Saratoga Springs Utah Stake

STAKE EMERGENCY PREPAREDNESS PLAN FOR WARDS



Introduction

"Be thou prepared, and prepare for thyself, thou, and all thy company that are assembled unto thee, and be thou a guard unto them" (Ezekiel 38:7).

Ward and stake councils may use this guide to create or update their emergency response plans (see also Stake and Ward Emergency Planning Guide online at https://providentliving.churchofjesuschrist.org/).

These plans should be brief and simple and are most effective when coordinated with community plans. Ward and stake leaders may consider calling welfare specialists to assist with emergency response efforts. **Councils should review and update the plans regularly.**

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STAKE EMERGENCY PREPAREDNESS PLAN FOR WARDS

Emergency preparedness starts with understanding the needs and resources within a ward. This involves identifying individuals who may be more vulnerable during an emergency, taking note of the supplies available, and recognizing potential hazards that could pose risks. One effective way to gather this information is through conducting surveys or interviews with ward members.

Once needs and resources are assessed, the next step is to establish a communication plan. This plan should include compiling contact details for all ward members as well as their emergency contacts. It is essential to define communication methods, such as creating a phone tree, organizing group texts, or utilizing social media platforms. Additionally, there must be backup options in place to ensure communication remains possible if primary methods fail.

Another crucial component is forming an emergency response team. This team consists of ward leaders and volunteers who are recruited to take on specific roles. Assigning clear responsibilities, such as handling communications, logistics, or providing medical support, ensures that each member understands their duties and can act efficiently during a crisis.

Promoting the use of emergency kits is vital for ensuring preparedness. Members should be encouraged to prepare 72-hour kits that include essential items such as food, water, medications, hygiene products, and critical documents. Providing a checklist can help guide individuals in assembling these kits effectively.

Training and practice are necessary to maintain readiness. Conduct regular workshops and drills that simulate various emergency scenarios to build confidence and prepare members for real-life situations.

An emergency preparedness assignment **quick start guide and worksheet** can help organize and delegate responsibilities effectively. This plan applies to the following Wards in the Stake:

- Lake Mountain SA 5th Ward
- Lakeside Ward
- Saratoga Hills 6th Ward
- Saratoga Hills 7th Ward
- Saratoga Springs 3rd Ward
- Saratoga Springs 4th Ward
- Saratoga Springs 5th Ward
- Talons Cove Ward

By implementing these steps, wards can build robust systems to address emergencies and safeguard members' well-being effectively.

QUICK START GUIDE For Wards

Bishopric Members in Ward Councils are encouraged to use this Quick Start Guide to make assignments to either an auxiliary or individuals to complete the worksheets of their Ward Plans as outlined in this Stake Plan for Wards. Each auxiliary can complete the worksheets and return them to the Bishopric by the due date, or the Bishopric can assign them individually as needed.

1. ***Read and understand the "important" note highlighted in STEP 1 of this plan.***
2. **Gather Critical Information** (Complete five worksheets outlined in STEP 2)
   Identify vulnerable individuals, available supplies, and community resources within the ward.

	Special Needs (1 of 5)	
	Skills Assessments (2 of 5)	
	Community Resources (3 of 5)	
	Review Plan Gaps (4 of 5)	
	Area Map(s) (5 of 5)	

3. **Outline Procedures and Response Team** (Complete two worksheets in STEP 3)
   Leaders will outline the procedures to follow before, during, and after a disaster, and coordination with the **Ward Command Center**. Each organization is responsible for executing specific tasks when called upon during an emergency.

	Ward Command Center (1 of 2)	
	Medical Response Team (2 of 2)	

4. **Identify Emergency Communication Methods** (Complete two worksheets in STEP 4)
   Define communication methods (e.g., phone tree, group texts, social media) and ensure backups are in place. Maintain a comprehensive and up-to-date directory of key leaders.

	Emergency Communication (1 of 2)	
	Identified Leaders (2 of 2)	

5. ***Encourage Member Participation (There are no worksheets in STEP 5)***
   Implement a recommended action from this section. Conduct a community-wide emergency preparedness drill utilizing the Family Emergency Response Card (FERC) system to enhance coordination, communication, and readiness among participating households.

	Schedule an action from STEP 5	

	Plan a community-wide drill	

STEP 1: Already Identified Likely Disasters for Saratoga Springs Below.

Stakes and Wards must prepare for the types of emergencies most likely to impact our area and the disruptions they may cause.

The following are emergencies most likely to occur in our area:

- Earthquakes
- Wildfires
- Flooding
- Severe Storms
- High Winds
- Power Outages
- Accidents/ Incidents
- Military air strike at NSA
- Civil Disorder
- Terrorist Acts
- Pandemic
- Other

Possible areas of disruption with these emergencies:

- Food, drinking water, and cooking
- Physical safety
- Shelter and clothing
- Communication
- Emotional and spiritual well-being
- Heating and cooling
- Medical services
- Emergency response
- Power sources
- Sewer and water
- Transportation and fuel supply
- Employment

Important: *We are committed to preparing for potential disruptions by training members and fully utilizing the resources available within our ward and community. Every member plays a vital role in assessing needs, sharing information, and supporting one another during emergencies.*

STEP 2: Gather Critical Information*

To ensure a well-coordinated emergency response, we will compile and regularly update critical information about our members, community resources, and emergency contacts to support timely and effective action when needed.

Compile and Maintain the Following Information:

- **Member and Missionary Contact Information:** Maintain up-to-date contact details for all individuals living within the ward or stake boundaries.
- **Special Needs Directory:** Identify members who may require additional assistance in an emergency, such as the elderly or those with medical or mobility needs.
- **Skills and Equipment Inventory:** List members with valuable emergency-related skills (e.g., medical, communications, construction) or equipment that could aid in response efforts.
- **Public Safety Contacts:** Keep contact information for local police, fire, medical, and other emergency services readily available.
- **Community Resource Organizations:** Include contact details for organizations like the Red Cross or local shelters that provide food, medical care, and housing during emergencies.
- **Church Welfare Contacts:** Maintain contact information for area welfare leaders and local Church welfare operations, where available.
- **Area Maps:** Include maps showing the locations of member and missionary residences, as well as key community resources. (Tools like maps.lds.org or LDS Tools can assist.)

* Use the Critical Information worksheets and the Actions and Assignments worksheet to complete this step.

STEP 2 Worksheet (1 of 5)

Ward:_____Date_____

CRITICAL INFORMATION—MEMBERS WITH SPECIAL NEEDS

Identify members in your ward or stake with special needs, such as wheelchair assistance, oxygen, special medications, and so on. Use this worksheet to identify the need, the member, and his or her contact information. Then list the name of who will contact the member in an emergency.

SPECIAL NEED	MEMBER	CONTACT INFORMATION	WHO WILL CONTACT THIS PERSON IN AN EMERGENCY

STEP 2 Worksheet (2 of 5)

Ward:_____Date_____

CRITICAL INFORMATION—EQUIPMENT, SKILLS, AND COMMUNICATION RESOURCES

Identify members in your ward or stake with equipment or skills (such as medical or emergency response training) that would be useful in emergency response or cleanup efforts. List the equipment or skill and the member's name and contact information.

EQUIPMENT OR SKILL	MEMBER	CONTACT INFORMATION

STEP 2 Worksheet (3 of 5)

Ward:_____Date_____

CRITICAL INFORMATION—SERVICES

Create a list of community and public resources, such as Church meetinghouses, facilities, and property; public safety agencies; and community or other organizations that provide emergency services such as food, shelter, and medical care. List the name of the organization, services provided, and organization contact information. List the name of the ward or stake council member who will contact the organization prior to an emergency. Consider coordinating efforts and sharing this worksheet with other wards or stakes if they are in close proximity or have shared services.

NAME OF ORGANIZATION	SERVICES PROVIDED	CONTACT INFORMATION	WHO WILL CONTACT THIS ORGANIZATION

STEP 2 Worksheet (4 of 5)

Ward:_____Date_____

ACTIONS AND ASSIGNMENTS

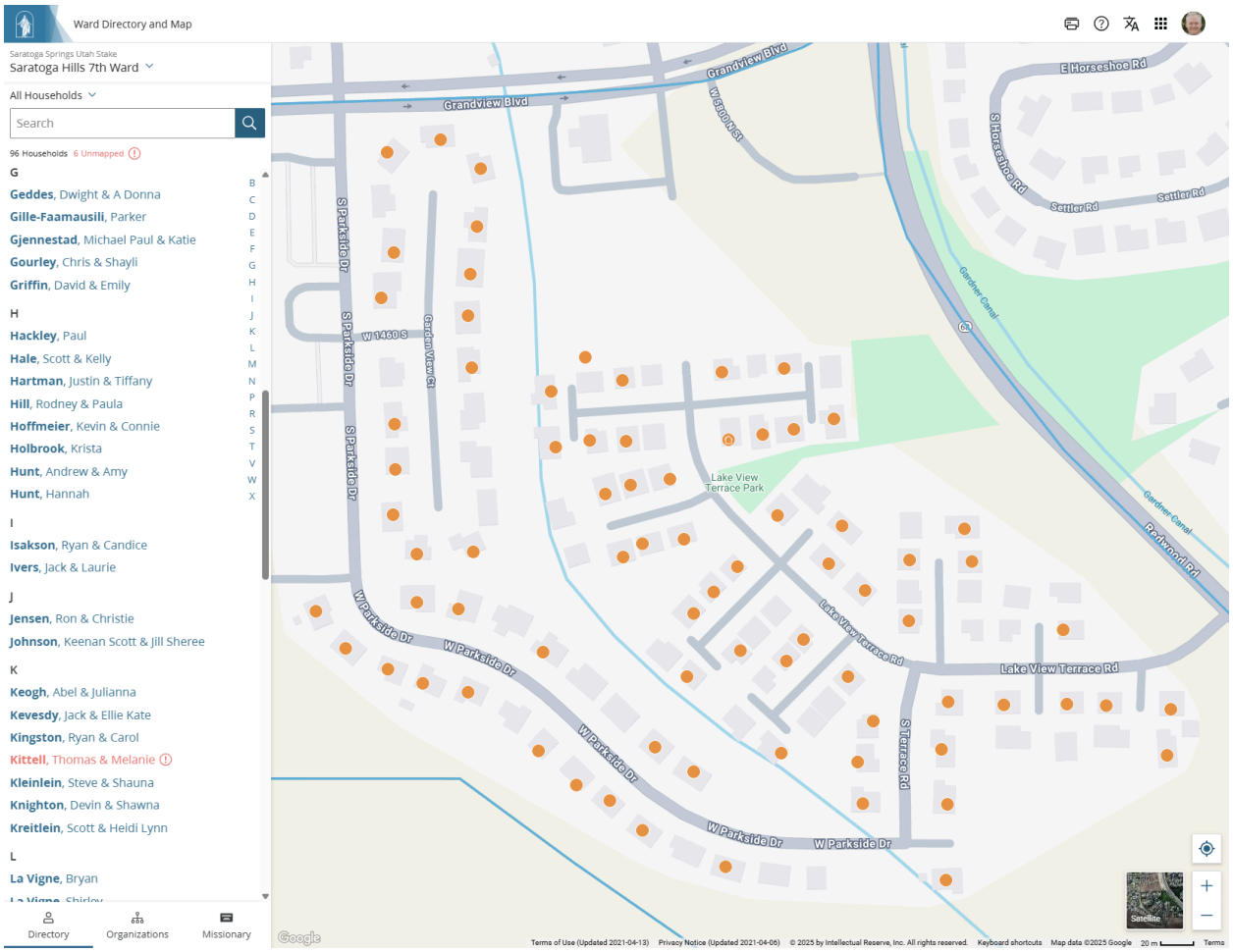
As you complete your emergency plan, you may notice areas of concern or gaps where you lack the resources, contacts, or information you need. Use the Actions and Assignments worksheet to identify where you can improve your plan. Then make assignments in the stake or ward council and define a completion date.

ACTION	ASSIGNMENT (PERSON OR GROUP RESPONSIBLE)	DUE DATE	COMPLETED
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☒

STEP 2 Worksheet (5 of 5)

Ward:_____Date_____

Insert your **Ward Area Map**. (replace example below)



STEP 3: Outline Assignments and Procedures

Leaders will outline the procedures to follow before, during, and after a disaster, and coordination with the Ward Command Center. Each organization is responsible for executing specific tasks when called upon during an emergency.

Prior to a disaster:

- Lead by Example

  Emergency preparedness specialists and ward council members should prioritize preparing their own families to the extent their personal resources allow. They are also encouraged to actively promote preparedness among those under their stewardship.

- Foster Positive Relationships

  All ward members are encouraged to build strong, supportive relationships with fellow members and non-member neighbors through ministering, acts of kindness, sharing, and inviting. The ward council and emergency preparedness specialists should model this behavior to strengthen both the ward and the broader community.

- Obtain Specialized Training

  Emergency preparedness specialists and ward council members should seek out and complete relevant training to fulfill their responsibilities effectively (e.g., HAM radio licensing, CERT training). These training opportunities should also be made available to any ward members who wish to participate.

Immediately after a disaster: Response Priorities:

In the aftermath of an emergency, the following areas require immediate attention:

- Account for All Individuals

  Ward councils are responsible for accounting for every ward member and non-member neighbor within their boundaries. Special attention should be given to individuals with additional needs, such as:
  - Wheelchair users
  - Those requiring oxygen or special medications
  - Individuals with limited mobility or other health concerns

- Assess Needs

  Ministering Circle Captains and their helpers will conduct thorough assessments of short-, mid-, and long-term needs using the designated forms in the Ministering Circle Captain Binder. All completed assessments must be submitted to the Ward Command Center.

The Bishop, Ward Council, and emergency preparedness specialists will review the assessments to:

- Prioritize urgent needs
- Assign appropriate responders

Possible needs include:

- Food, water, and sanitation
- Shelter
- Communication
- Family reunification
- Childcare
- Transportation
- Support for nonmembers
- Other

❖ Respond to Needs

The Ward Council or designated representatives will coordinate with civil authorities and relief organizations to provide essential services and supplies. These may include:

- Food and water
- Clothing
- Medical care
- Sanitation support
- Temporary shelter
- Other

This response is intended to assist individuals affected by property damage, emotional trauma, injury, or loss of livelihood. **Example:** Ward Council Emergency Responsibilities:

Needs	Responsible Organization(s)
Medical	Relief Society, Medical Specialist
Food, Water, Sanitation	Relief Society (food & water); Elder's Quorum (sanitation)
Shelter	Elder's Quorum
Communication	Emergency Preparedness Rep, Temple/Family History Leader; Communication Specialist; Bishopric (Young Men)
Reunification	Elder's Quorum
Childcare	Primary; Young Women
Transportation	Sunday School
Nonmembers	Ward Mission Leader

Ward Command Center: Purpose and Leadership Roles

Each ward should designate a primary location to serve as the Ward Command Center. Additionally, a secondary backup location should be identified in case the primary site becomes unavailable.

This graph outlines the flow to the Ward Command Center. (Complete all worksheets in Step 3).



Step 3 Worksheet (1 of 2) Ward Command Center

Ward:_____Date_____

- ❖ Ward Command Center **Primary Location:_____**
- ❖ Ward Command Center **Secondary Location: _____**

Ward Command Center – Summary

- Set up a central location to coordinate efforts and stay in contact with Stake and civil authorities.
- Quickly decide and act based on available guidance.
- Collect reports to understand the condition of all individuals in the ward.
- Assign leaders to provide spiritual, emotional, and physical support.
- Maintain regular updates and staff the center around the clock.

Purpose and Leadership Roles
The Ward Command Center coordinates emergency response within the ward, ensuring effective communication, assessment, and action during crises. Key roles and responsibilities include:

Ward Command Center Leaders
- **Who:** Bishop, Bishopric members, or designated Ward Council member
- **Role:** Oversee ward emergency operations and decisions
- **Responsibilities:**
    - Manage the emergency communications center
    - Act on guidance from Stake leaders or civil authorities
    - Prioritize needs and assign tasks
    - Coordinate with external relief agencies
    - Schedule 24/7 staffing for the Command Center

Head Captains
- **Who:** Ward Mission Leader or Executive Secretary
- **Role:** Support and manage Ministering Circle Captains
- **Reports To:** Ward Command Center Leaders
- **Responsibilities:**
    - Collect and consolidate reports from Ministering Circle Captains
    - Provide updates to the Ward Command Center
    - Ensure accurate and timely information flow

Ministering Circle Captains
- **Who:** Elders Quorum and Relief Society Presidencies
- **Structure:** The ward is divided into three districts, each overseen by a member of the presidency.
- **Reports To:** Head Captains
- **Responsibilities:**
    - Conduct welfare checks and perform needs assessments.
    - Document findings using standardized forms.
    - Submit reports to Head Captains for further action.

Step 3 Worksheet (2 of 2) Emergency Medical Response Plan

Ward:_____Date_____

List of Ward Medical Personnel:

MEDICAL PERSONNEL	SPECIALTY (PHYSICIAN, NURSE, ETC)	CONTACT INFORMATION

In the event of an emergency, the ward will establish an **Emergency Medical Station** (EMS) at a designated location—this may be the Ward Command Center, a member's home, or a mobile unit. Mobile EMS teams may consist of emergency medical specialists equipped with backpacks or "tackle boxes" to provide care directly at individuals' homes.

The EMS will be organized and led by an Emergency Preparedness Specialist (Welfare and Self-Reliance Specialist) assigned to medical emergencies who is trained in advanced wound care and emergency response.

- Suggested EMS Supplies

  Note: Each medical emergency preparedness specialist should stock supplies based on their qualifications and may include additional items as appropriate.

- Basic First Aid Supplies
  - Comprehensive first aid kit
  - Bandages (various sizes)
  - Steri-strips
  - 2x2 and 4x4 gauze pads
  - Medical tape, Kling wrap, elastic bandages
  - Antibiotic ointment
  - Alcohol wipes, Betadine, Povidone-iodine solution
  - Benzoin tincture
- Medications
  - Pain and fever relief: Acetaminophen, Ibuprofen, Aspirin, Naproxen
  - Antihistamines
  - Anti-diarrheal: Imodium, Pepto-Bismol
- Specialized Medical Items
  - Albuterol, Advair, or Asmanex (for asthma)
  - EpiPen (for severe allergic reactions)
  - 1% Hydrocortisone cream
  - Dermabond (skin adhesive)
- Miscellaneous
  - Duct tape (for emergency splinting or sealing)

Step 4: Identify Emergency Communication Methods

During a disaster, traditional communication methods such as landline phones, cell phones, and vehicle transportation may be disrupted. To ensure effective communication, the Ward Council or Assigned Representative should plan for and implement alternative communication methods.

Recommended methods for emergency communication include:

- Internet-based platforms such as email, social media, and instant messaging.
- Text messaging via cell phones, which may still function even when voice services are unavailable.
- Amateur (ham) radio for dependable communication.
- Physical delivery of messages by foot, bicycle, or other means, potentially involving full-time missionaries as couriers.

To enhance these efforts, priesthood leaders may appoint communication specialists—often individuals with relevant experience and equipment—to oversee emergency messaging coordination.

Additional measures to strengthen the ward's emergency communication plan include:

- Encouraging each family to establish their own communication strategy
- Appointing a communication specialist to organize ham radio operators
- Offering ham radio licensing courses for interested members
- Procuring radios for use by the bishopric, ward council members, emergency preparedness specialists, and Ministering Circle Captains
- Enlisting Young Men as 'runners' to physically deliver messages on foot or by bicycle
- Assigning certain runners to specific blocks, collaborating with Ministering Circle Captains
- Stationing others at the Ward Command Center under the bishopric’s supervision

Step 4 Worksheet (1 of 2)

Ward:_____Date_____

Ward Emergency Communication and Coordination Plan

The purpose of this information is to outline the ward's communication plan, ensuring reliable contact and coordination during a crisis.

COMMAND CENTER PHONES (PRIMARY AND ALTERNATES)	RADIO CHANNELS	PRIVACY CODES	GOOD BATTERIES (CHARGE)	LAST RADIO TEST DATE
			☐	
			☐	
			☐	

Two-Level Chain of Communication

This structure ensures all households are accounted for during emergencies.

LEVEL	COMMUNICATION FLOW	PURPOSE
Level 1	Ministering Circle Captain → EQ & RS Presidents → Bishopric	Conduct a **basic** headcount and gather initial condition reports for each ward member.
Level 2	Ministering Brother/Sister → EQ & RS Presidents → Bishopric	Provide a **detailed** assessment of each household's condition and needs, including non-members.

- The Ward Communication Specialist is responsible for establishing and managing the ward's radio network ("radio net") to ensure effective coordination of all radio traffic with the Command Center. This role also includes organizing training for radio users and overseeing the structured flow of communication during emergencies.
- **Emergency Radios**
  - Command Center Leaders and Head Captains should be equipped with FRS or GMRS radios for communication during emergencies.
    - FRS radios (short-range, no license required) or
    - GMRS radios (longer-range, license required)
  - Battery Management: Keep radios stocked with fresh batteries, charged and ready.
  - Monthly radio tests will ensure reliability, improve operator skills, and verify functionality from all identified radio channels.

Step 4 Worksheet (2 of 2)

Ward:_____Date_____

Maintain Ward Directory of Leaders & Community Contact Information

To ensure seamless emergency coordination, each ward must maintain a comprehensive and up-to-date directory of key leaders and specialists, encompassing both ecclesiastical figures like the bishopric and auxiliary presidencies, as well as designated emergency roles such as Emergency Preparedness Specialist, Communication Specialist, and Emergency Medical Specialist.

NAME	ROLE	PHONE	EMAIL	ADDRESS

Step 5: Encourage Member (Neighborhood) Preparation

The Stake goal for Wards is for every family to be spiritually and temporally prepared for personal or widespread disasters. To help every household become spiritually and temporally prepared for personal or widespread emergencies. As we are reminded, *"If ye are prepared ye shall not fear."*

Members are encouraged to follow the Church's guidance on preparedness, including resources found at https://www.providentliving.org and in the pamphlets:

- All Is Safely Gathered In: Family Home Storage (04008)
- All Is Safely Gathered In: Family Finances (04007)

Recommended Actions for Ward Emergency Preparedness Specialists

- Offer monthly preparedness classes for Relief Society and Elders Quorum members.
- Share guidance on creating family emergency preparedness plans.
- Distribute home storage deals to help families build their supplies affordably.
- Organize preparedness skills training (open to all members).
- Teach 5th Sunday preparedness lessons as requested by ward leadership.
- Encourage ward council members to lead by example and provide preparedness experiences for their quorums and youth classes.

Communication preparedness messages and encouragement can be shared through:

- Relief Society and Elders Quorum meetings
- Sacrament meeting or stake conference talks
- Ministering visits and check-ins

Family Emergency Response Card System

To support the ward emergency plan, each household should display a visible signal during an emergency to indicate their status. Suggested indicators include:

SIGNAL	MEANING
HELP	Urgent assistance needed
GOOD	All is well
EMERGENCY or DANGER	Critical situation – immediate help required

Saratoga Springs Utah Stake

Appendix

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Critical Information - Stake Leadership

NAME	ROLE	PHONE	EMAIL	ADDRESS
Pres. Jordan Erickson	Stake President	801-368-9856	jordan.erickson@gmail.com	1702 Range Rd
Pres. Dayne Petersen	Stake Pres. 1st Counselor	801-971-8684	petersen@nuvistaplasticsurgery.com	1768 Amanda Lane
Pres. Ryan Woodbury	Stake Pres. 2nd Counselor	801-427-8844	ryanwoodbury@gmail.com	1479 Garden View Ct
Stake Executive Secretary	Devin Knighton	801-722-8187	devinknighton@gmail.com	186 W Parkside Dr.

Critical Information - Community Contacts for City Services, Utilities, Medical, etc.

NAME	ADDRESS	PHONE	NOTES
City of Saratoga Springs Offices	1307 Commerce Dr. Saratoga Springs, UT 84045	801-766-9793	
Saratoga Springs **Police** Department	367 South Saratoga Road	801-766-6503	(Call 911 to dispatch officers)
Saratoga Springs **Fire & Rescue**	995 West 1200 North	801-766-6505	In case of an emergency—such as fire, medical issues, or carbon monoxide alarm problems—call 911 immediately
Saratoga Springs **Utility**: Water and Sewer Emergencies:		801-404-2468	
Saratoga Springs **Utility**: Natural Gas		1-800-323-5517	or visit the Questar Gas Company website
Saratoga Springs **Utility**: Power		1-888-221-7070	or visit the Rocky Mountain Power website
Saratoga Springs **Utility**: Allied Waste		801-785-5935	
Local Emergency **Medical**:Westlake Emergency Center	700 North Redwood Rd Lehi, UT 84043	385-338-2600	
Saratoga Springs **InstaCare**	354 W Crossroads Blvd. Saratoga Springs, UT 84045	801-341-5200	
Premier Family **Medical** and Urgent Care	62 E Thrive Dr #100 Saratoga Springs, UT 84045	801-766-8427	

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Critical Information – Community Resources and Church Services (Welfare, Storehouse, Counseling, etc.)

NAME	ADDRESS	PHONE	NOTES
Saratoga Springs Home Storage Center	142 West Medical Dr Suite 2	385-498-5337	
Saratoga Spring Deseret Industries	W Medical Dr Suite 2	(801) 528-4221	
Welfare Help Line (Bishop access ONLY)		1-855-537-4357	1-855-LDS-HELP
Red Cross	1190 Spring Creek Pl B-1, Springville, UT 84663	801-373-8580	or visit the American Red Cross website
United Way of Utah County	148 100 W, Provo	801-374-2588	
Utah County Housing Authority (shelter)		801-373-8333	485 N Freedom Blvd, Provo
Lehi Peaks Mobile Pantry (food) (Utah Food Bank)	1149 North 300 West, Lehi	801-978-2452	(Thurs. only 8 am-9 am)
Tabitha's Way (food pantry)	1509 Commerce Dr. #200, Saratoga Springs	801 692-1881 ext. 408	

Critical Information – List Other Emergency Resources:

http://www.utah.gov/beready (State resources)	**https://www.ready.gov/ (Federal resources)**
Earthquakes: http://earthquakes.utah.gov/	

Critical Information – Stake & Ward Communication Leaders (HAM Radio Operators and other)

Name	Call Sign	Contact Info	Ward Notes
Robin Cock	N7LMN	801-471-9202	Talons Cove Primary Coordinator
Cathy Roueche	KK7VJA	817-707-9280	Talons Cove
Melinda Eberly	KK7VIZ	801-602-3534	
Eric Eberly	KK7VIO	801-502-3034	
Jeff Heuer	K7WKO	801-360-6069	
Robin Heuer	K7YKO	801-360-0101	
Anne Bills	KI7BQC	801-619-3794	
Bob Warnick	KM6RHM	714-390-7077	
Shawn Lance	KK6ZWL	408-621-9817	
Brad Clawson	KK7VIY	801-558-4427	
Phil Leue	KI7BZO	385-335-0727	
Isabel Hitshew	KG6CHA-exp	510-789-5353	
Michael Arrington	exp	503-716-6536	
Eric Smith	KG6YXE	949-282-3088	Saratoga Hill 7th