comfort and friendship <ol style="list-style-type: none"> 1. Observe for signs of emotional shock 2. Watch for reasons to mourn
<ol style="list-style-type: none"> 1. Inventory food preparation equipment and fuel 2. Practice alternate methods of cooking 	Provide meals for displaced until official shelters can <ol style="list-style-type: none"> 1. Give water 2. Prepare simple comfort foods 3. Be aware of common food allergies
<ol style="list-style-type: none"> 1. Learn ways to protect yourself from disease 2. Have disposable gloves and special disposal bags 	Look after the deceased <ol style="list-style-type: none"> 1. Close eyes and mouth; cover face 2. Provide identification; take picture if unknown

Primary and Young Women Procedures

Preparation Suggestions	Emergency Procedures
<ol style="list-style-type: none"> 1. Prepare grab bags with notebook, pen/pencil, 2-way radios, and digital camera 2. Plan to make signs for your stations 	Provide age-group-specific stations for children <ol style="list-style-type: none"> 1. Whose parents are injured or deceased 2. Whose parents are volunteering 3. Who are lost from their family
<ol style="list-style-type: none"> 1. Know where you can obtain <ol style="list-style-type: none"> a. Water and snacks b. Bottles, milk/formula, and baby food c. Diapers, underwear, and clothing d. Comfort items: stuffed animal, toys, music, books, etc. e. Blankets and portable cribs 2. Prepare age-appropriate activities 	Provide care for children <ol style="list-style-type: none"> 1. Comfort and reassure 2. Provide water and snacks as needed 3. Direct activities to help distract and comfort <ol style="list-style-type: none"> a. Read stories b. Play games c. Hold and hug
<ol style="list-style-type: none"> 1. Take CERT training to understand <ol style="list-style-type: none"> a. Staging areas b. City emergency organization 2. Participate in Red Cross first aid training 	Provide protection <ol style="list-style-type: none"> 1. Keep them in specified, safe area 2. Record and report (names, age, time, etc.) <ol style="list-style-type: none"> a. Who comes in b. Who goes out 3. Release children only to authorized family
	YW assist YM as runners