

**SALT LAKE BIG  
COTTONWOOD  
STAKE  
EMERGENCY  
RESPONSE  
PLAN**

Version 9, 7 March 2024

## TABLE OF CONTENTS

Overview .....	Paragraph A, page 1
Concept of The Operation.....	Paragraph B, page1
Stake Emergency Preparedness Committee.....	Paragraph C, page 2
Ward Emergency Response Plans.....	Paragraph D, page 2
Community Emergency Response Teams (CERT).....	Paragraph E, page 2
Block Captain Program.....	Paragraph F, page 3
Individual Ward Members.....	Paragraph G, page 3
Emergency Preparedness Training (Ward Leaders).....	Paragraph H, page 3
Operational Readiness Kit.....	Paragraph I, page 3
Communications.....	Paragraph J, page 4
Stake Emergency Preparedness Coordinator.....	Paragraph K, page 4
Emergency Special Functions.....	Paragraph L, page 5
Requirements For Set-Up of an Operational EOC.....	Paragraph M, page 5
Guidelines For Disaster Cleanup and Church Volunteer Safety.....	Paragraph N, page 5
Guidelines For Use Of Meetinghouses As Emergency Shelters.....	Paragraph O, page 6
Pandemic Planning.....	Paragraph P, page 6
Organizational Structure of the EOC (Emergency Operations Center.....	Paragraph Q, page 6
The Ridge Cottonwood Senior Living Center/17 <sup>th</sup> Branch.....	Paragraph R, Page 6
Ward Standardized Equipment Cache.....	Paragraph S. Page 7
ANNEX A (Emergency Operations Center Personnel Log).....	Page A-1
ANNEX B (Communications Message Log).....	Page B-1
ANNEX C (Emergency Special Functions 4-16) .....	pages C-1 through C-3
ANNEX D (Suggested Organizational Diagram and Duty Descriptions for the EOC).....	Pages D-1 through D- 4
ANNEX E (Ward Standardized Equipment List).....	Page E-1

## SALT LAKE BIG COTTONWOOD STAKE EMERGENCY RESPONSE PLAN

- A. OVERVIEW:** In the event of a disaster (a catastrophic event where there is property damage, injury and possible death and we are “on our own” with no utilities or public services), the General Handbook of Instructions states: “the stake council, is responsible to develop and maintain a simple written emergency response plan for the stake to respond to emergencies.” This plan establishes all policies directing the stake council in its disaster response roll and outlines council member assignments and responsibilities. The plan will also document critical policy that must be followed by ward councils to govern the details of setting up a fully functioning ward incident command center (ICC). **Copies of both stake and ward Emergency Response Plans are available on the Big Cottonwood Stake web page <https://bigcottonwoodstake.com> under the topic (emergency preparedness).**

Subsequent to a disaster, the stake council will be responsible for establishing an emergency operations center (EOC) that will be located at the LDS ward building at 1750 Spring Lane. ANNEX D of this document outlines the recommended EOC organizational structure and duty descriptions for all EOC personnel. The stake president will be designated as the EOC Commander and will determine when and to what extent the EOC will function. All stake council members should be provided a personal copy of the stakes emergency response plan and have 24/7 access to the stake offices and stake clerk’s office, which is where the EOCs operational readiness kit is located (see paragraph I). This kit is labeled and contains all supplies, instructional information and communications equipment necessary for EOC operations.

- B. CONCEPT OF THE OPERATION:** When activated, the stake EOC is responsible for coordinating and providing guidance to individual ward ICCs (Incident Command Centers) and establishing communications links to Holladay City, Church HQ and adjacent stakes EOCs as necessary and appropriate. In other words, the EOC is a coordinating and supervisory body. Ward ICCs are responsible to conduct all emergency response activities within their boundaries and establish communications links to the stake EOC. It is essential to remember that all assets necessary for emergency response efforts are found within the individual wards. In the event wards do not have sufficient resources to meet their needs, they will relay those needs to the stake EOC, at which

point the EOC commander will then either shift assets between ICCs where possible and as appropriate, or coordinate with adjacent stakes, the City of Holladay or Church HQ to request additional support as needed. When outside support, such as supplies, equipment or personnel is acquired, the stake will account for it, and then allocate it when and where it is needed.

Due to the varying peculiarities that arise during a disaster, the stake can publish or disseminate additional policy to help address previously unforeseen needs or concerns throughout the stake.

- C. **STAKE EMERGENCY PREPAREDNESS COMMITTEE:** The stake will create an emergency preparedness committee composed of a high council representative, a stake- called emergency preparedness coordinator and an emergency preparedness specialist from each ward. This committee will recommend emergency response policies and directives for the stake president's approval. After approval, such policies will then be disseminated and govern all emergency response activities within stake boundaries. The ward emergency preparedness specialists will ensure that all stake preparedness directives are adhered to and work with their bishops to be able to establish a fully functioning and capable ward incident command center (ICC).
- D. **WARD EMERGENCY RESPONSE PLANS:** The General Handbook of Instructions states that each ward is to have a written plan to respond to emergencies and coordinate this plan with similar plans created by the stake and community. The stake emergency preparedness coordinator is to ensure that such plans are developed, and that this requirement is fulfilled. Emergency response plans (both ward and stake) will be revised and updated as necessary by the Stake Emergency Preparedness Coordinator to ensure they completely support one another in their entirety, and reflect current Church policies and guidelines. These plans should not only establish accountability for all disaster response efforts by bishops and ward councils, but also cover every activity a ward would have to be prepared to perform in a disaster situation. Wards, through their emergency preparedness specialists, can suggest changes to the ward/stake plans at any time.
- E. **COMMUNITY EMERGENCY RESPONSE TEAMS (CERT):** Stake policy suggests that each ward have at least 50 CERT trained individuals to allow for adequate response to emergency situations. Sanctioned CERT training classes are offered periodically throughout the year by various agencies. The details of these training courses will be provided to all ward emergency preparedness specialists by the stake emergency

preparedness coordinator and will allow adequate lead time for individuals to enroll. CERT trained individuals are trained in search and rescue, recovery, fire suppression, basic medical treatment, triage etc. **The stake president would like every ward council member and high council member to become CERT qualified. The stake president also encourages bishops to be directly involved in their ward's CERT training efforts.**

- F. BLOCK CAPTAIN PROGRAM: We have adopted the FEMA suggested block captain program and ask that each ward appoint block captains to report the needs and concerns of all individuals within their ward's boundaries in the event of a disaster. The ward emergency preparedness specialist, in conjunction with the ward council, is responsible for determining how the ward should be geographically subdivided. The ward emergency preparedness specialist will then appoint and train the block captains who will be responsible for those subdivided areas. As soon as possible after a disaster, the block captains will make a thorough assessment of all damage and needs in their area and report it to the ward ICC. The ICC then assesses, prioritizes and deploys appropriate response teams as needed.
  
- G. INDIVIDUAL WARD MEMBERS: The stake recommends that each family has a minimum of 2 weeks of water (1 gal/person/day), food, alternative fuel, 72 hour kits and sanitation supplies suitable to their needs. Families are also encouraged to include a set of 5 laminated 8.5 x 11-inch colored placards to be stored with their 72 hour kits. The placards should be labeled as follows: **Green** indicating all is well, **Yellow** meaning help is needed but not immediate or life threatening, **Red** meaning immediate help or critical care is needed, **Black** meaning there is a deceased person, and **White** meaning that no one is home. These nationally recognized color-coded placards can be placed outside a residence, in an obvious location, to alert block captains as to the family's needs so that adequate help can be provided, in the most expedient manner, after any disaster. (Wards may adopt other methods using the same color-coded system to best meet their needs as deemed appropriate). **Leaders must remember that individual family readiness is our greatest asset during a disaster.**
  
- H. EMERGENCY PREPAREDNESS TRAINING (WARD LEADERS): The stake president encourages all ward leaders to consider providing instruction on family emergency preparedness topics periodically. Such lessons could be taught in priesthood and relief society classes or on 5<sup>th</sup> Sunday combined meetings as appropriate.
  
- I. OPERATIONAL READINESS KIT: An operational readiness kit, which contains all supplies and materials necessary to support the establishment of a functioning EOC when a

disaster occurs, should be maintained by the stake. All stake council members should know its location and have access when needed. The kit includes 3 containers, one with all administrative supplies and equipment, one with a CB radio and the third containing HAM radio equipment. Supplies and equipment for the kit will be procured by the stake emergency preparedness coordinator, who is also responsible for ensuring that the contents of the kit are accounted for and kept in functioning condition. The kit should be labeled with a list of its contents on the outside. **(THE OPERATIONAL READINESS KIT IS LOCATED IN THE STAKE CLERK'S OFFICE)**. An additional kit should be kept off site with the stake emergency preparedness coordinator in the event the stake offices are damaged and cannot be occupied. Similar kits are also to be maintained by every ward to meet their disaster response requirements.

- J. COMMUNICATIONS: It is recommended that the preferred method of communication in the event of a disaster is as follows: First, is that of a messenger or runner system. It is the most reliable, practical and efficient due to the proximity of all ward buildings within the stake. Secondly, following Church guidelines is to have stake licensed HAM radio operators use their equipment to establish electronic communications as necessary, and thirdly to use our CB radios that are part of the stake operational readiness kit if necessary and appropriate. It is proper communications protocol that lower organizational entities are responsible to establish communications with their next higher organizational entity. This means ward response teams to the ward ICC, the ward ICC to the stake EOC and the stake EOC to Holladay City the Church or to adjacent stakes. This protocol makes for the least confusing method of conducting all communication requirements and is the policy of our stake.
- K. STAKE EMERGENCY PREPAREDNESS COORDINATOR: The stake emergency preparedness coordinator will assist the stake president (EOC commander) during disasters. He will also have keys and access to all buildings and facilities, conduct stake emergency preparedness committee meetings, develop and update ward and stake emergency preparedness plans, procure funding for critical emergency supplies and equipment as approved by the stake council, supervise and assist ward emergency preparedness specialists, coordinate CERT training, maintain the stake's operational readiness kit, secure adequate storage for equipment and supplies, and assure that all stake emergency response directives are adhered to. The stake emergency preparedness coordinator should conduct training for the stake council on an annual basis to ensure that they are aware of their responsibilities in the event of a disaster. In addition, the stake emergency preparedness coordinator must also ensure that this similar training is being conducted annually for ward councils by each ward emergency

preparedness specialist. **Details, as well as dates for all scheduled annual training requirements will be established and disseminated by the stake emergency preparedness committee.**

- L. EMERGENCY SPECIAL FUNCTIONS (ESFs): Sixteen emergency special functions have been identified by Salt Lake County and Holladay City Emergency Master Plans; they identify key functions that need to be considered for implementation during disasters. All 16 ESFs pertain to ward ICCs; however, only the first three ESFs pertain to stake EOC operations.
  
- M. REQUIREMENTS FOR SETUP OF AN OPERATIONAL EOC (ESFs 1-3): **ESF1**- Immediately after a disaster, initial response should be to ensure that an individual's family is safe and secure. Afterwards, members of the stake council should report to the stake building and establish a functioning EOC to oversee and coordinate all disaster response efforts within their stake boundaries. **ESF2** -The first stake council member to arrive, after locating the operational readiness kit, should immediately set up a check-in area with a sign-in log for all arriving stake council members and volunteers. The log should include names, time of arrival, area or activity assigned and departure time for every EOC volunteer (see ANNEX A). **ESF3** – The next priority is to establish the stake's communications center with communication links from all ward ICCs, and to adjacent stakes, Holladay City and Church Headquarters to coordinate efforts with and between these entities as necessary. Maintaining a message log is essential, and all entries should include: the origin of message, the time the message is received or sent, and a summary of message content and actions taken (see ANNEX B). Communications means include telephone, cell phone, runner/messenger, amateur radio, or CB radio. Guidelines pertaining to the use of the CB radio are attached to the CB's that are part of the stakes two Operational Readiness Kits. Those guidelines include: instructions on proper radio protocol, how to hook up the CB radio, a list of ward and stake call signs and radio channels assigned for use throughout the stake. As additional stake council members arrive, areas of responsibility and leadership roles can be divided as necessary (see ANNEX D). **ESFs4-16** – These ESFs cover functions that are conducted by ward ICCs and are listed in (ANNEX C) for reference only. The EOC commander should be aware of all ICC disaster response activities and their status at all times.
  
- N. GUIDELINES FOR DISASTER CLEANUP AND CHURCH VOLUNTEER SAFETY: **(Go to the website [Safety.ChurchofJesusChrist.org] and look up disaster cleanup guidelines). Hard copies of this document are found in the stake's operational readiness kit.**

- O. GUIDELINES FOR USE OF MEETINGHOUSES AS EMERGENCY SHELTERS: **(See General Handbook of Instructions 22.5.3 and 35.4.4). This action requires Area Presidency approval. Stake and ward leaders are to ensure that people using the buildings observe Church standards of conduct, including the Word of Wisdom.**
- P. PANDEMIC PLANNING: **(Go to the website [Safety.ChurchofJesusChrist.org] and look up pandemic planning then go to Pandemic Planning Home and Family Preparedness New). Hard copies of this document are found in the stake's operational readiness kit.**
- Q. ORGANIZATIONAL STRUCTURE OF THE EOC (EMERGENCY OPERATIONS CENTER): The suggested organizational structure of the EOC is found in **ANNEX D this document. This is only a suggested model and can be modified any time or any way by the EOC commander.** Since the stake EOC is in the same building or operational area as the 10<sup>th</sup> and 12<sup>th</sup> ward ICCs, those wards will be responsible for conducting all facilities and construction activities for the entire site.
- R. THE RIDGE COTTONWOOD SENIOR LIVING CENTER/17<sup>th</sup> BRANCH: The Ridge Cottonwood Senior Living Center, located on the northwest corner of Highland Drive and 5600 South, is located within our stake boundaries and serves as the facility for our 17<sup>th</sup> Branch. The director of the complex is responsible for and has a detailed emergency response plan in place to facilitate all emergency response needs for that facility. The director and his staff train and exercise their plan frequently. We as a stake share in the support of that responsibility since the complex is located within our stake boundaries. Our responsibilities are relegated to providing emergency response support as requested by the director of the complex.

The stake presidency assigns responsibility for emergency response support of that center to the 12<sup>th</sup> ward. Prior to any disaster, the 12<sup>th</sup> ward is to assign a block captain to that complex. The role of the block captain is to establish communication with the director of the complex as soon as possible after a disaster and coordinate providing any support requested. After a request is made, the block captain is to make that request known to the 12<sup>th</sup> ward ICC at the soonest possible time. The ICC will then assemble the needed support personnel and equipment and make it available to the complex director to employ as necessary. When there is no longer a need for the support, the director of the complex will release those assets back to the 12<sup>th</sup> ward ICC. If the 12<sup>th</sup> ward does not have the assets needed, the request for support will be forwarded to the stake EOC who will shift assets from other wards in the stake, ask for help from adjacent stakes or

request Holladay city to support the request. The block captain should stay in contact with the facilities director on a frequent basis throughout a disaster to make sure they can provide help as needed. The director of the facility should feel welcome to interface with the 12<sup>th</sup> ward ICC at any time for assistance.

The 12<sup>th</sup> ward emergency preparedness specialist should provide both a copy of the stake and ward emergency response plans to the facilities director.

- S. WARD STANDARDIZED EQUIPMENT CACHE: The stake requires that each ward have enough basic equipment on hand for ward councils to outfit and deploy 2 response teams to address the needs of those within their boundaries in the event of a disaster. To comply with this requirement the stake has purchased the necessary equipment such that each ward has all items identified in ANNEX E of this plan. Each ward emergency preparedness specialist has the responsibility to ensure a safe and secure storage facility at their ward building and conduct periodic inventories of this equipment. Wards may add additional items to their cache at their discretion. Ward councils should know where and what is in the cache and have 24/7 access to its contents.



COMMUNICATIONS MESSAGE LOG (ANNEX B)

COMMUNICATIONS LOG		CERT		DATE
		RADIO OPERATOR NAME		
LOG				
TIME	FROM	TO	MESSAGE	
PAGE _____ OF _____				

EMERGENCY SPECIAL FUNCTIONS (ESF's 4-16)  
(ANNEX C)

ESF's 4-16 pertain to response activities conducted by the ward ICC's. The following is a complete summary of these requirements and are listed in this annex only so that members of the stake EOC are aware of the specific requirements placed on individual ICCs. Ward ICCs will form special response teams to meet the needs within their ward boundaries as necessity dictates. As these teams are assembled the following generic requirements must be met: they must consist of no less than two to three individuals, a team leader must be designated, communications links must be established from each team to the ICC, and teams must be adequately clothed and equipped. Written logs must be maintained documenting team personnel, assigned activity and location, time of departure, expected time of return, and actual time of return. Team leaders must be debriefed upon their return from any assigned mission. Ward ICC's are required to keep the stake EOC informed of all response activities and current status. Specific requirements and considerations of possible teams to be formed are as follows:

- ESF 4. Search and Rescue Team Specific Requirements:** CERT trained personnel should be assigned as the team leader, if possible. If not CERT trained, select an individual who is a good organizer and able to take and give clear and concise directions.
- ESF 5. Medical Team Specific Requirements:** Select a team leader with medical training or CERT training. The team leader should consider coordination with the transportation teams for medical evacuation needs since they will have the equipment for that purpose.
- ESF 6. Fire Suppression Team Specific Requirements:** Appoint a team leader who is CERT trained or has had some fire suppression training. Teams should not attempt to put out large fires, only small ones that one extinguisher can handle. They may try to put a fire break around a larger fire.
- ESF 7. Logistics Management Team Specific Requirements:** Appoint a team leader that is good at procurement and supply management. Teams are to procure needed supplies and return them to the ICC's logistics area.
- ESF 8. Water and Sanitation Team Specific Requirements:** Appoint a team leader who has knowledge of water procurement and sanitation skills. Be sure to have information on hand about water purification and how to keep from spreading germs. Designate teams as follows: a team to make sure the ICC operational area is kept clean and sanitized, a team to assess water needs and procure needed quantities, a team to ensure adequate latrine facilities are maintained and appropriately located, a team to take care of establishing a morgue, removing bodies to mortuaries as soon as possible and if mortuaries are not available ensure bodies are placed in body bags or something air tight to keep animals away, this may also require putting bodies in temporary graves. Ensure

the availability of specialized supplies and equipment specific to the above requirements and communicate needs to the Stake where appropriate.

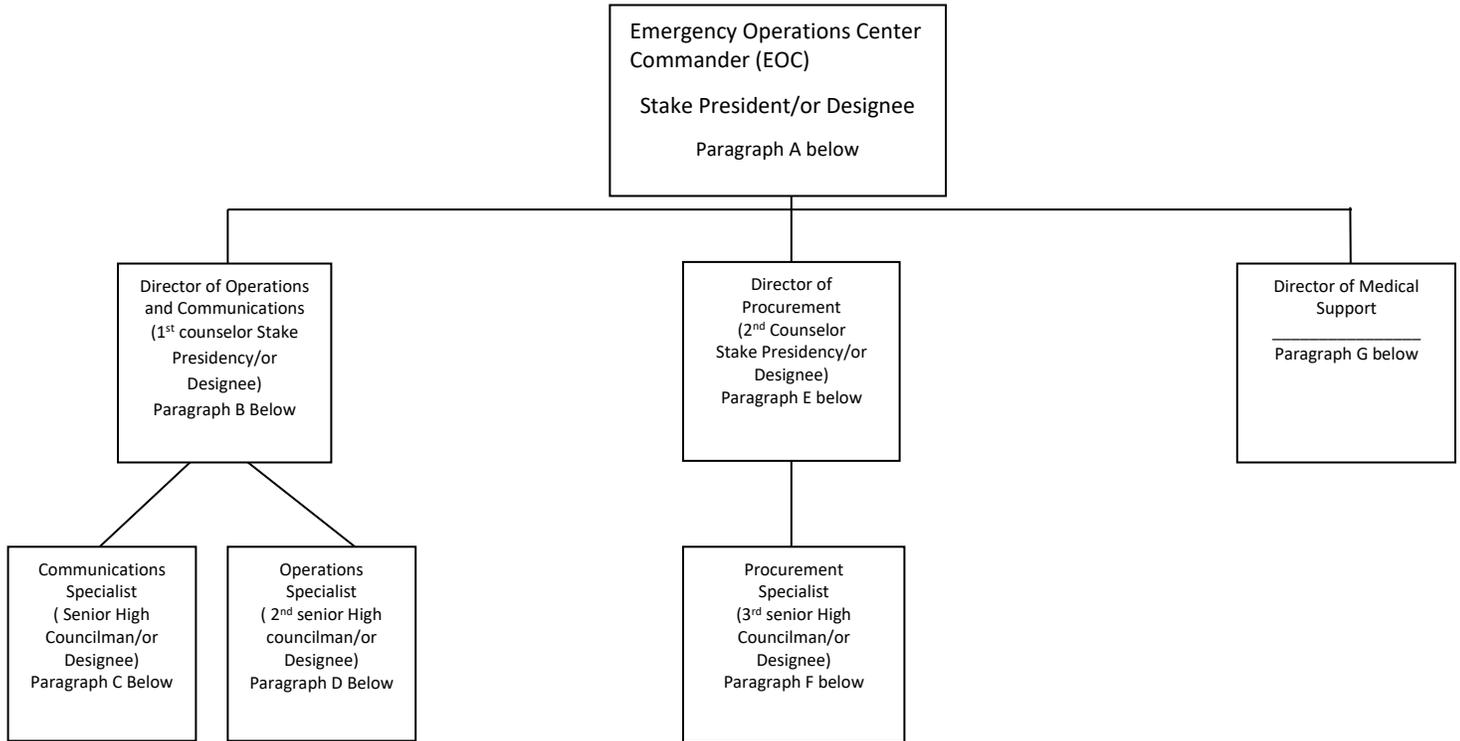
- ESF 9. Transportation Team Specific Requirements:** Assign a transportation team leader. Acquire necessary transportation assets to support ICC missions (busses, trucks, automobiles, SUVs, bicycles, ATVs, wheelbarrows, carts, backboards etc.), and coordinate with the stake to request transportation needs beyond ward capabilities. Transportation teams will most likely be concerned with moving small numbers of people and materials. Make sure teams sign out, list their destination and expected time of return. When the mission is completed, they should log their return time and make a final report of that mission.
- ESF 10. Energy Teams Specific Requirements:** Assign a team leader. Teams should be composed of individuals who know how and where to procure generators, stoves, gasoline propane, butane, kerosene, and wood as necessary. Upon assignment teams should sign out, list their destination and time of return. When the mission is completed, they should log their return time and make a final report of that mission.
- ESF 11. Mass Feeding Team Specific Requirements (Stake ESF 11):** The mass feeding team leader does not have to be someone who cooks but one who can organize teams to perform the cooking requirements, set up, and identify places to prepare and serve food. Feeding teams need to be flexible as to the numbers being fed.
- ESF 12. Sheltering, Construction and Cleanup Team Specific Requirements:** Appoint a team leader who has construction experience if possible. Follow LDS Church guidelines for cleanup (reference paragraph N). Coordinate the use of the Ward building for emergency shelter. Church guidelines should be adhered to if the Ward building is used for sheltering purposes (reference paragraph O).
- ESF 13. Childcare, Elderly and Special Needs Team Specific Requirements:** Appoint a team leader with training in these specialty areas if possible. As needed, teams should set up areas for childcare, elder care, and special needs care. Coordination through the stake is suggested to request local, county or state government assistance and guidance as required.
- ESF 14. Moral, Psychological, Emotional, Recreation Team Specific Requirements:** Appoint team leaders with experience in these specialty areas if possible. Assign teams only as needed. Coordination through the stake is suggested to request local, county or state government assistance as required.
- ESF 15. Safety and Security Team specific Requirements:** Assign team leaders with knowledge of safety and security duties. Assign teams where and as needed. Teams may have to work with crowd control. Coordination with local law enforcement is recommended where possible.
- ESF 16. Animal sheltering and Control:** Assign a team leader with knowledge in this area. Consideration should be made for both large and small animals. Food,

water, shelter and control is a priority. Small animals should remain with owners where possible for both animal and owner comfort.

ANNEX D

SUGGESTED ORGANIZATIONAL DIAGRAM AND DUTY DISCRPTIONS FOR ESTABLISHMENT OF THE STAKE  
EMERGENCY OPERATIONS CENTER (EOC)

**(THIS IS ONLY A SUGGESTION, THE EOC COMMANDER CAN MODIFY AS NEEDED)**



**Stake Relief Society, YW and Primary organizations are critical assets that can be used in all of the above outlined responsibilities. Volunteers under 18 years of age require signed parental permission slips.**

A. EMERGENCY OPERATIONS CENTER (EOC) COMMANDER (THE STAKE PRESIDENT OR DESIGNEE):

- Initiates establishment of the EOC as deemed necessary.
- Establishes EOC policies and directives as appropriate.
- Is near the Director of Operations and Communications during a disaster.
- Is aware of all response activities of the wards Incident Command Centers (ICC's).
- Coordinates with Holladay City, Church HQ and adjacent stakes as appropriate.
- Directs efforts and resources between ICCs to ensure maximum results and effectiveness of response activities within stake boundaries.
- Determines and coordinates relocating EOC activities to an alternate site as necessary.
- Handles all stake public relations responsibilities during a disaster.
- As appropriate, appoints a skilled HAM radio operator for communication duties and a trained medical specialist as the Director of Medical Support in the EOC.

- Upon establishment of the EOC, conducts staff meetings/briefings as necessary to coordinate all emergency efforts within Stake boundaries.
- B. DIRECTOR OF OPERATIONS AND COMMUNICATIONS (THE 1<sup>ST</sup> COUNSELOR IN THE STAKE PRESIDENCY OR DESIGNEE):
- Coordinates all personnel assets and work area assignments for EOC operations.
  - Ensures there is a system in place to always account for all EOC volunteers.
  - Ensures EOC communication requirements are being properly met.
  - Directs site security for the EOC.
  - Coordinates the EOC Commanders staff meetings and briefings as required.
  - Tracks all ward ICC response activities and status.
  - Co-locates operational and communications activities near the EOC Commander.
- C. COMMUNICATIONS SPECIALIST (THE SENIOR HIGH COUNCILMAN OR DESIGNEE): At the direction and approval of the Director of Operations and Communications is responsible to:
- Establish the EOC communications and message center. All information, (in any form) both incoming and outgoing, must be processed through the message center for proper processing and distribution.
  - Establish communication links to adjacent stakes, Holladay City and Church HQ.
  - Establish alternate communication abilities if primary means of communication are inadequate or ineffective. (Modes of communication include telephone, cell phone, amateur radio, CB, or runner).
  - Disseminate information received at the communications center to the appropriate EOC Directorate or ward ICC in the most timely and efficient fashion.
  - Maintain a message log and action booklet for all communications received or sent to include: origin of message, time received or sent, summary of the message and any action taken (See Annex B this plan).
  - **ALL FORMS AND DOCUMENTS NECESSARY TO ASSIST IN THE PERFORMANCE OF THIS MISSION ARE LOCATED IN THE STAKE OPERATIONAL READINESS KIT IN THE PENDAFLEX FOLDERS TABBED COMMUNICATIONS.**
- D. OPERATIONS SPECIALIST (THE 2<sup>ND</sup> SENIOR HIGH COUNCILMAN OR DESIGNEE): At the direction and approval of the Director of Operations and Communications is responsible to:
- Maintain a written personnel log of anyone reporting to the EOC for any purpose. Records should include name of individual, arrival time, where assigned, type of assignment, and departure time (see ANNEX A). **(ALL LOGS ARE TO BE KEPT ON FILE AND NOT DESTROYED).**
  - Acquire informational guidance from outside sources on subjects that need clarification and then properly disseminate that information where necessary for implementation and guidance. (Examples include information relating to sanitation, establishment of temporary morgues, mass feeding/housing locations, water purification directives, evacuation procedures, etc.).
  - Disseminate policy and directives instituted by the EOC Commander to the ward ICCs.
  - Implement EOC site security procedures.
  - Establish a method of obtaining information on all activities and status of those activities conducted by ICCs and posting that information for the EOC Commander.
  - Handle all administrative details of setting up the EOC Commanders staff meetings and briefings.

- **ALL FORMS AND DOCUMENTS NECESSARY TO ASSIST IN THE PERFORMANCE OF THIS MISSION ARE LOCATED IN THE STAKE OPERATIONAL READINESS KIT IN THE PENDAFLEX FOLDERS TABBED OPERATIONS.**
- E. DIRECTOR OF PROCUREMENT (2<sup>nd</sup> COUNSELOR IN THE STAKE PRESIDENCY OR DESIGNEE):
- Coordinate the shift of assets between ICCs, if and where possible to meet the needs of the various wards.
  - For material, transportation, or personnel needs beyond stake capabilities, and at the direction of the EOC Commander, initiates appropriate actions through your Procurement Specialist (paragraph F below) to locate and acquire those needs through other outside agencies.
  - After obtaining outside resources coordinates with the EOC Commander to orchestrate their accountability and distribution as needed throughout the stake.
  - Directs the procurement of anything (supplies, equipment, or personnel) needed to support the operation of the EOC.
- F. PROCUREMENT SPECIALIST (THE 3<sup>RD</sup> SENIOR HIGH COUNCILMAN/OR DESIGNEE): At the direction and approval of the Director of Transportation and Procurement is responsible to:
- Affect the shift of assets between ICC's to adequately meet the response needs within stake boundaries.
  - Take actions as directed to inquire of outside agencies to acquire supplies, equipment, or personnel needs beyond what is available with existing assets. Requests are to be made through Holladay City, adjacent stakes or possibly Church HQ. When and if those assets are made available establish a method of accountability and then as directed distribute them where needed among the various ICCs, such that those resources are used most effectively and efficiently.
  - Allocate adequate staging space for assets until distributed.
  - Procure all supplies, equipment or personnel needed to support the operation of the EOC.
  - **ALL THE FORMS AND DOCUMENTS NECESSARY TO ASSIST IN THE PERFORMANCE OF THIS MISSION ARE LOCATED IN THE STAKE OPERATIONAL READINESS KIT IN THE PEDAFLEX FOLDERS TABBED TRANSPOTATION/PROCUREMENT.**
- G. DIRECTOR OF MEDICAL SUPPORT: (DESIGNATED AS APPROPRIATE BY STAKE PRESIDENT)
- Coordinates with the Director of Procurement to locate and obtain medical supplies, equipment, and medically trained personnel beyond the scope of individual ICCs.
  - Coordinates with local medical facilities for medical evacuation procedures and policies and keep the ICCs informed of the most current evacuation guidelines.
  - Requests, receives and disseminates medical guidance provided by outside entities.
  - Coordinates medical assets between ICCs to best respond to needs within stake boundaries.
  - When medical supplies, equipment or personnel are made available from other agencies, determines where they should be deployed to do the most good in the shortest time frame. (Will request Director of Procurement to facilitate the accountability and dissemination of those supplies).
  - Establishes and disseminates internal medical policies for ICCs as deemed necessary.
  - Establishes temporary morgue, sanitation and water purification policies in the absence of outside directives and disseminates the guidance to the ICCs as appropriate.

- **ALL FORMS AND DOCUMENTS NECESSARY TO ASSIST IN THE PERFORMANCE OF THIS MISSION ARE LOCATED IN THE STAKES OPERATIONAL READINESS KIT IN THE PENDAFLEX FOLDERS TABBED MEDICAL.**

## WARD STANDARDIZED EQUIPMENT LIST

(ANNEX E)

2- 5gal buckets of bandage material  
2- 5gal buckets of cribbing material  
2- 5gal buckets of splinting material  
Bolt cutters 2ea  
Crescent wrenches 10" 2ea  
Crow bar 48" 2ea  
Digging bar 2ea  
Duct tape 2 rolls  
Dust masks 2 boxes  
Flashlights 2ea with extra batteries  
Garbage bags Heavy duty 2 boxes  
Garden pick 2ea  
Hack saws and extra blades 2ea  
Hand held walkie talkies 4ea  
Nitrile gloves one size fits all 2 boxes  
Pick mattock 2ea  
Pkg of zip ties various lengths 1 container of 650/pkg  
Plastic sheeting 10' x 100' roll heavy duty 2ea  
Rope ½ " x 50' lengths 2ea  
Safety goggles 4ea  
Shovel round point 2ea  
Shovel square 2ea  
Sledge hammer 2ea  
Utility knives 2ea