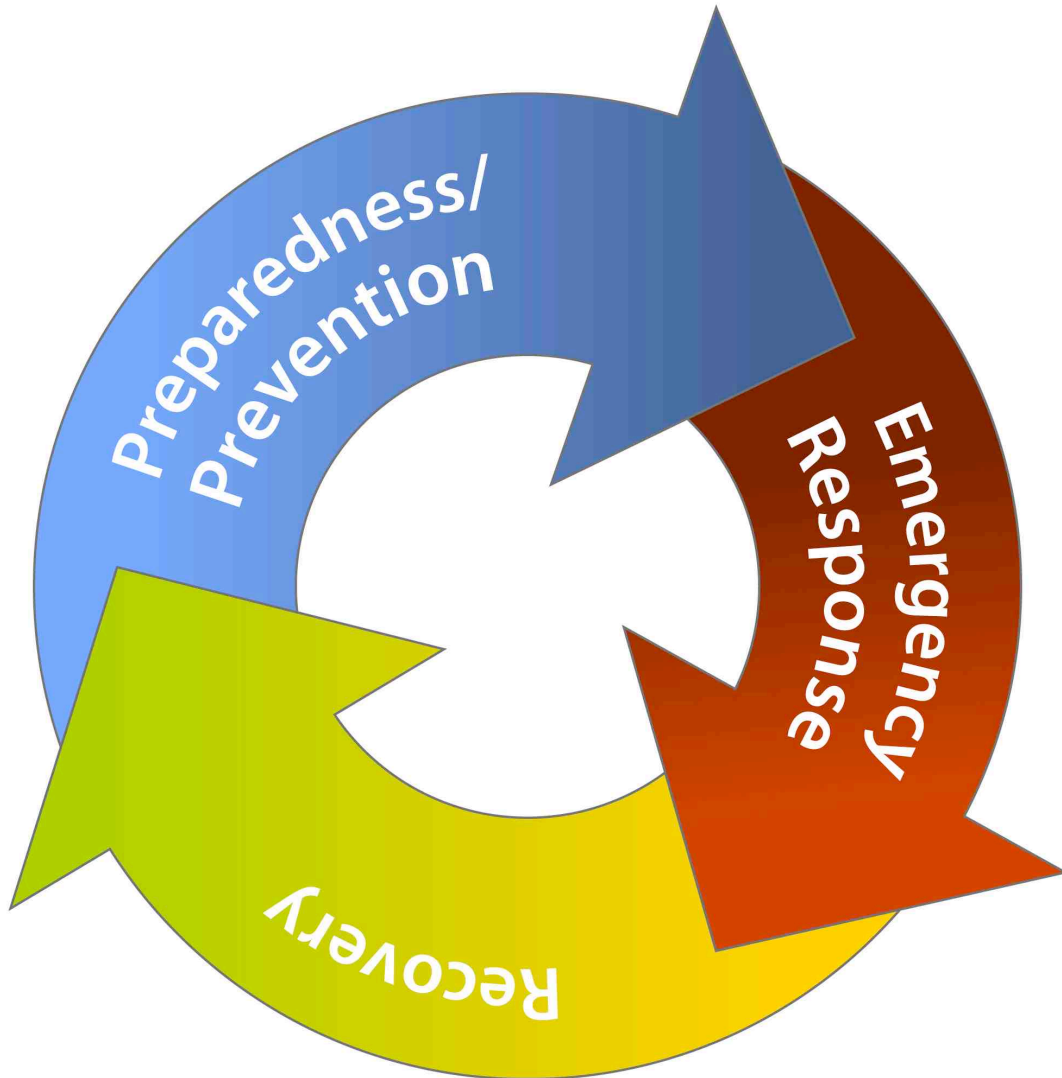


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# Green Valley Stake Emergency Preparedness Plan

(SEPP)

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# Stake Emergency Preparedness Plan (SEPP)

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## **(I) Mission Statement**

### Stake Mission Statement

The Green Valley Stake's mission is to save souls. Consistent with this mission, The Green Valley Stake emergency preparedness mission is to physically save souls in the event of natural disasters and emergencies.

We aim to provide emergency preparedness resources in communications, accountability, and education for individuals, families, and bishops within the stake boundaries. A stake wide ward emergency preparedness plan (WEP) will provide the wards and members with resources, information, and education necessary to prepare and respond to emergencies and/or disasters at the ward level.

In the event of an emergency/disaster, established lines of communication will enable wards to communicate critical information to and from the stake level thereby enabling a stake wide response, if necessary.

## (2) Leadership Message

Members of the Church have been counseled for many years to be prepared for adversity. Preparation, both spiritual and temporal, can dispel fear. With the guidance of Church leaders, individual members and families should prepare to be self-reliant in times of personal or widespread emergency.

*"As your bishop I want each member to be prepared for an emergency.*

*However, be wise in preparing your family--there is no need to unnecessarily alarm your children. Keep things in perspective. Don't instill fear and doom in the minds of youngsters. Nor is there any need to go deeply in debt in making emergency preparations--"*

- Your Stake has a plan.
- Your Ward has a [plan](#).
- ***You, personally, should have a plan!***

At a minimum, each member should complete the basic items below.

1. [make a kit](#)
2. [have a plan](#)
3. [stay informed](#)

*"Please take your time to review the resources offered here, our ward website at [www.gvsemergency.com/pages/plan](http://www.gvsemergency.com/pages/plan) and elsewhere to prepare yourselves for emergency situations."*

*"Thank You",*

Stake Presidency

### (3) Introduction

The SEPP is a stake wide collaboration of individual wards in cooperation with the Stake. Each ward representative will work in conjunction with the Stake Emergency Preparedness Specialist (SEPS) in developing a standard WEPP. The SEPS reports to the stake president via the high council member who oversees the stake emergency preparedness plan. It is the goal of the Stake and thereby each ward to develop a WEPP that is consistent with other wards and also can be managed in the future when callings change hands.

It is understood that from time to time modifications will be made to the WEPP and these will be completed by the SEPS with input from the WEPS. Individual wards may request changes via email exchanges with the SEPS. Please see contact page at the end of this plan.

The WEPP contains two main Parts:

#### **Part 1: Preliminary Items**

- Preliminary Items: to be completed prior to step #1 of the Stake and Ward Emergency Planning Guide (“GUIDE”)

#### **Part 2: Church GUIDE**

- GUIDE: The ward has developed a WEPP that meets the items as recommended by the church; i.e.,
  - *Wards and stakes should have a plan in the event of an emergency. Plans are prepared by ward and stake welfare committees under the direction of the bishop or stake president. Plans should be updated periodically. The following should be included:*
    - *Disasters likely to occur and response actions needed.*
    - *Assignment of responsibilities to priesthood and Relief Society.*
    - *Maps, addresses, and contact information of members.*
    - *Procedure to account for missionaries and members following a disaster.*
    - *A list of members with special needs.*
    - *Procedures to assist members who may experience emotional trauma.*
    - *A list of members with available resources such as medical training or the ability to operate heavy equipment.*
    - *How stake leaders will contact the area office (outside the United States and Canada) or Church headquarters (United States and Canada) following a disaster.*
    - *Contact information for the local government, the Red Cross, and other emergency response agencies.*
    - *Download The GUIDE here: <http://www.lds.org/bc/content/shared/content/english/pdf/welfare/stake-ward-emergency-planning-guide-eng.pdf>*

## (4) Objectives

There are three objectives to the Ward Emergency Preparedness Plan (WEPP):

### **Communication:**

The communication objective is to inform and establish a communication flow in the event of an emergency

1. Member reports to
  2. Block captain reports to
    3. WEPS reports to
      1. WEPS reports to bishop and SEPS
        4. SEPS reports to
          5. Stake high council representative reports to
            6. Stake president reports to
              7. Bishops storehouse reports to
                8. Church headquarters in Salt Lake City

### **Accountability:**

The WEPP is aimed at accountability the objective is to establish accountability for all entities in the event of an emergency.

1. Stake Accountability:
  1. The stake is accountable to church headquarters
    1. The stake plan is based upon church guideline entitled “Stake and Ward Emergency Planning The Guide, (GUIDE) at <http://www.lds.org/topics/emergency-preparedness/guidelines-for-ward-and-stake-emergency-plans?lang=eng>.
    2. The GUIDE has been used verbatim within this WEPP as a guideline for establishing minimum requirements, and this WEPP is designed to meet the stake and ward plans via those items as set forth below in the WEPP.
    3. The GUIDE states “Wards and stakes should have a plan in the event of an emergency.” Additionally, in the event of an emergency or disaster the stake may be requested to account for the members within their boundaries. Therefore the stake has a desire to establish an emergency preparedness plan based upon The GUIDELines as set forth by the church in this document
2. Ward Accountability:
  1. The ward is accountable to the stake
    1. Bishops are accountable to their stake presidency; hence, follow The GUIDELines as established by the stake.



2. The ward is accountable to the stake for the welfare information related to the members within their ward boundaries; therefore, a sound communication system is required before any WEPP can be effectively managed, planned and implemented.
  3. The WEPP should make available resources and information to the membership which enables each member to prepare for myriad emergencies and/or disaster situations. Note, the ultimate responsibility is left up to the member for his or her emergency preparation and response.
3. Member Accountability:
1. Member's are accountable, (as they see fit), for:
    1. Their person
    2. Their family
    3. Their neighbors
    4. Their ward members

**Education:**

The educational objective of the WEPP is to provide a source of information and resource education to the membership as a tool for their household emergency preparedness. It is up to the membership to extract those items they deem appropriate for their personal and household planning.

1. The WEPP is designed to provide education and information available for member emergency preparedness. The WEPP will continually evolve as a tool for members to utilize within their household to prepare for emergency situations. Members are encouraged to not rely upon the WEPP as the sole source of emergency preparedness.
  2. Members of the Church have been counseled for many years to be prepared for adversity. Preparation, both spiritual and temporal, can dispel fear. With the guidance of Church leaders, individual members and families should prepare to be self-reliant in times of personal or widespread emergency.
-

## (5) Part I, Preliminary Items

(To be completed prior to Step #1 of the The Guide)

### **Ward Calling:**

The Bishop will call a Ward Emergency Preparedness Specialist (WEPS). In the absence of a WEPS the ward's Relief Society(RS) president and High Priest(HP) leader will act in tandem as the WEPS.

Under the direction of the bishop, the WEPS should:

- Become familiar with the ward/stake emergency response plan.
- Become CERT trained. Encourage ward members to become CERT trained.
- Schedule and conduct a quarterly ward emergency preparedness committee meeting.
- Work in conjunction with the ward food storage director to encourage members of the ward to acquire a one year supply of water, food, medical, sanitary, and fuel supplies.
- Teach priesthood and auxiliary leaders their specific responsibilities in the event of a disaster or hardship.
- Teach ward members ,and neighbors belonging to other faiths, about the ward/ stake emergency action plan.
- Teach individuals and families that it is their responsibility to be as self reliant as possible.
- Encourage ward members to prepare and maintain a complete 72 hour kit. Organize activities that will be helpful to ward members in assembling a 72 hour kit.
- Maintain a current map, with names, addresses, and phone numbers of people living within the ward boundaries.
- Put together at least two ward emergency preparedness kits (optional).
- Meet regularly with the bishopric member who is responsible for emergency preparedness in the ward. At least annually give a complete report to the bishop regarding the ward and stake emergency preparedness plan.
- With the ward welfare committee, at least annually review the ward emergency preparedness checklist.
- Participate as a member of the stake emergency preparedness committee.
- Oversee the supply and maintenance of any CERT cache within the ward boundaries. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to direct the emergency preparedness committee in establishing a working EOC - Emergency Operations Center to assist all people living within the ward boundaries in receiving the necessary aid. Follow the "Area (Ward) Emergency Leader" checklist and supplement as needed. The EOC - Emergency Operations Center will be located at the LDS church.

**Ward Block Map:**

1. The WEPS will develop print and make available a ward boundary map. Boundary maps can be found online at two locations. See boundary map in exhibits.
  1. The ward boundaries shall be broken down into smaller, more manageable, physical boundaries called “Blocks”, and each block will have a respective block captain.
  2. Block captains are assigned by the WEPS with assistance and guidance from the Bishop. This is an assignment and not a calling.
  3. Every member residence will belong to an individual block.

**Map location(s):****www.gvsemergency.com**

1. wards
  1. maps

**www.lds.org**

2. Sign In/Tools (drop down) (Note, you must be logged into your lds.org account)
    1. Maps
    2. Direct link: <http://www.lds.org/rcmaps/?lang=eng>
-

## (6) Part 2, “The GUIDE”

### Stake and Ward Emergency Planning Guide

Stake and Ward Emergency Planning Guide (“The GUIDE”) has been copied verbatim from official LDS church site at <http://www.lds.org/topics/emergency-preparedness/guidelines-for-ward-and-stake-emergency-plans?lang=eng>

- Blue Font: LDS publication
- *Black Italics Font: Ward Applying Item as deemed necessary*

### Step 1: Identify Likely Emergencies and Disasters

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.)

- *Emergencies likely to occur*
  - *Unemployment*
  - *Chapel emergencies*
- *Disasters likely to occur*
  - *Earthquake*
    - *Evacuation Action*
    - *Shelter in Place Action*
  - *Fire*
    - *Evacuation Action*
    - *Shelter in Place Action*
  - *Flood*
    - *Evacuation Action*
    - *Shelter in Place Action*
  - *Terrorist related*
    - *Evacuation Action*
    - *Shelter in Place Action*
  - *Interstate Shutdown*
    - *Evacuation Action*
    - *Shelter in Place Action*
  - *Chemical*

- *Evacuation Action*
- *Shelter in Place Action*

## **Step 2: Gather Critical Information**

Compile and maintain the following information:

### **Member List:**

Contact data for all members and missionaries living within stake or ward boundaries.

- *If internet is accessible, locate a member lists and map at [www.lds.org](http://www.lds.org). Username and password is required.*
- *Member Lists should be printed out monthly and placed in 3 ring WEPP binder*

### **Map**

A map of the area, including the locations of member and missionary residences.

- *If internet is accessible, locate a map at [www.lds.org](http://www.lds.org). Username and password is required.*
- *Ward and stake maps should be printed out annually and placed in 3 ring WEPP binder*

### **Special Needs Members**

A list of members with special needs, such as the disabled and the elderly.

- WEPS should create a list of Special Needs Members (see Exhibits)

### **Member Skills and Equipment**

A list of members with equipment or skills (such as medical or emergency response training) that would be critical in a disaster.

- The stake website database keeps a list of members and their skills at <http://www.gvsemergency.com/pages/database.html>
- The WEPS should review each general conference

### **Public Agencies**

Contact information for public safety agencies (e.g., police, fire, medical).

- National Agencies
  - Terrorism
- State Agencies
  - CERT
- County Agencies
  - Health Dept

- City
  - Police
  - Fire
  - Hospitals
  - Ambulance
  - Poison Control
  - Animal Control

**Community Organizations**

Contact information for community organizations (e.g., the Red Cross or Red Crescent) that provide emergency services, such as food, shelter, and medical care.

- Red Cross
- 

**Church Welfare Operations**

Contact information for area welfare leaders and, where available, local Church welfare operations.

- Church Welfare

**Step 3: Outline Assignments and Procedures**

Plan how the council will organize and carry out each of the tasks listed below, identifying who will be responsible for each and what procedures they will follow. Designate a primary and an alternate central location where council members will gather after an emergency to direct relief efforts.

**Establish Committees**

(not part of [The Guide](#), but recommended)

- director:
- communication specialist:
- food storage specialist:
- community emergency response team leader (cert):
- medical and dental specialist :
- transportation specialist:
- safety and security specialist:
- housing, shelter and fuel specialist:
- water and sanitation specialist:
- death and morgue specialist:
- cleanup and construction specialist:
- food preparation specialist:
- child care, elderly and handicapped specialist:
- psychological and emotional specialist:

- *morale and recreation specialist:*

#### **Prior to a disaster**

Develop working relationships with civil authorities and other community relief organizations.

- Wards are encouraged to have CERT training and certification

#### **Immediately after a disaster**

Determine and report the condition of members and missionaries.

- Response

Help to locate and reunite family members who have become separated.

- Response

Obtain medical care for those who have been injured or who have other health challenges.

- Response

Coordinate response efforts with civil authorities and community relief organizations.

- Response

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.)

- Response

Determine and report the condition of Church buildings and property.

- Response

#### **In the period following a disaster**

Provide assistance to members who have suffered damage to homes or belongings, emotional trauma, or loss of livelihood.

- Response

Work with civil authorities and relief organizations to identify and respond to opportunities for the Church to assist with community needs.

- Response

#### **Step 4: Identify Emergency Communication Methods**

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:

- Response

**Internet communications**

(including e-mail, social media, and Internet telephony).

- Text messaging**  
via cellular phone (which may be available even if voice service is not).
- Amateur radio.**
  - Response
- Personal contact via foot, bicycle, etc.**
  - (Full-time missionaries can also help.)

As needed, priesthood leaders may call members of their units to be communication specialists. Qualified specialists often own communications equipment and possess valuable experience.

- Response

### **Step 5: Encourage Member Preparation**

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:

- Response
  - Ward Council Meetings.**
  - Quorum and Relief Society meetings.**
  - Sacrament meeting or stake conference talks.**
  - Home and visiting teaching messages.**
  - Ward Missionary .**
-



## **(7) Member Plan Ideas**

No one knows member needs or can take care of members better than themselves and no one else should have that ultimate responsibility.

The ward plan(here) is designed as a road map for ward leadership. The ward plan should not be confused with individual household Personal Emergency Preparedness Plans (PEPS), which will vary by individual and by household. The ward has made an effort to ensure that all materials are in accordance with general church guidelines.

Church members are encouraged to prepare a simple emergency plan. Items to consider may include:

- [Three-month supply](#) of food that is part of your normal daily diet.
- [Drinking water](#).
- [Financial reserves](#).
- Longer-term supply of basic food items.
- Medication and first aid supplies.
- Clothing and bedding.
- Important documents.
- Ways to communicate with family following a disaster.

The ward has provided resources for these basic steps in print and web resources as follows:

- Print: <http://www.gvsemergency.com/pages/forms.html>
- Web: <http://www.gvsemergency.com>

It is wise to utilize many resources when creating your plan. Government resources, church resources, private resources are all available to you when creating your plan. Our website [www.gvsemergency.com](http://www.gvsemergency.com), strives to provide the resources necessary for members to fulfill their household emergency preparedness plans.

The contents of these ward publications are intended to assist individuals and families in coping with emergency preparations. However, final decisions on preparation for actions taken during an emergency are the sole responsibility of individuals.

### Emergency Priority Procedures

- 1.** Members should take care of themselves
- 2.** Members should then take care of their families
- 3.** Members should help neighbors

Members should check on home/visiting teaching families

- 4.** Members report to block captain
- 5.** Block captains report to Ward Emergency Preparedness Specialist(WEPS)

6. WEPS reports to Stake Emergency Preparedness Specialist (SEPS)
7. SEPS reports to bishop's storehouse
8. Bishops storehouse reports to church headquarters

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## (8) Contacts

### **Bishops Storehouse**

- 4455 Allen Lane, N. Las Vegas, 89031
- Phone: 702-649-2909
- Bishop Storehouses provide commodities for the needs as requested by bishops. This facility is not open to the public and the food is not for sale. All orders must be placed or picked up with a Bishop's referral.

### **Stake**

- Emergency Preparedness Specialist (SEPS) (also available online at [www.lds.org](http://www.lds.org))
- Matt Klabacka, 702-610-8574, [matt@klabacka.com](mailto:matt@klabacka.com)

### **Ward**

- Emergency Preparedness Specialist (WEPS). (also available online at [www.lds.org](http://www.lds.org))

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## (9) Checklist and Time Table

### **Annually:**

- Review WEPP
- Annual interview with Bishopric
- Meet with Stake

### **General Conference:**

- Review 3 ring binder and website for accuracy.
- Review LDS resources for new information.
- Weblink: <http://www.lds.org/topics/emergency-preparedness/guidelines-for-ward-and-stake-emergency-plans?lang=eng>
- Meet with block captains and review WEPP
- Review equipment and skills database list for the ward at <http://www.gvsemergency.com/pages/database.html>
- 

### **Monthly**

- Request member list from clerk
- Update 3 ring binder with new list

### **Ward Council Meetings (Quarterly)**

- New WEPS should meet with ward council and introduce themselves and the WEPP to the council.
  - Update as WEPP needed.
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**(10) Exhibits**

**Stake and Ward Emergency Planning Guide**

**Maps**

**Special Needs Members List**