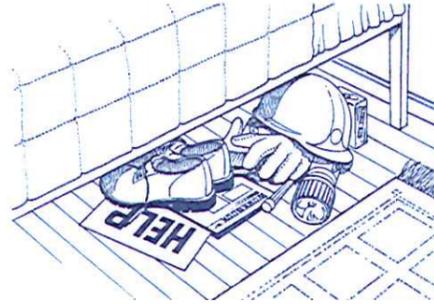


Zone Captain - Info Sheet (Neighborhood Emergency Boots-on-the-ground Communication Schedule)

View online: <http://bit.ly/ZoneCaptainInfoSheet>

Zone Captains: Wear your yellow vests when out and about so we can easily identify you. Bishop has a yellow vest to give to each Zone Captain in the event of an emergency.

Pro-tip: keep a pair of rubber-soled slippers and a flashlight/headlamp under your bed, and a robe hung up so you can be out the door in a flash if needed. Also keep a bicycle helmet or hard hat, and leather gloves on hand.



Step 2: Keep these under your bed.

Work in pairs of 2. Find someone to go with you. Working in pairs of 2 is wise. Consider assigning an Assistant Zone Captain to help you.

- 1) **Online Communication Platform (OR email group)**
[\(COVID-19\) Neighborhood Needs: Communication Platform for CH1](#)
- 2) If **Online Communication Platform** is down:
Texting – Zone Captains to text their people and vice versa – with Zone Captains reporting to Commander.
- 3) **Daily Communication/Distribution Plan:** to be used daily - if Online Communication Platform/texting are down.
Check the church for the flag, if it's up it means the Bishop is calling for all Zone Captains to report at the church and begin the **DAILY COMMUNICATION/DISTRIBUTION PLAN - ZONE CAPTAIN.**

DAILY COMMUNICATION/DISTRIBUTION PLAN - ZONE CAPTAIN EACH DAY:

10 AM Zone Captains take note of the households in their zone: what color they've posted on their door: red/yellow/green and if they need anything (**each household to post by 10 AM daily**). *Take note of the day's date posted to door as well. (There could be someone who needs help who was unable to get to their door to post that day.)*

11 AM Report and Request Meeting:

ZONE CAPTAINS to meet at the church at 11 AM each day – even if communication systems are up, if the flag is up it's on – in person communication will speed things along. Report to Commander: Bishop about anyone in need of assistance and what is needed.

NOON Zone Captains to knock doors (or leave a note) for their zone homes at noon each day to communicate vital info and also asking for anything needed by neighbors in their own zone or the ward (learned from the 11 AM **Report and Request Meeting**) Zone Captains are encouraged to always take someone along with them – working in pairs of 2 is wise.

1 PM Zone Captains to return to church with any needed donated items (immediate emergency items can of course be obtained outside of these parameters...this is to quickly organize for anything that can wait a few hours.) Bishop or 2nd-in-command to oversee distribution.

2 PM Zone Captains distribute needed items as per assignment by Commander: Bishop. If your home has a person with contagious illness...post a quarantine sign on your front door or window...and wait until the Zone Captain has left before you answer your door.

Zone Captain can delegate his/her **DAILY COMMUNICATION/DISTRIBUTION PLAN - ZONE CAPTAIN** role so he/she isn't bearing this time and energy demand every day. However, person who takes over is still to report back to the Zone Captain each day how things are going.

RESPONSIBILITIES IMMEDIATELY FOLLOWING A DISASTER

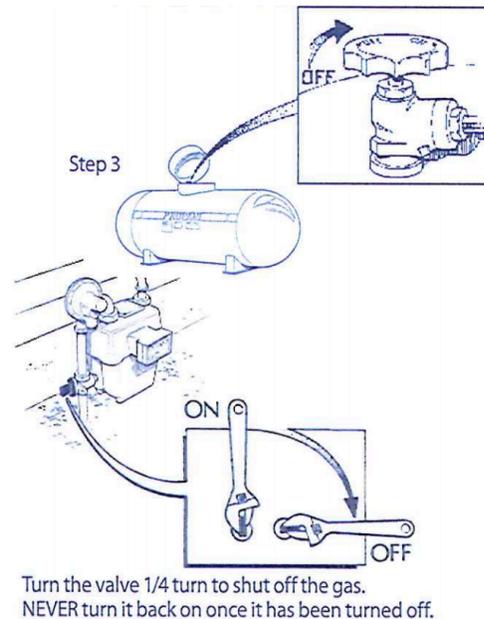
Take care of your home & family first (Stewardess on airplane asks you to put on your oxygen mask first, then assist others.) See page 4 of [Layton City Emergency Plan](https://www.laytoncity.org/downloads/LCCC/myn.pdf): <https://www.laytoncity.org/downloads/LCCC/myn.pdf>

Step 1. **Take care of your loved ones.**

Step 2. **Dress for safety:** bicycle helmet or hard hat (protects from falling debris), sturdy shoes (protects from broken glass), leather gloves (protects from sharp objects).

Step 3. **Check the natural gas or propane at your home.** Shut off if necessary. All adults in home should know how. NEVER turn back on once it's been turned off. This is one of the best ways to prevent fires. "About 67% of house fires following disasters are caused by leaking gas. Knowing where these meters are and shutting them off helps prevent fire." -

[Layton City Emergency Plan](https://www.laytoncity.org/downloads/LCCC/myn.pdf)



Step 4. **Shut off water at the house main** to trap water in your home. This will keep pollutants out of possible drinking water, like that in your water heater. (Also, to prevent sewage from backing up into your home: put a tennis ball in a sock and put vaseline or Crisco (or other oil which is not water-soluble) over the outside of the sock, then jam it into your toilet to help prevent sewage backup.)

Step 5. **Place card in window or on front door:**

Green—I'm ok, don't need help;

Yellow—I need help but it is not an emergency;

Red—Emergency, I need help now!

Step 6. **Put your extra fire extinguishers on the sidewalk** or where neighbors can see them.

With Neighbors:

Step 7. After Steps 1 - 6 are completed, go to the neighborhood gathering site: the church.

Step 8. Form Teams at the Neighborhood Gathering Site:

- **Team 1** will listen to the Emergency Alert System (AM/FM radio) or to a NOAA Weather Radio and keep neighbors informed of what they learn.
- **Team 2** will check on neighbors who are elderly, disabled, or may have children home alone.
- **Team 3** will check all natural gas meters and propane tanks, and shut off the gas as necessary.
- **Team 4** will check on homes with the RED card displayed on the front door or window, or no card at all. Be prepared to give first aid. Trust your instincts. If something feels unsafe, stay out.

After your team has completed its work, go back to the church and report.

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