

EMERGENCY RESPONSE PLAN

SIoux CITY IOWA STAKE

Revision: 9-11-2009

Stake President: David Faldmo

Phone: 605-422-1725

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For simplicity's sake, this plan uses "bishop" to refer to bishops and branch presidents, and "ward" to refer to wards and branches

RESPONDING TO AN EMERGENCY

Priorities

Members should take direction from civil authorities during emergencies

1. Assist those who are injured or in danger.
2. Account for families, helping them reunite as soon as possible.
3. Inform the Area Presidency _____ or Church Headquarters _____, as soon as possible regarding conditions in the stake and request help as needed.
4. While arranging for shelter and other services, keep people as close to their property as possible (or in the homes of relatives, friends, or neighbors) before sending them to public shelters or establishing a shelter in the church meetinghouse.
5. Assess damage to church property and take steps to protect it as necessary.
6. Review damage to homes and determine ways neighbors can help one another.
7. If necessary, establish a shelter as outlined in "Stake Center Use" below.

Stake Center Use

The stake center may be used as a *temporary* shelter or evacuation center, with the approval from the Area Presidency. The chapel should be used *only* for meetings. Care should be taken to ensure appropriate control of the building by priesthood leaders. Assign quarters as follows:

Room	Use
Chapel	General information meetings, worship services
High Council room	Command Center
Stake Clerk's office	Communications center
Family History Center	Information center
Rooms by bishops' offices & Young Men/Young Women rooms	Family sleeping
Primary rooms and Nursery	Child care
Font room	Infant care
Half gym	Recreation area
Half gym	Meal serving area
Kitchen	Food preparation
Relief Society room	First aid station

Presiding Officers

Stake presiding officers, in the order shown below, will direct stake-wide response efforts. See Appendix B (Stake and Ward Leadership) for stake-wide calling, assignment, and contact information.

- Stake President
- First Counselor
- Second Counselor
- High Councilors (closest first, geographically)

Contact Lists

See Appendix B for a more detailed contact list

Emergency Communications

In addition to those members listed in the leadership directory, the following members have been assigned to facilitate emergency communications to help in determining needs and coordinating relief efforts. If at all possible, communicate with the stake presidency through these individuals.

Assignment	Name	Phone (H)	Phone (C)	Phone (W)	Call Sign
Emergency Communications	Mike Sawyer	712-274-9050	712-898-1388		KC7URN
Emergency Communications	Randy Hogan	712-930-5363			KC0ZTR
Emergency Communications	Susan Askew	402-371-2978			KD0JE
Stake Executive Secretary	Mike Enszer	712-560-4255	712-266-3227		
Bishop's Storehouse		402-891-1577			

Shelter Assistance

In the case of the stake center being used as a shelter, these members should be considered for help in the following specialties. These are only general guidelines, as the needs in an emergency will fluctuate wildly, and help from any individual—member or not—will be welcome.

Calling/Assignment	Name	Phone (H)	Phone (C)	Phone (W)
[These assignments will need to be updated]				
First Aid	Cliff Wilkinson	605-356-3036		
Mental/Emotional Health	Robin Baker	712-258-9393		
Food Preparation	Amy Carr	712-239-0684		
Food Preparation	Janet Dutton	402-287-2867		
Housing	Brenda Walker	712-293-2041		
Recreation	Cliff Wilkinson	605-422-1850		
Sanitation	Kent Crandall	712-258-4811		
Child Care	Lorrie Uhl	712-274-1180		
Information Center	Curtis Hansen	712-258-9393		

Emergency Communications

Communication is critical in determining needs and providing help. Emergency communications specialists will coordinate communication from ward leadership to area leadership.

See the *Stake Emergency Communications Plan* (Appendix A) for detailed communications guidelines

In general, follow these guidelines:

- If the telephone system is **working**, use it.
- If the telephone system is **not working** (down or busy):
 - Visit households in person if nearby (by foot, bike, car, horse, etc.)
 - Contact remote households by radio

Stake Welfare Committee Response

After ensuring that family members are able to care for themselves, the Stake Welfare Committee and a representative from each ward will meet to:

- Determine an initial course of action based on direction from civil authorities
- Collect assessments of member families by ward
- Focus on physical arrangements that might be needed
- Set up a time and method for follow up communications
- Make contact with the regional representatives [
- Make contact with the bishop's storehouse at 402-891-1577.

Meeting Location

Gather as many committee members as possible. Conference calling is also possible, if phones are working. See Appendix C for maps.

Primary: Stake Center

- 1201 W. Clifton Ave., Sioux City, Iowa
- Stake President's office/Clerk's office phone: 712-255-9567
- Stake President's cell phone: 712-490-6250
- Foyer phone: 712-255-7985

Alternate: Stake President's home:

- 906 Wynstone Dr., Jefferson, South Dakota
- (605) 422-1725

Telephone conference

- To initiate or join a conference call, dial **877-952-3589**.
- Administrator passcode (for the call leader): **7888053#**
- Participant passcode: **5798462#** (You will be asked to speak your name, which can be used for roll call purposes.)
- Press *1 for a private help menu.
- Press *3 for a private roll call
- Press *6 to mute or un-mute an individual line.

Committee Members

- Stake Presidency, clerk, and executive secretary
- High Council
- Stake Relief Society Presidency
- Ward Welfare Representative

PREPARING FOR AN EMERGENCY

Possible Emergencies

The most likely emergencies to affect areas of the Sioux City Stake are:

- Severe storms, including snow and tornadoes
- Flooding, leading to loss of potable water
- Loss of power (and heat or cooling)
- Loss of communications
- Quarantine (due to human or animal diseases)
- Shortage of fuel

Members should plan accordingly.

How to Prepare

To gather detailed information on preparedness, members are asked to utilize resources from:

- Their ward emergency preparedness specialist
- www.providentliving.org
- www.fema.gov

In general, for both short-term and long-term preparedness, members should plan to be self-sufficient for the following items:

- Food
- Water
- Clothing
- Fuel
- First aid, medications, and toiletries
- Home supplies
- Shelter
- Communications
- Money
- Important documents

MAINTAINING THIS PLAN AND REPORTING

Wards

Wards should monitor the progress that families make towards being fully prepared. Wards should encourage members through:

- Sacrament meeting talks under the direction of the bishop.
- Melchizedek Priesthood quorum lessons and home teaching.
- Relief Society lessons and Enrichment meetings and activities.
- Young Men/Scouting activities and lessons.
- Young Women activities, lessons, and camp.
- Ward dry-pack canning trips.
- Group buys with the stake preparedness specialist.

Ward Welfare Committees will annually create a detailed family preparedness report. Family-level details will be kept in the emergency binder. The report totals will be reported to the Stake Welfare Committee each September. The report should cover:

- Number of families who know about the ward emergency response plan
- Number of families with emergency (72-hour) kits (including food & water)
- Number of families with two-week supply of water
- Families with 1-, 3, and 12-month supply of food
- Those in the ward with special skills or equipment
- Preparedness surveys can be accessed on each unit's Google docs Preparedness spreadsheet, and updates or communications can be sent to the same Google e-mail account:

Unit	Google Docs and e-mail account
Macy	ldswatchcare145130@gmail.com
Norfolk	ldswatchcare042137@gmail.com
Sioux City First	ldswatchcare041548@gmail.com
Sioux City Second	ldswatchcare239585@gmail.com
Spencer	ldswatchcare042145@gmail.com
Storm Lake	ldswatchcare259004@gmail.com
Vermillion	ldswatchcare239593@gmail.com
Yankton	ldswatchcare098523@gmail.com
Sioux City Stake	ldswatchcare524816@gmail.com

The Melchizedek priesthood is in charge of distributing and compiling the survey.

Ward Welfare Committees should also review, update, and report to the assigned high councilor at least annually:

- Ward emergency response plan content and storage.
- Ward emergency communications plan.
- Method used to inform members (including the less-active) of emergency plans.
- Accuracy of the ward list.
- Who has been assigned to assist each family, especially those who may not be able to care for themselves.

These points will be discussed regularly during Stake Melchizedek Priesthood Committee meeting.

Stake

The Stake Welfare Committee will review annually each September:

- This stake emergency response plan, including communications, meetinghouse use, and contact list.
- Ward plans and plan storage based on reports from high councilors.
- Annual reports from the wards.
- Methods for communicating with the wards and with the chairman of the regional welfare committee through the regional communications specialist, Brother Sorensen, if telephones are out.
- Methods for communicating with the Bishops' Storehouse (402-891-1577) if telephones are out.
- Need for new ID cards for those newly called to leadership positions.
- Resources in the stake to prevent and relieve emotional trauma.
- Web site storage of plans and helps

APPENDIX

A

Communications Plan

Sioux City Stake Emergency Response Plan

Appendix A: Emergency Communications

In case of disaster or emergency, the stake will:

1. Contact each ward using telephones (if available) or amateur radio.
2. Obtain status report from each ward.
3. Coordinate relief efforts within the stake as necessary.
4. Report ward and stake status to the Bishops' Storehouse.

In case of disaster or emergency, wards will:

1. Have members check on each household (first active members and missionaries, then less active).
2. Ask members to report household status to auxiliary leadership, who reports status to bishopric, who reports status to stake presidency.
3. Instruct auxiliaries to coordinate relief efforts for members and non-members.
4. Send household status up through channels as status changes.

Additional points to remember:

- Duplicate contacts are acceptable—some wards may complain about getting contacted several times, but at least they were contacted, then verified.
- Don't wait for the ward to contact you—do your part in trying to contact them.
- Know your role—follow through with assignments and expectations. Lives may depend on it.
- Wards are encouraged to construct a high-gain, directional antenna on high ground to reach the stake center using simplex.

Radios

Equipment

For wireless communication, our stake plans to use:

Ham radio ~~CB radio~~ ~~FRS radio~~

For ham radios, a mobile radio setup is usually the best trade-off between power and portability. Handhelds (HTs) are more portable, but have less range. Base stations are less portable, but can have very large range. Use this table as an equipment guide for your members:

Suggested 2-Meter Radio Equipment		
<i>Handheld (HT)</i>	<i>Mobile</i>	<i>Base station</i>
Extra battery	External antenna	External antenna
Carrying case	Extra battery leads	External power supply
Notepad & pen	Notepad & pen	Go kit battery leads
High-gain antenna		Go kit magmount antenna
Battery leads		Napsack
		Notepad & pen

Frequencies

<i>Type</i>	<i>Frequency/channel</i>	<i>Tone</i>
Ham radio	Repeater1: 146.970 (Waterbury)	110.9
	Repeater2:	110.9
	Primary simplex: 147.510	n/a
	Secondary simplex: 147.525	n/a
	Tertiary simplex: 147.540	n/a
CB radio	n/a	n/a
FRS radio	n/a	n/a

Guidelines

- Copy and distribute the completed version of the table above to all radio operators as a quick reference.
- Make sure members in each ward are proficient in the use of their radio.
- Use a notepad to record ward status and mark off information as it's reported up through channels.
- Use a map to determine extent of your network's coverage.
- If a ward uses non-amateur radio (such as FRS or CB) as part of their communications plan, the ward should have a "bridge" operator who has access to *that* type of radio *and* a ham radio to connect ("bridge") the two radio networks.
- 2-meter ham radios are usually the easiest to buy and operate, so the stake communications plan is based on the 2-meter band.

Procedure:

- Speak slowly and clearly. Keep calm.
- Adhere to all radio use guidelines you learned when you got licensed.
- One of the easiest ways to increase your range is to move to high ground, such as the top of a hill. If you *can* move, *move to high ground as soon as possible*.
- If the repeater is busy, meet your contact on the primary simplex frequency. If the primary simplex frequency is busy, meet your contact on the secondary (or tertiary) frequency.
- While operating on a simplex net, transmit at maximum power. When using a repeater, transmit at the minimum power necessary to reach the repeater.

Plan practice and maintenance:

- **Immediately** insert this plan into the stake's emergency plan binder.
- **Immediately** store this plan in your building's member cleaning closet, next to the first aid kit. Copy and distribute as much as you want, but **do not** store the master copy in your home.
- **Monthly** the visiting high councilor audits their emergency plan binder. He will verify its location and the date stamps on its contents, then report it to the stake emergency communications specialist.
- **Monthly** updates to the stake plan will be distributed in hard copy during Stake Saturday Unit Leadership Training, when held. Also check www.sawyerhome.net/cannedham/stake.html for the latest updates.
- **Monthly** participate in the stake's radio net check-ins at 7:30 on the first Tuesday of each month on the wide-area repeater (146.970, tone 110.9, located in Waterbury, Nebraska). Wards without a participating radio operator should contact the stake leadership by phone.
- **Quarterly** print an updated Abbreviated Member Report (family name, phone, address) and put in the stake emergency binder. Use this list as a guide for checking on member status and as a master contact list.
- **Biannually** participate in the stake-wide emergency communications drill. Wards will be asked to check and report on the status of certain members. Dates and times will be announced ahead of time.
- **Annually** explain the stake's full emergency plan to each ward's adult membership (and possibly to the youth) during a fifth Sunday lesson. This can be combined with the ward's own fifth Sunday lesson on preparedness.

APPENDIX B

Stake and Ward Leadership

The Church of Jesus Christ of Latter-day Saints

Sioux City Iowa Stake Leadership Directory

Friday 11 September, 2009

For Church use only

Stake President:	Faldmo, Dave 906 Wynstone Drive Jefferson, South Dakota 57038	605-422-1725
Stake Presidency, 1st Counselor:	Radford, Kent 416 E Garfield Laurens, Iowa 50554	712-841-4759
Stake Presidency, 2nd Counselor:	Hansen, Curtis 524 Bluestem Trail Dakota Dunes, South Dakota 57049	605-540-0102
Stake Executive Secretary:	Enszer, Michael Adam 3108 Myrtle Sioux City, Iowa 51101	712-560-4255
Stake Clerk:	Christensen, Marvin 1423 Ingleside Ave Sioux City, Iowa 51105	712-252-0166
Stake Technology Specialist:	Enszer, Michael Adam 3108 Myrtle Sioux City, Iowa 51101	712-560-4255
High Councilor:	Roberts, Daniel Bruce 1307 10th St Po Box 59, Stanton, Nebraska 68779	402 439-5075
High Councilor:	Fairholm, Matt 421 University St. Vermillion, South Dakota 57069	(605) 624-4124
High Councilor:	Balaski, Larry Dean 2217 Elmers Lane Norfolk, Nebraska 68701	402-371-2550
High Councilor:	Hemmingsen, Jeff 912 Wynstone Drive Jefferson, South Dakota 57038	605-422-1850
High Councilor:	Greenhalgh, Harvey 912 W. Main St. Cherokee, Iowa 51012	712-225-2182
High Councilor:	Walker, Mark Macy, Nebraska 68039	712 276-8820
High Councilor:	Peters, Kyle 4527 Hawthorne Dr Sioux City, Iowa 51106	712-252-0086
High Councilor:	Sawyer, Mike 611 Romans Rd. Sioux City, Iowa 51106	712-274-9050
High Councilor:	Johnson, Brian Douglas 944 Wynstone Dr. Jefferson, South Dakota 57038	605-540-0366

High Councilor:	Uhl, Dan 3918 4th Ave. Sioux City, Iowa 51106-2416	712-274-1789
High Councilor:	Haacke, Spencer 1116 19th St Hawarden, Iowa 51023	712-266-3313
High Councilor:	Wright, Joseph Thad 2301 McDonald St Sioux City, Iowa 51104	712-258-0802
Stake Patriarch:	Dutton, Rich P.O. Box 472 306 Michener St Wakefield, Nebraska 68784	402-287-2867
Stake Relief Society President:	Balaski, Mary 2217 Elmers Lane Norfolk, Nebraska 68701	402-371-2550
Stake Relief Society 1st Counselor:	Carr, Amy 1304 Winona Ct. Sioux City, Iowa 51104	712-239-0684
Stake Relief Society 2nd Counselor:	Dutton, Janet Kathleen P.O. Box 472 306 Michener St Wakefield, Nebraska 68784	402-287-2867
Stake Relief Society Secretary:	Roberts, Nancy 1307 10th St Po Box 59, Stanton, Nebraska 68779	402 439-5075
Stake Young Men President:	Haacke, Spencer 1116 19th St Hawarden, Iowa 51023	712-266-3313
Stake Young Men 1st Counselor:	Hemmingsen, Jeff 912 Wynstone Drive Jefferson, South Dakota 57038	605-422-1850
Stake Young Men 2nd Counselor:	Johnson, Brian Douglas 944 Wynstone Dr. Jefferson, South Dakota 57038	605-540-0366
Stake Young Women President:	Wilkinson, Danielle 47351 324th Street Elk Point, South Dakota 57025	605-356-3036
Stake Young Women 1st Counselor:	Kleve, Sharon 4212 Orleans Ave. Sioux City, Iowa 51106	712-274-7349
Stake Young Women 2nd Counselor:	Trefz, Marilyn Sue 31744 460th Ave. Vermillion, South Dakota 57069	605-624-9667
Stake Primary President:	Uhl, Crystal Lorraine 3918 4th Ave. Sioux City, Iowa 51106-2416	712-274-1789
Stake Primary 1st Counselor:	Radford, Kay Frances 416 E Garfield Laurens, Iowa 50554	712-841-4759

Stake Sunday School President:	Greenhalgh, Harvey 912 W. Main St. Cherokee, Iowa 51012	712-225-2182
Stake Sunday School 1st Counselor:	Balaski, Larry Dean 2217 Elmers Lane Norfolk, Nebraska 68701	402-371-2550
Stake Sunday School 2nd Counselor:	Fairholm, Matt 421 University St. Vermillion, South Dakota 57069	(605) 624-4124
Stake Physical Facilities Representative:	Hayes, Jeff 918 W. Main St. Cherokee, Iowa 51012	712-225-4394
Stake Director of Libraries:	Dutton, Janet Kathleen P.O. Box 472 306 Michener St Wakefield, Nebraska 68784	402-287-2867
Stake Family History Center Director:	Meyers, Kelly 94-553 Alapoai Street #162 Mililani, Hawaii 96789	712-251-7545
Stake Music Chairman:	Flory, Linda 3424 7th Ave. Sioux City, Iowa 51106	712-276-4374
Stake Director of Public Affairs:	Sturgeon, Christine 3869 290th St Danbury, Iowa 51019	712-827-4173

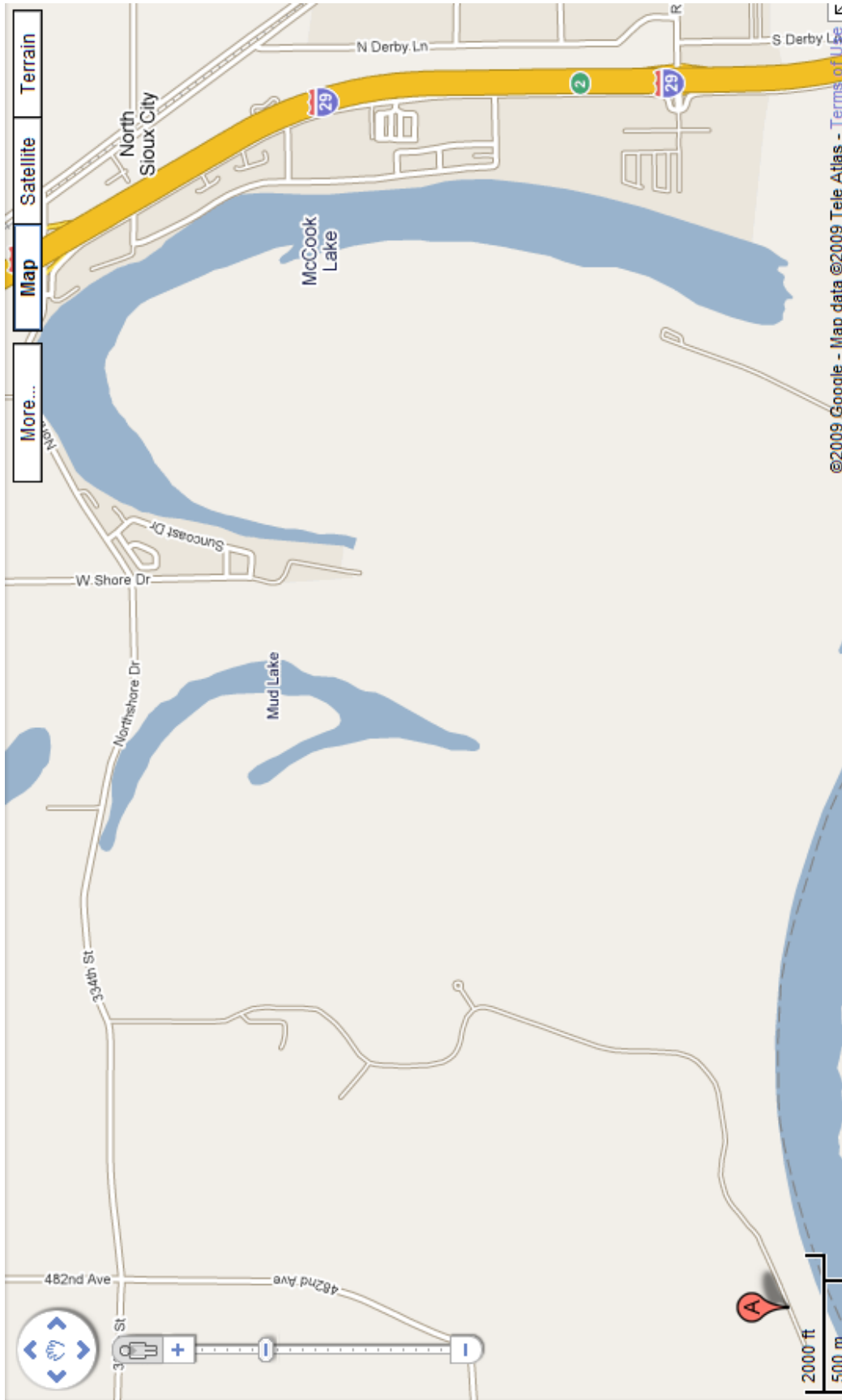
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APPENDIX C

Maps

President Faldmo: 906 Wynstone Dr., Jefferson, South Dakota



Stake Center: 1201 W. Clifton Ave., Sioux City, Iowa

