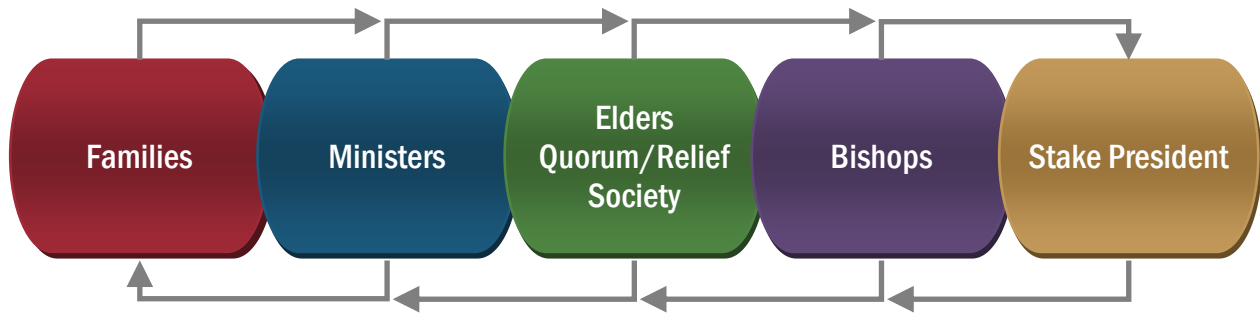


# BLUFFDALE UTAH SOUTH STAKE EMERGENCY ASSIGNMENTS & PROCEDURES

## 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 to whom you minister** (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

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

## ELDERS QUORUM PROCEDURES

| PREPARATION SUGGESTIONS   | EMERGENCY PROCEDURES   |
|---|--|
| Have supplies and tools that may be needed to control scared and loose animals  | <b>Manage <u>security, crowd control, animal care</u></b> <ol style="list-style-type: none"> <li>Guard staging areas and church property</li> <li>Direct people to appropriate staging areas</li> <li>Protect people from frightened, loose animals</li> </ol>   |
| <ol style="list-style-type: none"> <li>Discuss possible sanitation needs</li> <li>Prepare solutions and locate supplies               <ol style="list-style-type: none"> <li>Privacy tents and portable potties</li> <li>Hand-washing supplies</li> <li>Heavy duty garbage bags, colored electrical tape, and markers to identify contents</li> <li>Shovels, sand, odor solutions, disinfectant, masks, etc.</li> </ol> </li> </ol> | <b>Control <u>sanitation</u></b> <ol style="list-style-type: none"> <li>Set up private sanitation area including               <ol style="list-style-type: none"> <li>Portable potties</li> <li>Hand-washing stations</li> <li>Signage</li> </ol> </li> <li>Dispose properly of waste and contaminated (blood, body fluids) items</li> </ol> |
| <ol style="list-style-type: none"> <li>Take CERT training to understand               <ol style="list-style-type: none"> <li>Staging areas</li> <li>City emergency organization</li> </ol> </li> <li>Know where to obtain staging area supplies               <ol style="list-style-type: none"> <li>Tables, chairs, poster boards/cardboard, and tape</li> <li>Pavilions/tents, propane heaters, and tarps</li> </ol> </li> </ol>  | Coordinating with Bluffdale City, set up <b><u>staging areas</u></b> such as: <ol style="list-style-type: none"> <li>First aid</li> <li>Communications</li> <li>Child care</li> <li>Temporary shelter</li> <li>Cooking and meal</li> <li>Morgue</li> </ol>   |
| <ol style="list-style-type: none"> <li>Consider 4-wheelers, carts, horses, etc.</li> <li>Have notebook and pen/pencil</li> <li>Have 2-way radios</li> </ol>   | <b>Provide <u>transportation</u></b> <ol style="list-style-type: none"> <li>Transport supplies and people to staging areas</li> <li>Record and report               <ol style="list-style-type: none"> <li>Name and approximate age</li> <li>Location found and location sent</li> <li>Condition and treatment</li> </ol> </li> </ol>        |
| Have consecrated oil available  | Give Priesthood <b><u>blessings and encouragement</u></b> when Minister is unavailable   |
| Plan with the Stake Disabilities Committee  | Assist those with <b><u>disabilities and special needs</u></b> when their Minister is unavailable  |
| <ol style="list-style-type: none"> <li>Have 2-way radios</li> <li>Become certified in FCC amateur radio</li> </ol>  | Support Stake President with <b><u>public information</u></b> if he assigns public affairs director/spokesperson <ol style="list-style-type: none"> <li>Know what can be said and what can't, getting approval with responses</li> <li>Protect confidentiality and privacy</li> <li>Record and report</li> </ol>                             |
| <ol style="list-style-type: none"> <li>Prepare grab bags of first aid supplies</li> <li>Keep contact lists of those trained in first aid</li> <li>Participate in Red Cross first aid training</li> <li>Learn ways to protect yourself from disease</li> <li>Have disposable gloves and special disposal bags</li> </ol>   | <b><u>Assist RS</u></b> following RS leadership <ol style="list-style-type: none"> <li>Help with meal preparation</li> <li>Offer minor first aid</li> <li>Look after the deceased</li> </ol>   |

## RELIEF SOCIETY PROCEDURES

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

## PRIMARY AND YOUNG WOMEN PROCEDURES

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

## YOUNG MEN PROCEDURES

| PREPARATION SUGGESTIONS  | EMERGENCY PROCEDURES   |
|--|--|
| <ol style="list-style-type: none"> <li>1. Prepare grab bags with               <ol style="list-style-type: none"> <li>a. Notebook and pen/pencil</li> <li>b. Envelopes for messages</li> <li>c. 2-way radios</li> <li>d. Digital camera</li> </ol> </li> <li>2. Complete radio communications and emergency preparation merit badges (Scouts)</li> <li>3. Become certified in FCC amateur radio</li> </ol> | Become <b>runners</b> <ol style="list-style-type: none"> <li>1. Seal confidential messages in envelopes</li> <li>2. Protect confidentiality and privacy</li> </ol> |
| <ol style="list-style-type: none"> <li>1. Take CERT training to understand               <ol style="list-style-type: none"> <li>a. Staging areas</li> <li>b. City emergency organization</li> </ol> </li> <li>2. Participate in Red Cross first aid training</li> </ol>  | Check in at staging areas to <b>assist</b> Bishopric, RS, EQ, Primary, and YW as needed  |