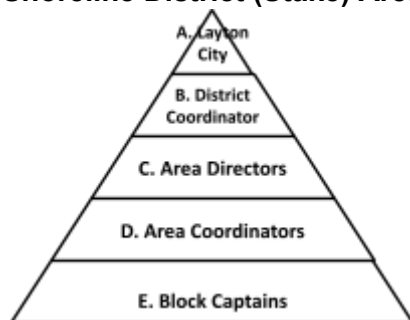


SHORELINE DISTRICT (STAKE) EMERGENCY PLAN ROLES AND RESPONSIBILITIES

Shoreline District (Stake) Areas (Wards): Evergreen, Field Stone, Harmony Place, Layton 2nd, Layton Parke, Pinehurst, Swan Lakes, Weaver Lane, West Gentile



The purpose of the following roles and responsibilities is to

- Prepare your area (ward) in the Shoreline District (Stake) to respond to potential emergencies and disasters and care for members and nonmembers.
- Work collaboratively to support your area (ward) in responding to and recovering from emergencies and disasters until professional assistance becomes available, which may

take several weeks to arrive. Food, water, and shelter remain essential needs.

A. Layton City

1. The Layton City Fire Department CERT trains District and Area Volunteers and provides the District Coordinator with two handheld radios and information at monthly meetings.

B. District Coordinator (Stake High Councilor and Emergency Preparedness Committee) Pre-Emergency

1. Works under the Stake Presidency to direct the stake's efforts to prepare for and respond to emergencies. (Church Handbook 22.9.1).
2. Provides training and materials to each ward's Area Directors/Coordinators.
3. Works regularly with Area Directors/Coordinators to ensure they disseminate monthly updates.
4. Attends all Layton City Emergency Preparedness Meetings.
5. Completes CERT training.

Emergency

6. Sets up a command post at the Stake Center and the Gentile building to
 - a. Receive reports from one assigned person (Area Director or Area Coordinator) in each area (ward) during an emergency and forward information to the Layton City Command Post via radio.
 - b. Disseminate information from the Layton City Command Post to each area's (ward's) assigned Area Director or Area Coordinator.
 - c. Disseminate information to and from the Stake Presidency. (Church Handbook 22.9.1.3)
 - d. Distribute the Layton City documents to Area Directors, tracking damage and resources for government funding.

C. Area Directors (Bishops, Elders Quorum Presidents, and Relief Society Presidents) Pre-Emergency

1. Receive training on your roles and responsibilities from the District Coordinator/Stake Emergency Committee.
2. Collaborate with the ward council by having a key role in increasing personal and family preparedness. (Church Handbook 22.6.2)
3. Encourage each household to build both a short-term and a longer-term supply of food, water, and other necessities. (Church Handbook 22.1.4) Utilize resources such as the 12 Areas of Preparedness on the Be Ready Utah website (<https://beready.utah.gov>). (Church Handbook 22.7)
4. Include the Ward Council in your Area (Ward) Emergency Preparedness Plan. (Church Handbook 22.7)

5. Collaborate with Area Coordinators to develop an emergency preparedness plan that remains flexible if some volunteers are unavailable during an emergency.
6. Establish communication methods when cell phones are inoperable, such as using HAM radios or two-way radios (walkie-talkies), where available in the community.
7. Work with the Area Coordinators to assign Block Captains.
8. Collaborate with the Area Coordinators to establish at least two command posts in your area (ward). The number of command posts depends on the geographical location and population needs.
9. Communicate regularly with the Area Coordinators to receive updates on the status of their responsibilities.

Emergency

10. Help establish command posts in your area (ward).
11. Give and receive reports to and from the District Coordinator.
12. Give and receive reports from Area (Ward) Coordinators/ministering brothers and sisters regarding conditions and needs.
13. Organize and utilize resources and neighbors' skills during a disaster or other emergencies.

D. Area Coordinator Description (Elders and/or Relief Society Counselors, and/or Ward Specialists)

Pre-Emergency

1. Receive training on your roles and responsibilities from the District Coordinator/Stake Emergency Preparedness Committee.
2. Communicate with your Area Directors regularly to support emergency preparedness in your area (ward).
3. Collaborate with Area Directors to encourage each household to establish both short-term and long-term supplies of food, water, and other necessities. (Church Handbook 22.1.4) Utilize resources such as the 12 Areas of Preparedness on the Be Ready Utah website (<https://beready.utah.gov>). (Church Handbook 22.7)
4. Include the Ward Council in your Area (Ward) Emergency Preparedness Plan, and attend Ward Council meetings as invited. (Church Handbook 22.7)
5. Collaborate with Area Directors to develop an emergency preparedness plan that remains flexible if some volunteers are unavailable during an emergency.
6. Establish communication methods when cell phones are inoperable, such as using HAM radios or two-way radios (walkie-talkies), when available in the community.
7. Work with the Area Directors to assign a Block Captain for approximately 5 to 8 households.
8. Work with Area Directors to design your area's (ward's) command posts. (Your area (ward) might require multiple posts, depending on its geographical size and population needs.)
9. Establish a timely communication plan between Block Captains, Area Coordinators, and Area Directors.
10. Train Block Captains to meet their assigned neighbors with the following information:
 - a. Hand out the *Shoreline District Emergency Communication Plan* and your area's (ward's) emergency plan.
 - b. Identify each household's needs and resources (i.e., skills and equipment) and share the information.
 - c. Encourage each household to build both a short-term and a long-term supply of food, water, and other necessities. (Church Handbook 22.1.4) Utilize resources such as the 12 Areas of Preparedness on the Be Ready Utah website (<https://beready.utah.gov>). (Church Handbook 22.7)
11. Keep Block Captain assignments and maps updated.
12. Attend essential trainings.

Emergency

13. Establish the command posts in your area.
14. Give and receive reports to and from the Area Directors and Block Captains.
15. Organize and utilize resources and neighbors' skills during a disaster or other emergencies.

E. Block Captains Job Description (Not a Ward calling)**Pre-Emergency**

1. Meet with each neighbor assigned to your block (approximately 5-8 families).
2. Identify each household's needs and resources (i.e., skills and equipment) and share the information with the Area Coordinators.
3. Provide each family with an outline of your area's (ward's) emergency preparedness plan and the *Shoreline District Emergency Communication Plan*. Educate families about the emergency response colors.
4. Encourage each household to access and use the 12 Areas of Preparedness on <https://beready.utah.gov/>.

Emergency

5. Check windows and doors for emergency response colors, and discuss with assigned neighbors their needs.
6. Report your findings to the Area Coordinators.