

## **Rockford First Ward**

Emergency Preparedness and Response Plan - Date Updated: 07/01/17, 11/22/17

Introduction:

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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 ([Appendix N](#)) and the Rockford Illinois Stake Emergency Preparedness and Response Plan ([Appendix O](#)).

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

### **Section 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.

### **Section B – Preparing for Unexpected Emergencies**

Potential Emergencies:

Fire	Tornados	Nuclear Power Plant Accident
Flooding	Earthquakes	Water shortage/contamination
Winter Storms	Heat Waves	Riots
Technical Incident	Thunder Storms	Strikes
Terrorism	High Wind	
Energy Shortage	Food Shortage	

Review and report annually to the high councilor assigned to the ward, goals and activities that encourage the progress of members

- 1 - to acquire a year's supply of food, clothing, and, where possible, fuel and
- 2 - to prepare for the expected emergencies through: (See [Section P](#) for unit log)

Activities will consist of:

- 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 with the focus on preparedness and self-reliance.
- 4 -- Annual Youth Experiences at Girls Camp, High Adventure, Scout Camps with emphasis on First Aid and Preparedness.
- 5 – Adult Fireside, Youth Fireside; and 5th Sunday Lesson or family preparedness activity annually.
- 6 -- Yearly – distribute personal and family preparedness forms via email and hard copy for review.

Goals will consist of:

- 1 – Each family having a 1 month supply of year's supply within 6 months of approval of this document.
- 2 – Each family will have a family emergency preparedness and response plan developed and tested.

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- 3 – Each family will have an emergency exit from residence plan in place and tested.
- 4 – Each family member will know how to operate a fire extinguisher.
- 5 – Each youth and adult family member will know how to shut off the gas, water and electricity for the home.

### **Section C - Communication Plan:**

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

- 1 – A communication specialist and assistant are assigned to coordinate communications in the Rockford First Ward. (People with smart phones with internet and texting skills and preferred amateur radio skills)
- 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. (See [Appendix M](#))
- 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. Two young men will be designated to carry messages to the Stake Presidency. 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.
- 7 – Determine emergency power sources to provide electricity for cell phone charging, amateur radio operation, etc.

See [Appendix I](#) for Stake Presidency contact information.

### **Section D - RESPONDING TO EMERGENCIES**

When the Bishop or Branch President has received information from the Priesthood and Relief Society leaders concerning family status and conditions in the unit, he may declare an emergency for his unit and, if he does so, he will contact the Stake President and provide the following information on the Incident Report Form – See [Appendix J](#).

### **Section E - 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 the Bishop, Stake Presidency and/or civil authorities.
- 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 Presidency
- 6 - When an emergency occurs, all members of the ward council may not be available, or their counselors. If the bishop is not available, his counselors and then others he has designated will direct response efforts.

### **Section F – Determine Appropriate Action:**

- 1 – Evacuate to another location: shutting off gas, water and electricity, if possible.
- 2 – Shelter in place

### **Section G - 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.

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

### **Section H - Selected services:**

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

- a - first aid assistance
- b - food preparation
- c - housing
- d - recreation
- e - sanitation
- f - child supervision
- g - emotional support

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

3 - Identify members who have partnered with the American Red Cross and/or the Emergency Services and Disaster Agency (ESDA) in the county/city they reside. (Appendix L).

## **Section J - APPENDIX DIRECTORY**

APPENDIX A - WARD DIRECTORY ---(on line)

APPENDIX B - WARD MAP ----(on line)

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

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

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 – Incident Report Form

APPENDIX K – Fuel Sources

APPENDIX L – MEMBERS PARTNERED WITH EMERGENCY AGENCIES

APPENDIX M – Amateur Radio Section

APPENDIX N – Stake and Ward Emergency Plan Guide 2015.pdf

APPENDIX O – Stake Emergency Plan.pdf

APPENDIX P – Unit Activity Log

### **APPENDIX A**

WARD DIRECTORY TITLE PAGE

### **APPENDIX B**

WARD MAP TITLE PAGE

### **APPENDIX C**

ASSIGNMENTS TO ASSIST SELECTED FAMILIES

<u>Family</u>	<u>Need</u>	<u>Assignment</u>
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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.

## **Rockford First Ward**

Emergency Response/Emergency Management Training:

First Aid/CPR

Mass Care Skills/Training

Amateur Radio Operator/Equipment

Other Radio Equipment:

Medical Skills, Nurse, PA

Cafeteria manager - Could assist with mass feeding, have stoves and fuel for cooking, sanitation, etc.

Drinking (potable) Water Supply Tanker

Fuel Cansr

### **Mechanical Equipment/Skills Pool**

Chain Saws:

Fork Lift - Backhoe, Tractor / End Loader -

Pickup trucks/Trailers

Emergency Generator

Emergency Water Pump/Sump Pumps

Heavy equipment

### **APPENDIX E**

SPECIAL ASSIGNMENTS LIST

### **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

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.

### **APPENDIX J**

**Incident Report Form: (for Section D fulfillment)**

1. What happened?
2. When did it happen?
3. How many people were affected 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:

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- 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

### Emergency Fuel Resource:

Wood  
Charcoal  
Propane  
Diesel Fuel  
Fuel Oil (Grade \_\_\_\_\_)  
Kerosene (Grade \_\_\_\_\_)  
Gasoline  
Candles  
lamp oil  
matches

### APPENDIX L

Members partnered with emergency services agencies:

1. \_\_\_\_\_
2. \_\_\_\_\_

#### 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 #

#### Appendix M: Amateur Radio Section:

Fill out one copy for each amateur radio operator in your unit.

Operator Name:  
Call Sign:  
License Class:  
Equipment (2 Meter, 6 Meter, 440MHz, etc.), Handheld, Mobile, Base Station  
Frequency to contact at:  
Connection Mode: AM, FM, SSB, etc.  
Repeater frequency, mode  
DTMF tones  
Availability:  
other:

APPENDIX N

APPENDIX O

#### Appendix P – Unit Log to Identify Progress of activities

<u>Date</u>	<u>Event</u>
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
Nov 2017	Youth Sunday School lessons on Self-Reliance
11/12/17	Sunday School Gospel Doctrine Lesson #38, "In Mine Own Way."

**Rockford First Ward**

10/2017

Boy Scout Merit Badge focus on Physical Fitness

End of Appendix List.

End of Document.

<http://selfrelianceclub.com/Rockford%20First%20Ward%20Plan-updated%202017%20under%20revision.pdf>