



This file is made up of all known references to Emergency Preparedness and Response planning material located on the LDS Church Websites. See the end of the last page for the complete list of sources.

Plan Development:

1. Plan Characteristics

- a. Encourage missions, stakes, and wards to prepare emergency response plans. [AEPRG-Prep]
- b. Stake and ward plans should be coordinated with plans in the community. [Guide]
- c. The most effective plans are brief and not overly complex. [Guide]
- d. Care should be exercised so emergency planning does not promote fear. Mock emergency exercises should not be conducted. [HB1 5.1.3] & [HB1 5.2.11]
- e. Coordinate with a VOAD representative [AEPRG-Prep]

2. Ward Council

- a. The bishop directs the ward council in preparing and maintaining a simple written plan for the ward to respond to emergencies. This plan should be coordinated with similar plans in the stake and community. [HB2 6.2.2] & [HB1 5.2.11]
- b. Makes assignments for carrying out the ward's emergency response plan. [HB1 5.2.11]
- c. Review and update plans and assignments regularly. [Guide] & [HB1 5.2.11]

3. Stake Council

- a. The Stake President directs the Stake Council in preparing and maintaining a simple written plan for the stake to respond to emergencies. This plan should be coordinated with similar plans of other stakes in the coordinating council and with plans in the community. [HB1 5.1.3]
- b. Makes assignments for carrying out the stake's emergency response plan. [HB1 5.1.3]
- c. Review and update plans and assignments regularly. [Guide] & [HB1 5.1.3]

Plan:

1. Introduction

2. Pre-Emergency Recommendations

- a. Leaders may consider calling welfare specialists to assist with emergency response efforts. [Guide]
- b. Develop working relationships with civil authorities and other community relief organizations. [Guide]

3. First Things First

- a. Take care of your family first. [AEPRG-Response]
- b. Follow the instructions of government leaders for evacuations and other emergency orders. [AEPRG-Response]

4. Establish EOC

- a. Designate a primary and an alternate central location where council members will gather after an emergency to direct relief efforts. (Stake and Ward) [Guide]
- b. Determine if an emergency operations center is needed (may consult with Church headquarters). [AEPRG-Response]

Response:

1. Outreach

- a. Church members should be encouraged to assist neighbors with immediate needs and inform Church leaders of additional needs. [AEPRG-Response]
- b. Manage offers of help from others, such as government agencies and other emergency response organizations. [AEPRG-Response]
 - i. Respond to community requests for Church assistance with volunteers, and recommend approval of commodities or cash for community organizations (see Community Interaction, Humanitarian Request Form). [AEPRG-Response]
 - ii. During an emergency, Church leaders make the services of the Church available to civil authorities. Church leaders also take independent action in behalf of Church members as needed. For information on using Church buildings during emergencies, see 5.1.3. [HB1 5.2.11] & [HB1 5.1.3]
 1. [Humanitarian Project Request](#) - This form is used to request material or financial support for community organizations responding to a disaster. Please send this form to Area Welfare Administration. [AEPRG-Forms]

2. Requesting Resources

- a. Determine whether help such as funding, clean-up supplies, food, or water from Church headquarters is needed. Contact Area Welfare Administration (801-240-0450) for guidance. [AEPRG-Overview] & [AEPRG-Response]

- b. Emergency Response Commodities—Food and Supplies - During an emergency, access to food and basic supplies may be limited. You can request commodities that are available from a bishops' storehouse to support the needs of those affected by a disaster. Please contact Area Welfare Administration (801-240-0450) to obtain the commodity order form and determine the feasibility of providing commodities. [AEPRG-Forms]
- c. Anticipated needs—Is there a need for volunteer assistance from other wards and stakes or materials or other support from Church headquarters? [AEPRG-Response]

3. How to Respond

- a. Respond to needs (especially people with special needs and first responders in the community). [AEPRG-Response]
- b. Organize work crews for disaster cleanup, and involve other stakes as needed (see Emergency Response Organization). [AEPRG-Response]
 - i. [Work Crew Log](#) - Use this log to record the work crew volunteer work hours and manage the assignment of work orders to crews. [AEPRG-Forms]
 - ii. [Record of Donated Labor Hours](#) – This form is to log hours donated by those helping with disaster response activities that are not part of cleanup work crews. [AEPRG-Forms]

4. Large-Scale Situations

- a. When disasters or emergencies occur in one or more stakes of a coordinating council, the Area Seventy communicates with the assigned member of the Presidency of the Seventy and coordinates the Church's response under his direction. The Area Seventy receives assessments from the stakes of damage sustained and resources needed, coordinates the response efforts, and reports to a member of the Presidency of the Seventy. Coordination of response efforts may include providing resources from the Church's Welfare, Meetinghouse Facilities, and Public Affairs Departments as well as resources available in the greater community. The seven Presidents of the Seventy and the Presiding Bishopric approve all emergency response expenditures. [AEPRG-Intro]

5. Condition Assessment

- a. People
 - i. Are they safe and accounted for? Injuries? Death? Needs?
 - 1. Full-time missionaries [AEPRG-Response]
 - 2. Church Members [Guide] & [AEPRG-Response]
- b. Property
 - i. Damaged? Destroyed?
 - 1. Church Property? [AEPRG-Response]
 - 2. Church Members' Homes or other Property within the affected area [AEPRG-Response]
- c. Community
 - i. What are the overall effects on the community, including the infrastructure (power, water supplies, communications, and so on)? [AEPRG-Response]

Communications:

6. Pre-Established Communications Plan

- a. Determine how local Church leaders and other members will receive information about Church response efforts. [AEPRG-Response]
 - i. Establish a schedule for communications (mass texts, email, or conference calls). [AEPRG-Response]
 - ii. 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. Such methods may include: [Guide]
 - 1. Internet communications (including e-mail, social media, and Internet telephony). [Guide]
 - 2. Text messaging via cellular phone (which may be available even if voice service is not). [Guide]
 - 3. Amateur radio. [Guide]
 - 4. Personal contact via foot, bicycle, etc. (Full-time missionaries can also help.) [Guide]
- b. As needed, priesthood leaders may call members of their units to be communication specialists. Qualified specialists often own communications equipment and possess valuable experience. [Guide]
- c. Essential contact information will be kept current and distributed by the Area Seventy with the assistance of the area welfare manager at Church headquarters. Local government and community information can be kept current by the Area Seventy's executive secretary and an assigned VOAD (Voluntary Organizations Active in Disaster) representative. The framework and associated resource information can be modified to meet location-specific needs and circumstances. [AEPRG-Intro]

7. Activate Communications Plan

- a. Activate emergency communications if necessary (see Emergency Communication Planning/Emergency Communication Specialist Guidelines). [AEPRG-Response]
 - i. During emergencies, full-time missionaries can help with communication, ensuring that all members receive needed information and are accounted for. [HB1 5.2.11]

8. Reporting Procedures

- i. Reports on member needs generally come from home teachers to quorum leaders, who then report them to the bishop. Bishops, in turn, report them to the stake president.) [Guide] & [HB1 5.2.11]
- ii. The Stake presidency receives condition assessment reports from bishops. The stake presidency then reports to a member of the Presidency of the Seventy or the Area Presidency. [HB1 5.1.3]
 1. Report conditions to the area welfare manager (see Disaster Update Form, Emergency Response Communication Protocol) [AEPRG-Response]
 2. Use the [Disaster Update](#) form to report to ecclesiastical leaders and Church headquarters (Area Welfare Administration) the impact of the disaster and the response, needs, and ongoing efforts. [AEPRG-Forms]
 3. During an emergency, the stake president oversees public information that is released locally by the Church. He ensures that it is accurate and timely. He may respond to questions from the media, or he may assign a stake public affairs director to do so. He may also serve as the local Church spokesperson. The stake president reviews and approves all news releases given by the spokesperson. He also gives proper recognition to civil authorities and relief agencies. [HB1 5.1.3] & [AEPRG-Response]

Recovery:

- a. Follow welfare principles in ministering to members with long-term needs, and inform them of available community recovery resources. [AEPRG-Recovery]
- b. Inform local Church leaders and members about community volunteer opportunities. [AEPRG-Recovery]
- c. Supplemental equipment, food, clothing, and services are available through bishops' storehouses, Deseret Industries stores, and LDS family Services agencies where they are established. During emergencies, the bishop should request these commodities or services as needed. [HB1 5.2.11]
 - iii. Use form [Emergency Response Supply Order Form](#) to order supplies from the Church that are needed for response projects. These supplies can supplement locally available supplies. [AEPRG-Forms]
 - iv. [Assessment and Work Order](#) – This form is used to assess the work needed on a particular home or property. [AEPRG-Forms]

Mitigation:

- a. Review results from the recent emergency event, record lessons learned and update emergency response plans. [AEPRG-Mitigate]

Preparation

- b. Encourage local Church leaders and members to participate in emergency preparation efforts with government and other emergency response organizations. [AEPRG-Prep]
- c. Inform local Church leaders and members about community volunteer opportunities. [AEPRG-Recovery]
- d. Prepare a family emergency plan, emergency kits, three-month food supplies, long-term food supplies and safety items. [AEPRG-Prep]
- e. Prepare financially, including obtaining insurance. [AEPRG-Prep]
- f. Regularly encourage members to engage in preparedness efforts and to follow the counsel outlined in 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: [Guide]
 - i. Quorum and Relief Society meetings. [Guide]
 - ii. Sacrament meeting or stake conference talks. [Guide]
- g. Home and visiting teaching messages. [Guide]

Appendix A (General)

A. Org Chart of possible roles

- a. Responsibilities for each role
 - i. Help to locate and reunite family members who have become separated. [Guide]
 - ii. Obtain medical care for those who have been injured or who have other health challenges. [Guide]
 - iii. Coordinate response efforts with civil authorities and community relief organizations. [Guide]
 - iv. 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.) [Guide]
 - v. Determine and report the condition of Church buildings and property. [Guide]
 - vi. Provide assistance to members who have suffered damage to homes or belongings, emotional trauma, or loss of livelihood. [Guide]
 - vii. Work with civil authorities and relief organizations to identify and respond to opportunities for the Church to assist with community needs. [Guide]
 - viii. Stake President: During an emergency, the stake presidency determines whether or not to hold regular ward meetings. In a community-wide emergency or disaster, the stake president may assist legitimate disaster relief agencies by allowing meetinghouses to be used as emergency shelters. The Church retains control. Stake and ward leaders ensure that people who use the buildings observe Church standards of conduct, including the Word of Wisdom, while they are in the buildings. [HB2 21.2.3]
 - ix. Bishops should apply welfare principles in ministering to members. [AEPRG-Response]
 - x. Ensure that all requests for reimbursement for local expenses are submitted to Church headquarters (see Emergency Response Resources, MLS Instructions). [AEPRG-Response]

B. Forms

- a. [Disaster Update](#)
- b. [Emergency Response Supply Order Form](#)
- c. [Humanitarian Project Request](#)
- d. [Hold Harmless Agreement](#)
- e. [Work Crew Log](#)
- f. [Record of Donated Labor Hours](#)
- g. [Assessment and Work Order](#)
- h. [Parental or Guardian Permission and Medical Release](#) - In order for youth (17 years and younger) to participate in disaster cleanup, obtain a signed release from a parent or guardian. This form gives them permission to participate in response activities. [AEPRG-Forms]
- i. [Request of Certificate of Insurance](#) - Occasionally a group may ask that the Church supply them with proof of insurance before beginning cleanup efforts. In that case, this online form can be submitted to request a certificate of insurance. [AEPRG-Forms]
- j. [Shelter Agreement between the American Red Cross and LDS Church](#)

C. Meeting House Use

- a. With approval from a member of the Presidency of the Seventy or the Area Presidency, Church buildings (except temples) may be used as shelters, first-aid stations, feeding locations, and recreation centers during emergencies. Stake and ward council members ensure that those using the buildings observe Church standards of conduct, including the Word of Wisdom, while they are in the buildings. [HB1 5.1.3]
- b. Consider using Church meetinghouses for the response (see Emergency Response Resources, Shelter Agreement with the Red Cross, and Hold Harmless Agreement). [AEPRG-Response]
 - i. [Hold Harmless Agreement](#) – This Form should be used for any organization using Church buildings [AEPRG-Forms]
 - ii. [Shelter Agreement between the American Red Cross and LDS Church](#) - The Church has an existing memo of understanding with the American Red Cross, which includes a shelter agreement. The form contains the approval policies and guidelines for use of Church facilities. [AEPRG-Forms]
- c. Emergency Procedures Local priesthood leaders should develop plans to respond to various emergencies that might occur at the meetinghouse. They should use these plans to train Building Meetinghouses 6 others in emergency procedures and for reference during times of emergency. Leaders should know how to shut off the water, electrical power, and gas or fuel oil. The facilities manager provides training in these procedures. The facilities manager should prepare a diagram of each building, showing the location of telephones, the main electrical supply panel, shutoff valves for gas (or fuel oil) and water, fire extinguishers, and first aid kit.
https://www.lds.org/bc/content/shared/content/english/pdf/language-materials/08636_eng.pdf?lang=eng

Appendix B (Local)

1. Preset Role Assignments
2. List of Most Likely Local Emergencies
 - a. 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.) [\[Guide\]](#)
3. LDS Contacts
 - a. Contact data for all Area, Mission and Stake Leaders [\[AEPRG-Prep\]](#)
 - b. Contact data for relevant Church Departments [\[AEPRG-Prep\]](#)
 - i. Church Headquarters (Area Welfare Administration) - (801-240-0450) [\[AEPRG-Forms\]](#)
 - c. Contact data for all missionaries living within stake or ward boundaries [\[Guide\]](#)
 - d. Contact data for all members living within stake or ward boundaries [\[Guide\]](#)
 - i. A list of members with special needs, such as the disabled and the elderly [\[Guide\]](#)
 - ii. A map of the area, including the locations of member and missionary residences. [\[Guide\]](#)
 - iii. A list of members with equipment or skills (such as medical or emergency response training) that would be critical in a disaster. [\[Guide\]](#) & [\[HB2 6.2.2\]](#)
4. Community Contacts
 - a. Contact information for public safety agencies (e.g., police, fire, medical). [\[Guide\]](#)
 - b. Contact information for community organizations (e.g., the Red Cross or Red Crescent) that provide emergency services, such as food, shelter, and medical care. [\[Guide\]](#)
 - c. Contact information for area welfare leaders and, where available, local Church welfare operations. [\[Guide\]](#)

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Sources:

[\[Guide\]](#) = [Stake and Ward Emergency Planning Guide](#)

<https://www.lds.org/bc/content/shared/content/english/pdf/welfare/stake-ward-emergency-planning-guide-eng.pdf>

[\[HB1 #.#.#\]](#) = Handbook 1 (Plus Reference)

[\[HB2 #.#.#\]](#) = [Handbook 2](#) (Plus Reference)

https://www.lds.org/bc/content/shared/content/english/pdf/language-materials/08702_eng.pdf?lang=eng

[\[AEPRG-Intro\]](#) (Introduction), [\[AEPRG-Overview\]](#) (Overview), [\[AEPRG-Prep\]](#) (Preparation), [\[AEPRG-Response\]](#) (Response), [\[AEPRG-Recovery\]](#) (Recovery), [\[AEPRG-Mitigate\]](#) (Mitigation), [\[AEPRG-Forms\]](#) (Forms) = [Area Emergency Preparedness and Response Guide \(Limited Access\)](#)
<https://providentliving.lds.org/leader/emergency-preparedness-and-response/area-planning-guide>