

EMERGENCY RESPONSE PLAN

For All Wards

Of the Big Cottonwood Stake

Version 9

7 March 2024

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- A. OVERVIEW: As outlined in the General Handbook of Instructions the ward council is responsible for coordinating disaster preparedness for all persons within their designated ward boundaries. The handbook further states: “the ward council is to have a simple written emergency response plan”. Ward plans have been developed by the stake emergency preparedness coordinator that coincide with both stake and community guidelines, and are continually updated as needed. The plan outlines all policies and procedures to be followed by ward councils to best prepare for and address all needs during a disaster. Wards, through their emergency preparedness specialist, can suggest changes to the ward/stake plans at any time. In the event of a disaster, **(defined as 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 ward council has the responsibility to establish a fully functioning **incident command center (ICC) to be located at their ward building.**

To ensure ward council members are best able to establish a fully functioning ICC, they should all have keys with 24/7 access to the ward building and clerk’s office, as well as a personal copy of the most current version of the ward emergency response plan. they should also know where the ICC operational readiness kit is located (see paragraph G below). This emergency plan has been prepared to assist the ward leadership in effectively rendering assistance and supporting both ward and stake disaster requirements. **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). (Reference paragraph J, K, L and Annex D of this plan for specific ward council duties and responsibilities in a disaster).**

- B. CONCEPT OF THE OPERATION: In the event of a disaster the ward ICC will be established at the direction of the ICC commander (bishop), who will also determine the degree to which the ICC will function. The ICC is responsible for establishing response priorities and conducting all response efforts within the ward boundaries. The ICC will also track the status of all responses and keep the stake EOC commander (stake president) up to date on all disaster related activities. If disaster efforts exceed the resources available within the ward, the ICC commander will direct those needs to the stake EOC. The EOC commander will then either shift assets between ICCs where possible, or coordinate with the City of Holladay, adjacent stakes, or Church HQ for the additional support necessary. Outside resources require accurate accountability until returned to the issuing entity. The stake EOC will also communicate any new or additional guidance or policy directives to the ICCs as appropriate.
- C. COMMUNITY EMERGENCY RESPONSE TEAMS (CERTs): Stake policy suggests that each ward have at least 50 CERT trained individuals to allow for adequate response to emergency situations. The ward council should support this goal by encouraging ward members to attend CERT training courses when they are offered. CERT trained individuals are trained in search

and rescue, recovery, fire suppression, basic medical treatment, triage, etc. A list of each ward's CERT trained individuals will be maintained by the ward emergency preparedness specialist. CERT training courses are offered throughout the year in our vicinity by various agencies. The details of these training courses will be provided to all ward emergency preparedness specialists by the stake emergency preparedness coordinator. When announcing these courses, adequate lead time will be given to ensure that individuals are able to enroll.

The stake president encourages bishops to be directly involved in their ward's CERT training efforts and would like all ward council members to become CERT trained.

After any disaster, CERT trained individuals are to report to the ICC where all response efforts are coordinated, prioritized, planned for, responded to and tracked through to completion.

- D. BLOCK CAPTAINS: We have adopted the FEMA suggested block captain program and ask that each ward appoint block captains to report on the needs and concerns of all individuals within their wards 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 are responsible for those subdivided areas.

Block captain responsibilities include assessing all damages and needs within their assigned areas, and reporting that information to the ICC as soon as possible after the occurrence of a disaster. The ICC is then best able to assess, prioritize and deploy appropriate response teams where and as needed. If block captain reports are not received in an adequate time frame, as determined by the ICC Commander, other personnel will be sent out to evaluate the area and report their findings.

- E. INDIVIDUAL WARD MEMBERS: In the event of a disaster, and once individual ward members can ensure the safety and comfort of their own families, they should then offer assistance and available critical assets (i.e. trucks, ATVS, equipment, expertise, manpower, etc.) for use at the ICC. **Families should also keep in mind that the best insurance in any disaster is individual family preparedness.** The stake encourages all families to acquire at least two weeks of water (1 gallon per person per day), two weeks of food, two weeks of alternative fuel, 72-hour kits, and sanitation supplies suitable to each family's needs. To assist designated block captains in carrying out their task of initial evaluation and needs assessments within their assigned areas, we encourage each household to include a set of 5 laminated 8.5 x 11 inch colored placards, 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 at 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. (Wards may adopt other methods using the same color-coded system to best meet their needs as deemed appropriate).

- F. **WARD LEADERS:** The bishop, elders quorum president and the relief society president should provide periodic instruction on individual and family emergency preparedness topics. The bishop can incorporate such preparedness training periodically during 5th Sunday combined meetings, and elders and relief society presidents can present appropriate emergency preparedness topics on occasion during their scheduled Sunday meetings.
- G. **OPERATIONAL READINESS KIT:** Each ward must maintain an operational readiness kit, located in the **WARD CLERK'S OFFICE**, that contains all supplies and materials necessary to support the establishment of a functioning ICC when a disaster occurs. All ward council members should be aware of the kit's location and have access as needed. Each kit includes two containers, one with all necessary administrative supplies and equipment and the other containing all necessary CB communications equipment and directions for use. It is recommended that an envelope containing a key to the ward equipment cache be attached to the cover of the administrative box. Supplies and equipment for the operational readiness kit are to be procured by the ward emergency preparedness specialist, who is responsible to ensure its contents are fully accounted for and kept in functioning condition, and that the kit is clearly labeled with a list of its contents on the outside. An additional kit should be kept off-site with the ward emergency preparedness specialist in the event the ward building is damaged and cannot be occupied.
- H. **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 most reliable, practical, and efficient due to the proximity of all ward buildings within the stake. Secondly, following Church guidance is to have stake licensed HAM radio operators use their equipment to establish electronic communications as necessary, and thirdly using the CB radios that are part of the ward operational readiness kits 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.
- I. **WARD EMERGENCY PREPAREDNESS SPECIALIST:** The emergency preparedness specialist will assist the ICC commander during disasters, have keys and access to all buildings and facilities, train the ward council annually concerning their ICC duties and responsibilities and attend ward council meetings on a quarterly basis. They are also responsible for obtaining, storing, procuring and accounting for critical emergency supplies and equipment as approved by the ward and stake councils. Further, they should attend all stake emergency planning meetings, identify and train block captains, encourage ward members to become CERT trained and maintain a list of those currently CERT qualified, maintain the ward's two operational readiness

kits and assure all stake directives are appropriately implemented and acted on. **(Details, as well as dates for all scheduled annual training requirements, mentioned above, will be established and disseminated by the stake emergency preparedness committee).**

- J. **EMERGENCY SPECIAL FUNCTIONS (ESFs):** Sixteen emergency special functions have been identified from Salt Lake County and Holladay City Emergency Master Plans; they identify key functions that need to be considered for implementation by ICC emergency responders to meet the requirements of any disaster situation. These critical ESFs are outlined in paragraphs K and L below and drive all operational responses during any declared emergency.
- K. INITIAL DISASTER RESPONSE (ESFs 1-3): **ESF1** - Immediately after any disaster, the initial response should be to ensure an individual's family is safe and secure. After that is accomplished, members of the ward council should report to the ward building and establish a functioning ICC to meet the needs within their ward boundaries and establish contact with the Stake Emergency Operations Center (EOC). **ESF2** -The first ward council member to arrive, and after locating the operational readiness kit, should immediately set up a check-in area with a sign-in log for all arriving volunteers. The log should include the name, time of arrival, area or activity assigned and departure time for every volunteer (ANNEX A). They are also to receive and document incoming block captain reports. After a reasonable time, teams should be assembled and sent out to perform the duties of block captains who have not reported from their assigned areas. **ESF3** - The next priority is to establish a communications link to the stake, and begin transmitting the status of all ICC response activities as soon as possible. Maintaining a message log is essential. Entries should include: origin of message ,time the message is received or sent, summary of message content and action taken (ANNEX B). Means of communication include: telephone, cell phone, runner/messenger, amateur radio, or CB radio. Guidelines pertaining to the use of the CB radio are attached to the CBs that are part of each wards two Operational Readiness Kits. Those guidelines include: instructions on proper radio protocol, how to hook up the CB radio, and a list of ward and stake call signs and designated radio channels assigned for your ward's use. As additional ward council members arrive, areas of responsibility and leadership roles can be divided as necessary (see ANNEX D). If ward council members are not available, other volunteers can be utilized on a temporary basis as appropriate. **Everything that is needed to establish the ICC will be found in the ICC operational readiness kit located in the clerk's office.**
- L. SECONDARY DISASTER RESPONSES AND OPERATIONAL CONSIDERATIONS (**ESFs 4-16**): After the requirements in paragraph J have been met, special response teams created to meet needs within the ward boundaries will be designated to perform specialized missions. 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 to the ICC, and teams must be adequately clothed and equipped. Written logs

must be maintained for team personnel that include name, assigned activity and location, time of departure, expected time of return, and actual time of return (ANNEX C). Team leaders must be debriefed upon their return from any assigned mission. 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 ICCs 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 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 special 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 transportation teams sign out and list their destination and expected time of return. When their 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 to support the needs of the ward. Upon assignment, teams should sign out and list their destination and expected time of return. Upon mission completion they should log their time of return and make a final report of that mission.
- ESF 11. **Mass Feeding Team Specific Requirements:** 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 (Paragraph M). 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 (Paragraph N).
- 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 their owners where possible for both animal and owner comfort.

M. 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 ward’s operational readiness kit.**

N. 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.**

- O. PANDEMIC PLANNING: **(Go to the web site [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 ward's operational readiness kit.**
- P. ORGANIZATIONAL STRUCTURE OF THE ICC: The suggested organizational structure of the incident command center is found in **ANNEX D. This is only a suggested model and can be modified any time or any way by the ICC commander.**
- Q. THE RIDGE COTTONWOOD SENIOR LIVING CENTER/17th BRANCH: The Ridge Cottonwood Senior Living Center, located on the northwest corner of Highland Drive and 5600 South, is within our stake boundaries and serves as the facility for our 17th 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 facility 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 12th ward. Prior to any disaster the 12th 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 12th 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 12th ward ICC. If the 12th 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 12th ward ICC at any time for assistance.

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

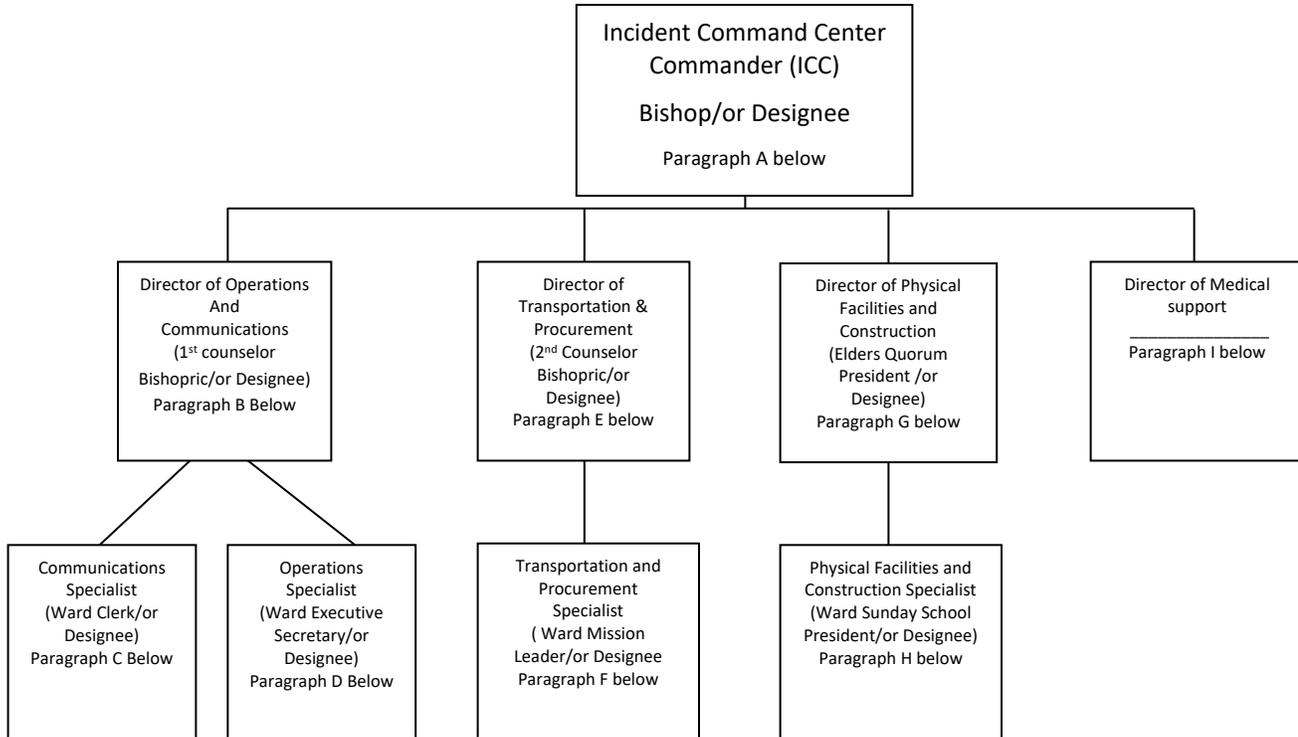
- R. WARD STANDARDIZED EQUIPMENT CACHE: The stake requires that each ward have a basic equipment cache on hand for ward councils to outfit and deploy 2 response

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 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.

ANNEX D

SUGGESTED ORGANIZATIONAL DIAGRAM AND DUTY DISCRPTIONS FOR ESTABLISHMENT OF THE WARD
INCIDENT COMMAND CENTER (ICC):

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



Relief society, Aaronic PH, 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. INCIDENT COMMAND CENTER (ICC) COMMANDER (BISHOP/OR DESIGNEE):

- Initiates establishment of the ICC as deemed necessary.
- Is in close proximity to the Director of Operations and Communications.
- Considers establishing cooperation agreements with wards in the same building, to eliminate duplication of efforts and to enhance the effectiveness of ICC operations.
- Provides support to the stake where possible.
- Determines the need of relocating the ICC to an alternate site if required.
- Upon establishment of the ICC, conducts staff meetings as necessary to coordinate all emergency efforts.

B. DIRECTOR OF OPERATIONS AND COMMUNICATIONS (1ST COUNSELOR BISHOPRIC/OR DESIGNEE):

- Coordinates all personnel assets and assignments for ICC operations.
- Prioritizes all ICC emergency response efforts based on **block captain** reports, ICC commander directives and other directorate requests.

- Determines the types and number of emergency response teams to deploy.
- Ensures there is a system in place to account for all ICC volunteers at all times.
- Ensures ICC communication requirements are being properly met.
- Provides site security for the ICC.
- Co-locates operational/communications activities near the ICC commander.
- Requests transportation, supply and equipment needs to support your mission to the Director of Transportation and Procurement.
- Coordinates the ICC Commanders staff meetings as required.

C. COMMUNICATIONS SPECIALIST (WARD CLERK/OR DESIGNEE): At the direction and approval of the Director of Operations and Communications:

- Establishes the ICC communications/message center. All information (in any form), both incoming and outgoing, must be processed through the message center for proper processing and distribution.
- Establishes communication link to the stake.
- Establishes communication links and methods to be used for activities conducted within ward boundaries.
- Establishes alternate communication abilities if primary means of communication is inadequate or ineffective. (Modes of communication include telephone, cell phone, amateur radio, CB, or runner).
- Disseminates information received at the communications center to the appropriate director in the most timely and efficient fashion.
- Maintains a message log for all communications received to include: origin of message, time received or sent, summary of message and action taken. (See Annex B this plan)
- Receives/ consolidates block captain reports and passes that information to the Director of Operations and Communications for appropriate prioritization and action.
- If after a reasonable time frame, has not received block captain reports, informs the director of operations and communications so others can be sent to gather information from the area of concern.
- **ALL FORMS AND DOCUMENTS NECESSARY TO ASSIST IN THE PERFORMANCE OF YOUR MISSION ARE LOCATED IN THE WARD OPERATIONAL READINESS KIT IN THE PENDAFLEX FOLDERS TABBED COMMUNICATIONS.**

D. OPERATIONS SPECIALIST (EXECUTIVE SECRETARY/OR DESIGNEE): At the direction and approval of the director of operations and communications:

- Maintains a written personnel log of anyone reporting to the ICC 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).**
- Implements site security procedures and policies.
- Based on priorities determined by the Director of Operations and Communications, forms, assigns, briefs, equips, deploys, and tracks all response teams. **(See paragraph K pages 4-6 of this plan to identify the types of teams you may need to form). (Some response teams you form under paragraph K may be assigned to other ICC Directors In the performance of their missions).**

- Briefs/debriefs all response teams at the beginning and conclusion of their assignments and provides that information to the Directorate of Operations and Communications for further follow up actions as necessary.
 - **ALL FORMS AND DOCUMENTS NECESSARY TO ASSIST IN THE PERFORMANCE OF YOUR MISSION ARE LOCATED IN THE WARD OPERATIONAL READINESS KIT IN THE PENDAFLEX FOLDERS TABBED COMMAND/OPERATIONS.**
- E. DIRECTOR OF TRANSPORTATION AND PROCUREMENT (2nd COUNSELOR BISHOPRIC/OR DESIGNEE):
- Directs the procurement of all needed supplies, equipment, transportation modes, water, fuel, oil, energy sources, spare parts, repair parts, trained mechanics and drivers for ICC operations.
 - Requests personnel needs through the Director of Operations and Communications. (See paragraph K of this plan as to the specific types of response teams to request to support your mission). You may also request other types of personnel needs as the situation dictates.
- F. TRANSPORTATION AND PROCUREMENT SPECIALIST (WARD MISSION LEADER/OR DESIGNEE): At the direction and approval of the Director of Transportation and Procurement:
- Procures and allocates transportation and logistical resources based on priorities and missions of the ICC and the guidance of your directorate. Possible resources include: Busses, trucks, automobiles, SUV's, ATV's, bicycles, wheelbarrows, carts, back boards, tools, potable water, fuel, oil, energy sources, supplies, equipment, spare parts, repair parts, trained mechanics and qualified drivers as needed.
 - Allocates and tracks assets and knows where they are, what they are being used for, who the operator is, the expected time of return, and must be able to recover any equipment that may break down.
 - Allocates adequate staging space for assets.
 - Coordinates the use of transportation, supply and equipment assets provided by outside sources such as stake, city, county, and state.
 - **ALL THE FORMS AND DOCUMENTS NECESSARY TO ASSIST IN THE PERFORMANCE OF YOUR MISSION ARE LOCATED IN THE WARD OPERATIONAL READINESS KIT IN THE PENDAFLEX FOLDERS TABBED TRANSPOTATION/PROCUREMENT.**
- G. DIRECTOR OF PHYSICAL FACILITIES AND CONSTRUCTION (ELDERS QUORUM PRESIDENT/OR DESIGNEE):
- Ensures adequate physical facilities are available to support the needs of the ICC, to include adequate sanitation, water, heat, light and working space for all ICC personnel.
 - Oversees all physical facilities maintenance and construction activities.
 - Has keys and access to all buildings, rooms, and storage facilities.
 - Provides guidance to the ICC commander on movement to an alternate site.
 - Requests personnel support through the Director of Operations and Communications. (See paragraph K of this plan as to the specific types of response teams to request to support your mission). Personnel with specific skills may be requested by name as needed.
 - Requests transportation, supply and equipment needs to support your mission to the Director of Transportation and Procurement.
- H. PHYSICAL FACILITIES AND CONSTRUCTION SPECIALIST (WARD SUNDAY SCHOOL PRESIDENT/OR DESIGNEE): At the direction and approval of the Director of Physical Facilities and Construction:

- Coordinates and supervises set up and take down of all ICC structures, as well as, storage and maintenance of those structures.
 - Allocates adequate working space for repair and maintenance personnel and their equipment.
 - Assigns work areas to all ICC entities. (ICC commander, communications, operations, transportation/procurement, physical facilities and construction, medical, mass feeding, mass sheltering, child care, elder care, special needs care and animal sheltering space. The possibility also exists to provide adequate space for a temporary morgue.
 - Acquires unique supply items needed to support your mission through your directorate to the Directorate of Transportation and Procurement.
 - Acquires and maintains an adequate source and supply of safe water to the ICC.
 - Establishes adequate trash facilities and containment areas for the ICC.
 - Makes sure all ICC facilities are clean and maintained.
 - Coordinates with the Director of Medical Support as needed.
 - Makes sure personnel assigned are briefed thoroughly prior to performing assigned tasks and debriefed when tasks are concluded.
 - Checks and identifies any unsafe conditions, recommends fixes, and then checks to make sure of compliance.
 - Is aware of sanitation and safety guidelines prescribed by state, local, state, and federal agencies.
 - **ALL FORMS, DOCUMENTS AND GUIDANCE NECESSARY TO ASSIST IN THE PERFORMANCE OF YOUR MISSION ARE LOCATED IN THE WARD OPERATIONAL READINESS KIT IN THE PENDAFLEX FOLDERS TABBED PHYSICAL FACILITIES/CONSTRUCTION.**
- I. DIRECTOR OF MEDICAL SUPPORT: (SOMEONE WITH MEDICAL EXPERTISE APPOINTED BY THE BISHOP)
- Directs operation of the ICCs medical aid station to include: triage, treatment and medical evacuation requirements.
 - Designates by name medically trained personnel from ward assets to assist in the ICC medical mission.
 - Acquires required medical equipment and supplies prior to and during any disaster.
 - Documents when, where, who, and arrival and departure times of those helping and those being treated at the ICC.
 - Makes sure personnel assigned to the ICC aid station are briefed thoroughly prior to performing assigned tasks and debriefed when tasks are concluded.
 - Requests personnel support from the Director of Operations and Communications. (See paragraph K of this plan as to the specific types of response teams to request to support your mission). May also request other types of personnel needs as the situation dictates.
 - Requests transportation, supply and equipment needs to support the ICC medical mission to the Director of Transportation and Procurement.
 - Establishes temporary morgue and directives for operation as required.
 - Advises the Director of Operations and Communications when forming medical response teams to respond to needs outside the ICC but within the ward boundaries.
 - **ALL FORMS AND DOCUMENTS NECESSARY TO ASSIST IN THE PERFORMANCE OF YOUR MISSION ARE LOCATED IN THE WARD 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