

Emergency Preparedness Committee Member Responsibilities

Ward Emergency Preparedness Director - (Area (Ward) Emergency Leader)

A member of the ward should be called as the ward emergency preparedness director. Under the direction of the bishop, the ward emergency preparedness director should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Schedule and conduct a quarterly ward emergency preparedness committee meeting.
4. 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.
5. Teach priesthood and auxiliary leaders their specific responsibilities in the event of a disaster or hardship.
6. Teach ward members, and neighbors belonging to other faiths, about the ward / stake emergency action plan.
7. Teach individuals and families that it is their responsibility to be as self reliant as possible.
8. 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.
9. Maintain a current map, with names, addresses, and phone numbers of people living within the ward boundaries.
10. Put together at least two ward emergency preparedness kits.
11. 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.
12. With the ward welfare committee, at least annually review the ward emergency preparedness checklist.
13. Participate as a member of the stake emergency preparedness committee.
14. Oversee the supply and maintenance of any CERT cache within the ward boundaries.
15. 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.

Food Storage Director

A member of the Relief Society should be called as the ward food storage director. Under the direction of the ward emergency preparedness director the ward food director should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Encourage members of the ward to acquire a one year supply of water, food, medical, sanitary, and fuel supplies.
4. Initiate food storage activities that members of the ward and neighbors may wish to participate in.
5. Teach ward members how they can use the church cannery for their personal food storage needs.
6. Teach ward members practical ideas about using and rotating their stored foods.
7. Participate as a member of the ward emergency preparedness committee.
8. Participate as a member of the stake food storage committee.
9. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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.

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Community Emergency Response Team Leader (CERT)

A member of the ward should be called as the CERT team leader. Under the direction of the ward emergency preparedness director the CERT team leader should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Aggressively promote the CERT training course and recruit all people living within the ward boundaries to enroll in CERT training and become CERT trained.
4. Organize the supply and maintenance of any CERT cache within the ward boundaries.
5. Participate as a member of the ward emergency preparedness committee.
6. Participate as a member of the stake CERT committee.
7. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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. The CERT Team Leader is directly responsible for overseeing the search and rescue effort and fire suppression teams in the event of a disaster. The CERT Team leader should be ready to take the place of the ward emergency preparedness director or his/her representatives if in fact none of the four are able to perform their functions as emergency Area (ward) leader in the event of a disaster.

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Communications Specialist

A member of the Elders or High Priest quorum should be called as the communications specialist. Under the direction of the ward emergency preparedness director the communications specialist should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Establish a program for certifying several people as HAM radio operators.
4. Obtain call letters for the ward EOC - Emergency Operations Center.
5. Compile pertinent information that could be useful for setting up alternative communication systems.
6. Encourage block captains to obtain Family Service Radio band type radios.
7. Teach people living within the ward boundaries (all block captains and runners especially) the communications procedures to be used in the event of a disaster.
8. Participate as a member of the ward emergency preparedness committee.
9. Participate as a member of the stake emergency preparedness communications committee.
10. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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.

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Medical and Dental Specialist

A member of the Elders or High Priest quorum should be called as the ward emergency medical and dental specialist. Under the direction of the ward emergency preparedness director the ward emergency medical and dental specialist should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Identify people living within the ward boundaries who are trained in the medical profession or who have had first aid training. Teach them how they can most effectively contribute their services in the event of a disaster.
4. Choose and train several assistants who are medical professionals or trained in first aid to help you in the event of a disaster.
5. Teach people living within the ward boundaries what they should be doing to prepare themselves for emergency first aid and medical care. Organize ward first aid training courses.
6. Participate as a member of the ward emergency preparedness committee.
7. Participate as a member of the stake emergency medical and dental committee.
8. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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.

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Transportation Specialist

A member of the Elders or High Priest quorum should be called as the ward emergency transportation specialist. Under the direction of the ward emergency preparedness director the ward emergency transportation specialist should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Identify people living within the ward boundaries who have vehicles that could be useful for:
 - A. Transporting people in need of medical care.
 - B. Caring of the elderly and infirm (motor homes, trailers, campers, etc.)
 - C. Relocating large groups of people to a distant location.
4. Choose and train several assistants to help you in the event of a disaster.
5. Identify people living with the ward boundaries who have experience driving buses or tractor trailer rigs.
6. Learn the designated emergency medical treatment areas that may be set up in the event of a disaster. Identify and map the location of all medical facilities though out the valley and alternate routes to them in the event that roads become impassible.
7. Identify the predesignated government relocation evacuation sites for people living within the ward boundaries.
8. Teach people living within the ward boundaries the transportation procedures to be used in the event of a disaster.
9. Participate as a member of the ward emergency preparedness committee.
10. Participate as a member of the stake emergency preparedness transportation committee.
11. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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.

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Safety and Security Specialist

A member of the Elders or High Priest quorum should be called as the ward emergency safety and security specialist. Under the direction of the ward emergency preparedness director the ward emergency safety and security specialist should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Identify people living within the ward boundaries who are professional law enforcement officers or who have been trained in security procedures. Teach them how they can most effectively contribute their services in the event of a disaster.
4. Choose and train several assistants to help you in the event of a disaster.
5. Participate as a member of the ward emergency preparedness committee.
6. Participate as a member of the stake emergency preparedness safety and security committee.
7. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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.

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Housing, Shelter, and Fuel Specialist

A member of the Elders or High Priest quorum should be called as the ward emergency housing, shelter, and fuel specialist. Under the direction of the ward emergency preparedness director the ward emergency housing, shelter, and fuel specialist should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Teach and encourage members to safe guard their home, and educate their family, by using home safety standards and procedures; i.e. smoke detectors, fire extinguishers, securing water heaters to walls, water turn off valve, natural gas turn off valve and wrench, fire escape route, family emergency plan, etc.
4. Choose and train several assistants to help you in the event of a disaster.
5. Teach people living within the ward boundaries what they should to prepare for providing temporary shelter, cooking facilities, and heating fuel in the event of a disaster. Consider all types of weather situations that they may encounter throughout the year.
6. Identify ward buildings and schools in the area that could be used for group shelters.
7. Participate as a member of the ward emergency preparedness committee.
8. Participate as a member of the stake emergency preparedness housing, shelter and fuel committee.
9. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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.

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Water and Sanitation Specialist

A member of the Elders or High Priest quorum should be called as the ward emergency water and sanitation specialist. Under the direction of the ward emergency preparedness director the ward emergency water and sanitation specialist should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Choose and train several assistants to help you in the event of a disaster.
4. Teach people living within the ward boundaries what they should be doing to prepare for their personal water and sanitation needs in the event of a disaster. Teach them how to properly store and filter water.
5. Develop a plan for the disposal of human waste and garbage. Obtain and store in the local CERT cache supplies that would be essential to implement this plan.
6. Identify all water sources that are available within or close to the ward boundaries.
7. Participate as a member of the ward emergency preparedness committee,
8. Participate as a member of the stake emergency preparedness water and sanitation committee.
9. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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.

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Death and Morgue Specialist

A member of the Elders or High Priest quorum should be called as the ward emergency death and morgue specialist. Under the direction of the ward emergency preparedness director the ward emergency death and morgue specialist should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Identify people living within the ward boundaries who are trained in caring for the deceased. Teach them how they can most effectively contribute their services in the event of a disaster.
4. Choose and train several assistants to help you in the event of a disaster.
5. Learn the proper procedures for taking care of the deceased and the proper burial procedures.
6. Acquire essential supplies that may be needed to care for fatalities in the event of a disaster and store them in the local CERT cache site. Be prepared to organize a temporary morgue until arrangements can be made for burial.
7. In the event of a disaster coordinate the handling and burial for the deceased.
8. Participate as a member of the ward emergency preparedness committee,
9. Participate as a member of the stake emergency preparedness death and morgue committee.
10. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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.

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Clean up and Construction Specialist

A member of the Elders or High Priest quorum should be called as the ward emergency cleanup and construction specialist. Under the direction of the ward emergency preparedness director the ward emergency cleanup and construction specialist should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Identify people living within the ward boundaries who are skilled in the construction trade. Categorize them by construction skills. Teach them how they can most effectively contribute their services in the event of a disaster.
4. Choose and train several assistants to help you in the event of a disaster.
5. Identify the vehicles, machinery, and tool resources that could be helpful in the event of a disaster.
6. Teach people living within the ward boundaries what they can do, prior to a disaster, to curtail possible damage and destruction that could be caused by a disaster. Teach them what supplies they should store that could be essential in preserving their home and belongings in the aftermath of a disaster.
7. Teach people living within the ward boundaries the procedures and guidelines for determining if homes and buildings can be safely habitable in the aftermath of an emergency.
8. Participate as a member of the ward emergency preparedness committee,
9. Participate as a member of the stake emergency preparedness cleanup and construction committee.
10. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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.

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Food Preparation Specialist

A member of the Relief Society should be called as the ward emergency food preparation specialist. Under the direction of the ward emergency preparedness director the ward emergency food preparation specialist should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Choose and train several assistants to help you in the event of a disaster.
4. Teach people living within the ward boundaries what they should be doing to prepare for personal and family emergency food preparation needs.
5. Develop and plan for the ward to feed large groups of people in the event of a disaster.
6. Participate as a member of the ward emergency preparedness committee,
7. Participate as a member of the stake emergency preparedness food preparation committee.
8. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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.

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Child Care, Elderly and Handicapped Specialist

A member of the Relief Society should be called as the ward emergency child care, elderly and handicapped specialist. Under the direction of the ward emergency preparedness director the ward emergency child care, elderly, and handicapped specialist should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Identify people living within the ward boundaries who are trained in child care, geriatric care, and in working with the handicapped. Teach them how they can most effectively contribute their services in the event of a disaster.
4. Choose and train several assistants to help you in the event of a disaster.
5. Identify special needs and circumstances of individuals that will need to be considered in the event of a disaster.
6. Teach people living within the ward boundaries who have special medical and physical circumstances what they can do to prepare themselves for an emergency.
7. Identify the names of ward members who have motor homes, trailers, and campers that may be called upon to make them available in the event of a disaster. Identify buildings that could be used for group shelters and day care centers.
8. Participate as a member of the ward emergency preparedness committee,
9. Participate as a member of the stake emergency preparedness child care, elderly & handicapped committee.
10. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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.

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Psychological and Emotional Specialist

A member of the Relief Society should be called as the ward emergency psychological and emotional specialist. Under the direction of the ward emergency preparedness director the ward emergency psychological and emotional specialist should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Identify people living within the ward boundaries who are trained in psychology, social work and counseling. Teach them how they can most effectively contribute their services in the event of a disaster.
4. Choose and train several assistants to help you in the event of a disaster.
5. Develop and plan to address the possible needs of people who may be affected by the psychological trauma associated with an emergency.
6. Participate as a member of the ward emergency preparedness committee,
7. Participate as a member of the stake emergency preparedness psychological and emotional committee.
8. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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.

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Morale and Recreation Specialist

A member of the Relief Society should be called as the ward emergency morale and recreation specialist. Under the direction of the ward emergency preparedness director the ward emergency morale and recreation specialist should:

1. Become familiar with the ward / stake emergency response plan.
2. Become CERT trained. Encourage ward members to become CERT trained.
3. Identify people living within the ward boundaries who are trained or talented in organizing recreational activities. Teach them how they can most effectively contribute their services in the event of a disaster.
4. Choose and train several assistants to help you in the event of a disaster.
5. Research what has been done to maintain the morale of the people by communities that have been struck by disaster. Consider situational challenges that may be encountered in both winter and summer months.
6. Participate as a member of the ward emergency preparedness committee,
7. Participate as a member of the stake emergency preparedness morale and recreation committee.
8. In the event of a disaster, after reporting to your respective block captain, go directly to the EOC - Emergency Operations Center to help with 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.

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