August 2009

ACTIVE EMERGENCY PLAN
NEIGHBORHOOD SUMMARY
Salt Lake Foothill Stake

PURPOSE:

This document outlines the steps, responsibilities, and materials for the Emergency Plan for the Foothill Stake area.

ACTIVATION OF EMERGENCY PLAN:

A. **Initial activation:**

1. Those affected by the emergency to contact Ward Bishopric members and/or ward Priesthood and Relief Society leadership.
2. Notified leadership to assess magnitude of emergency.
   a. If within the ability of ward to handle, take actions required based on situation
   b. If more aid is required, contact Stake Presidency and/or Priesthood and Relief Society leadership.
3. If there is an obvious wide-spread emergency such as an earthquake or widespread power outage, everyone involved should automatically assume the plan has been activated and proceed with the emergency plan system.

D. **Long term recovery:**

1. ***Coordinate with civil authorities and remember they are in charge.***
2. Assist in setting up shelter if the Red Cross requests it.
3. As conditions begin to stabilize, the normal ward organization will function to meet the needs of ward members and neighbors. Home teachers and visiting teachers are to contact and assist their families, report on their needs, and begin to make plans for long-term recovery.
4. Longer-term recovery efforts will begin with work details, cleanup crews, and other assigned projects functioning through normal priesthood channels.

FAMILY / HOUSEHOLD RESPONSIBILITIES

A. Activate the family disaster plan and account for all family members.
Note: Copy of disaster plan summary kept in the "Emergency Packet".

1. If at all possible, family members should go to the prearranged meeting place. (Outlined in the family disaster plan)
2. If a family member is away from home and cannot return in a short time, they should call the out of town/city phone number and report their location and condition. (Outlined in the family emergency plan).
3. Complete any plan steps required for picking up children and bringing them home (etc.)
4. Those at the prearranged meeting place are to assess:
   a. Any medical issues - treat with first aid options as much as possible.
   b. Steps required to get family members together (as needed).
   c. Shelter and food options.

B. Report situation to neighborhood group

1. Report any immediate needs

2. Report skills and materials you would be able to contribute toward helping others.
3. Place "Emergency Packet" to display appropriate situation. Display in a visible location. (Window if possible but use other options if needed)
   a. If family requires help, display packet with White Emergency Plan page showing.
   b. If family is OK and does not require help, place packet so Green "OK" page is showing.

C. Set up family living arrangements
   1. Shelter and cooking
   2. Sanitation
   3. Begin steps to preserve perishable food and water stores.
   4. Assure access to long-term food and water stores.

BLOCK CAPTAIN RESPONSIBILITIES

A. Secure your family/household - as outlined in Family/Household responsibilities.
B. Assignment of the Block Captain is based on available persons at the time of the emergency and is based on the decision of the neighborhood area/block.
C. Duties during a disaster:
   1. Immediately conduct a triage of the assigned area.
      - If no packet is displayed, or if the white "Emergency Plan" page is still displayed, check the home for problems, especially if handicapped or elderly persons are involved.
      - Review the Family Data Sheets in emergency packets for persons who are not capable of helping themselves.
      - Gather information required on the Initial Reports form.

   2. Report in person to the local command station with the Initial Reports form. Obtain materials for ongoing reporting.
   3. If C.E.R.T. trained, coordinate a light search and rescue of your area/block.
   4.. Remain in contact with the local command center both to send further reports and to receive requests for help or materials. Use Issue Report sheets. Contact should be made every few hours even if help is not required.