

Highlands Ranch Colorado Stake Emergency Preparedness & Response Plan

“... but if ye are prepared ye shall not fear” - Doctrine & Covenants 38:30

In addressing the safety and security of the members of our stake, the Stake Presidency suggests that each household approach personal, family, or area emergencies with these three areas of emphasis in mind:

- 1. Pre-Emergency Preparation**
- 2. In-Disaster Survival**
- 3. Post-Disaster Recovery**

This document will provide guidance and assistance in these areas, helping each home to tune their own Emergency Response Plan to their own specific needs. Each ward has a stewardship to assist its members in this planning and to supplement this plan with appropriate ward appendices. By this Emergency Response Plan (ERP), the Stake is cognizant of its responsibility to assist wards, families, and individuals in the whole process of preparation for crisis through recovery from crisis. However, each person, each family, and each ward is unique in their preparation needs. Variables such as family size, medical conditions, demographics, geography, age determine what the family maintains and in what volume. Ward and Stake Specialists can provide guidance in the preparation at the household level.

We believe that we have an obligation to prepare our stewardship for an emergency. We may well spend our lives in preparation and never have to experience a real emergency. The preparation effort is never wasted because the preparation alone brings peace and calm to the family and to those that look to us for protection. An emergency can be economic with lost employment, a family illness or injury; a fire, an auto accident, a challenge to our faith, and can affect only the family. The focus of our training, preparation, practicing and discussion will be on Pre-Emergency Preparation.

All emergencies in the church include an emergency in one or more homes.

If we are prepared, then In-Disaster Survival is more likely. Our ability to protect lives, property, and our ability to continue our normal family operations is greatly dependent upon the preparation investment we made. If we are stable, then the Ward, Stake and Community leadership may be able to use us to help others.

We all hope the all emergencies are short lived, that our preparation helps us to survive them and to help other survive theirs, and that life and property can be preserved. No matter how long the emergency runs, at some point, we will need to begin Post-Disaster Recovery. Again, the extent of our preparation will improve our In-Disaster Survival and shorten our Post-Disaster Recovery.

We have framed this *Emergency Preparedness and Response Plan* with these three stages of crisis management as the center.

We present each of these stages in order and include a variety of suggestions, resources and challenges. As each family is different, success in planning is subjective. We want all to feel that they are prepared for most emergencies that could affect us at the individual and family level.

Pre-Emergency Preparation

www.providentliving.org

The Church has researched this area very well in concert with national perspectives. We offer the outline for preparation located at www.providentliving.org. As you can see, this preparation includes addressing short-term emergencies and long-term personal growth.

“The revelation to store food may be as essential to our temporal salvation today as boarding the ark was to the people in the days of Noah” - Ezra Taft Benson - October 1973

1. **Three Month Supply** - Build a small supply of food that is part of your normal, daily diet. One way to do this is to purchase a few extra items each week to build a one-week supply of food. Then you can gradually increase your supply until it is sufficient for three months. These items should be rotated regularly to avoid spoilage. When opportunity and resources permit, expand your supplies even further.
2. **Drinking Water** - Store drinking water for circumstances in which the water supply may be polluted or disrupted. Some of this should be portable should you have to move from your home.
3. **Financial Reserve** - Establish a financial reserve by saving a little money each week and gradually increasing it to a reasonable amount.
 - a. **Pay Tithes and Offerings** - Successful family finances begin with the payment of an honest tithe and the giving of a generous fast offering. The Lord has promised to open the windows of heaven and pour out great blessings upon those who pay tithes and offerings faithfully
 - b. **Avoid Debt** - Spending less money than you make is essential to your financial security. Avoid debt, with the exception of buying a modest home or paying for education or other vital needs. If you are in debt, pay it off as quickly as possible. Some useful tools in becoming debt free are a debt-elimination calendar and a family budget worksheet.
 - c. **Use a Budget** - Keep a record of your expenditures. Record and review monthly income and expenses. Determine how to reduce what you spend for nonessentials. Use this information to establish a family budget. Plan what you will give as Church donations, how much you will save, and what you will spend for food, housing, utilities, transportation, clothing,

insurance, and so on. Discipline yourself to stay within your budget plan. A budget worksheet is a useful tool to help you with your plan

- d. **Build a Reserve** - Gradually build a financial reserve, and use it for emergencies only. If you save a little money regularly, you will be surprised how much accumulates over time.
 - e. **Teach Family Members** - Teach family members the principles of Financial management. Involve them in creating a budget and setting family financial goals. Teach the principles of hard work, frugality, and saving. Stress the importance of obtaining as much education as possible.
4. **Longer-Term Supply** - For longer-term needs, and where permitted, gradually build a supply of food that will last a long time and that you can use to stay alive, such as wheat, white rice, and beans.
 5. **Medication and first aid supplies** - Each three-day backpack should have a small first aid kit but the family should ensure that specific medications, supplements and other medical supplies are included in the emergency kit. Be mindful of expiration dates.
 6. **Clothing and bedding** – Should evacuation be necessary, each backpack should contain clothing, bedding or a sleeping bag with consideration to the needs of the season. Diapers and other age-appropriate items should also be stored and also be available for evacuation.
 7. **Important documents** – Original vital documents should be stored in fire and theft proof containers or stored at your bank’s vault. Maintain copies of documents to prove identity, relationship and ownership in your evacuation kit. Vital medical prescriptions, permits, and licenses should also be copied and maintained with this kit.
 8. **Ways to communicate with family following a disaster** – Each family member should carry a laminated card that contained all telephone numbers and addresses of parents, siblings, schools, employments, medical sites, neighbors, etc. Mobile telephones should be programmed to indicate position when 9-1-1 is dialed. Other GPS and location identifiers should be considered, especially for telephones purchased for teens and older children.
 - a. We want every family to have one or more FRS (Family Radio Service) radios so that you can talk on the assigned frequency for your ward or zone to others close to you during a disaster or a drill.

- b. We would like every adult and youth that carries a telephone or text pager to enroll in the Douglas County Emergency Mass Notification System so that communication of an emergency state is immediate to as many people in the Stake as possible. Go to this site to enroll:

http://www.dcsheriff.net/Emergency_Mass_Notification_System.html

- 9. **Gain an Adequate Education** - *“Learn a trade or a profession to enable you to obtain steady employment that will provide remuneration sufficient to care for yourself and your family. The rapidly changing world breeds obsolescence and requires us to be continually engaged in preparing ourselves for the future. We can become antiquated in our professions if we do not stay up-to-date. Imagine how many patients a dentist would have if he continued to use the same tools and techniques he used a decade ago. What about a businessman that tried to compete without the use of computers? Or a builder who had not stayed abreast of the latest materials and methods available? Education has, of necessity, become a lifelong pursuit. We must, in our scheduling of time, allot sufficient time to educate ourselves for now and for the future.”* Elder L. Tom Perry

“Many more people could ride out the storm-tossed waves in their economic lives if they had their . . . supply of food . . . and were debt-free. Today we find that many have followed this counsel in reverse: they have at least a year’s supply of debt and are food-free.” - President Thomas S. Monson,

1. Disasters possible for our area

- a. Thunderstorms / Lightning
- b. Winter Storms / Low Temperatures
- c. Flash Floods
- d. Tornados
- e. Wildfires
- f. Hazardous Material Spills (Truck or Rail)
- g. Terrorism

2. Assignment of responsibilities to Priesthood and Relief Society

- a. See Appendix A (Ward Assignments)

3. Maps, Addresses and contact information of members

- a. See the current copy of the Stake Membership Directory
 - i. See the Appendix B (Ward Maps & Addresses)
- b. Each ward will add the +4 Zip Code to each membership record and assign a ward and stake GEO Code with the 6th and 7th digits and the ward identifier such as NR22 for Northridge Zone 22

- c. Ward Zone Maps and Zone Directories
 - i. See Appendix B (Ward Maps & Addresses)
- 4. **Procedure to account for missionaries and members following a disaster**
 - a. Each ward will need to also account for the following:
 - i. ALL full-time Missionaries living within the Ward Boundaries
 - ii. ALL members of Singles Wards living within the Ward Boundaries
 - iii. Special note should be made of members visiting friends and relatives during an emergency
 - iv. A list of members with special needs - This list will be maintained in the Ward Appendix B with the special need annotated in the various Zone Directories and updated quarterly.

5. Emergency Plan Activation

- a. The Stake President (Appendix C - Stake Assignments) will activate the Stake Emergency Communication System by notifying the Stake Communications Specialist and the Stake Emergency Preparedness Specialist. He may also mobilize certain resources and pass instructions through the Priesthood under the Emergency Plan. Existing commercial telephone services (wired, mobile, facsimile) will be the primary means of communication until or unless these fail during an emergency. FRS radios and the Ham Network will be activated to ensure continuity in communications.
- b. The Stake Presidency will use the Stake Offices as the Emergency Operations Center unless building damage or other reasons preclude that. The location will be announced through the network.
- c. The Stake Presidency and the Stake Presidents of surrounding stakes have volunteered the use of our church buildings to Douglas County for emergency housing, triage and support centers.
- d. During each emergency, the Stake Presidency will designate the primary and alternate communications method. These methods can and will change for each event and may change during the events as dictated by the environment. These will be primarily Telephone (both home and cell) email and home visits
- e. Emergency communications for the region and stake is via Amateur Radio (Ham radio) conducted via ham radio nets. Emergency Ham radio nets will be activated at the direction of the Stake Presidency.
- f. The Stake Communications Specialist will activate the Stake Emergency

Communications Ham Net, if appropriate.

- g. Ham Radio Operators assigned to the Wards and the Stake will contact the priesthood leaders to which they are assigned via telephone, radio (Ham, CB or FRS) or in person and report the status of the ward.

6. Procedures to assist members who may experience emotional trauma

- a. Priesthood leaders in conjunction with the Relief Society, Home Teachers, and Visiting Teachers should have lots of empathic engagement with victims of an emergency including those who are helping with the emergency as facilitators.
- b. Leaders should not over-identify with survivors nor take on the survivors feelings as their own. Taking ownership of others' problems will only serve to compound the stress of facilitators.
- c. Leaders and facilitators should be alert to signs of trauma in victims as well as themselves so that steps can be taken to alleviate stress.
- d. It is appropriate for Priesthood leaders to organize special firesides, Family Home Evenings, and other meetings as deemed appropriate. Individual priesthood blessings should be administered as appropriate.
- e. See the Appendix D (Welfare Services) for additional information regarding Emotional Trauma.

7. Members with available resources and training such as medical training or the ability to operate heavy equipment

- a. This list will be maintained in Appendix E (Resources) and updated quarterly.

8. Contact information for local government, the Red Cross and other emergency response agencies.

- i. See Appendix F (Contact Information)

In-Disaster Survival

THUNDERSTORMS / LIGHTNING

1. If you are in a forest, seek shelter in a low area under thick growth of small trees
2. If you are in an open area, go to a low place such as a ravine or valley and be alert for Flash Flooding
3. If you are on open water, get to land and find shelter immediately
4. If you are anywhere and feel your hair stand on end, squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact with the ground. Do not lie flat on the ground.

WINTER STORMS & LOW TEMPERATURES

If you are indoors

1. Listen to your radio, television, or NOAA Weather Radio for weather reports and emergency information.
2. Eat regularly and drink ample fluids, but avoid caffeine and alcohol.
3. Conserve fuel, if necessary, by keeping your residence cooler than normal. Temporarily close off heat to some rooms.
4. If the pipes freeze, remove any insulation or layers of newspapers and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they were most exposed to the cold (or where the cold was most likely to penetrate).
5. Maintain ventilation when using kerosene heaters to avoid build-up of toxic fumes. Refuel kerosene heaters outside and keep them at least three feet from flammable objects.

If you are outdoors

6. Avoid overexertion when shoveling snow. Overexertion can bring on a heart attack—a major cause of death in the winter. If you must shovel snow, stretch before going outside.

7. Cover your mouth. Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.
8. Keep dry. Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
9. Watch for signs of frostbite. These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
10. Watch for signs of hypothermia. These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion.
11. If symptoms of hypothermia are detected:
 - a. get the victim to a warm location
 - b. remove wet clothing
 - c. put the person in dry clothing and wrap their entire body in a blanket
 - d. warm the center of the body first
 - e. give warm, non-alcoholic or non-caffeinated beverages if the victim is conscious
 - f. get medical help as soon as possible.

If you are driving

12. Drive only if it is absolutely necessary. If you must drive, consider the following:
 - a. Travel in the day, don't travel alone, and keep others informed of your schedule.
 - b. Stay on main roads; avoid back road shortcuts.
13. If a blizzard traps you in the car:
 - a. Pull off the highway. Turn on hazard lights and hang a distress flag from the radio antenna or window.
 - b. Remain in your vehicle where rescuers are most likely to find you. Do not set out on foot unless you can see a building close by where you know you can

take shelter. Be careful; distances are distorted by blowing snow. A building may seem close, but be too far to walk to in deep snow.

- c. Run the engine and heater about 10 minutes each hour to keep warm. When the engine is running, open a downwind window slightly for ventilation and periodically clear snow from the exhaust pipe. *This will protect you from possible carbon monoxide poisoning.*
- d. Exercise to maintain body heat, but avoid overexertion. In extreme cold, use road maps, seat covers, and floor mats for insulation. Huddle with passengers and use your coat for a blanket.
- e. Take turns sleeping. One person should be awake at all times to look for rescue crews.
- f. Drink fluids to avoid dehydration.
- g. Be careful not to waste battery power. Balance electrical energy needs - the use of lights, heat, and radio - with supply.
- h. Turn on the inside light at night so work crews or rescuers can see you.
- i. If stranded in a remote area, stomp large block letters in an open area spelling out HELP or SOS and line with rocks or tree limbs to attract the attention of rescue personnel who may be surveying the area by airplane.
- j. Leave the car and proceed on foot - if necessary - once the blizzard passes.

FLASH FLOODS

If a flood is likely in your area, you should:

1. Listen to the radio or television for information.
2. Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
3. Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.

If you must prepare to evacuate, you should do the following:

1. Secure your home. If you have time, bring in outdoor furniture. Move essential items to an upper floor.

2. Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you have to leave your home, remember these evacuation tips:

1. Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
2. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.

Driving Flood Facts

The following are important points to remember when driving in flood conditions:

1. Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
2. A foot of water will float many vehicles.
3. Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.

TORNADO WARNING

If you are under a tornado WARNING, seek shelter immediately!

IF YOU ARE: In a structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)

THEN: Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.

IF YOU ARE IN: A vehicle, trailer, or mobile home

THEN: Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.

IF YOU ARE IN: The outside with no shelter

THEN: Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.

Do not get under an overpass or bridge. You are safer in a low, flat location.

Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.

Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

HAZARDOUS MATERIAL SPILLS

IF YOU ARE: Asked to evacuate

THEN: Do so immediately.

Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures.

Follow the routes recommended by the authorities--shortcuts may not be safe. Leave at once.

If you have time, minimize contamination in the house by closing all windows, shutting all vents, and turning off attic fans.

Take pre-assembled disaster supplies.

Remember to help your neighbors who may require special assistance--infants, elderly people and people with disabilities.

IF YOU ARE: Caught Outside

THEN: Stay upstream, uphill, and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away.

Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area.

Stay away from accident victims until the hazardous material has been identified.

IF YOU ARE: In a motor vehicle

THEN: Stop and seek shelter in a permanent building. If you must remain in your car,

keep car windows and vents closed and shut off the air conditioner and heater.

IF YOU ARE: Requested to stay indoors

THEN: Bring pets inside.

Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible.

Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.

Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside.

Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.

Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap.

Use material to fill cracks and holes in the room, such as those around pipes.

If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.

TERRORISM

General Safety Guidelines:

- 1.** Be aware of your surroundings.
- 2.** Move or leave if you feel uncomfortable or if something does not seem right.
- 3.** Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. You should promptly report unusual behavior, suspicious or unattended packages, and strange devices to the police or security personnel.
- 4.** Learn where emergency exits are located in buildings you frequent. Plan how to get out in the event of an emergency.
- 5.** Be prepared to do without services you normally depend on—electricity, telephone, natural gas, gasoline pumps, cash registers, ATMs, and Internet transactions

6. Work with building owners to ensure the following items are located on each floor of the building:

- Portable, battery-operated radio and extra batteries.
- Several flashlights and extra batteries.
- First aid kit and manual.
- Hard hats and dust masks.
- Fluorescent tape to rope off dangerous areas.

DOUGLAS COUNTY EMERGENCY ALERT AND WARNING SYSTEM

Examples of such situations are those during which the public would alerted to:

1. Shelter in place;
2. Evacuate; or
3. Take action specific to a public health emergency

Weather Disturbances

An alert will not be deployed for routine notification of impending weather nor will this service be used to repeat information disseminated by the National Weather Service or other commercial weather notification web sites and other media sources.

Weather disturbances in Douglas County are typically short-lived events that are difficult to predict. The Office of Emergency Management is continually monitoring the latest forecast and actual weather conditions through multiple sources.

As part of being in a state of readiness, citizens should not rely solely on this Web site for emergency information. It is important for all citizens to be situation aware within their local area of all potential emergencies.

Douglas County Sheriff Emergency Mass Notification System

Douglas County will now be using Everbridge Aware™ mass notification system, an emergency notification system provided by Everbridge, the leading global emergency notification system provider, to communicate with thousands of businesses and residents in minutes in an emergency. Go to this site for enrollment information:

http://www.dcsheriff.net/Emergency_Mass_Notification_System.html

Post-Disaster Recovery

Picking up the Pieces after a Disaster

Water Treatment

In addition to having a bad odor, and taste, water from questionable sources may be contaminated by a variety of microorganisms, including bacteria and parasites that cause diseases such as dysentery, cholera, typhoid, and hepatitis. All water of uncertain purity should be treated before use.

Recovering financially

A disaster can cause significant financial loss. Your apartment or home may be severely damaged or destroyed. You may be forced to live in temporary housing. Income may be cut off or significantly reduced. Important financial records could be destroyed. Take the time now to assess your situation and ask questions. Start with your local Red Cross chapter. It can provide assistance in a disaster and/or refer you to others in your community who could be of help.

Food Safety

Sudden power outages can be frustrating and troublesome, especially when they are prolonged. Perishable foods should not be held above 40 degrees for more than 2 hours. If a power outage is 2 hours or less, you need not be concerned, but how do you save your food when the refrigerator is out for longer times? Being prepared can help. By planning ahead, you can save your perishables.

Generators

The primary hazards to avoid when using a generator are carbon monoxide (CO) poisoning from the toxic engine exhaust, electric shock or electrocution, and fire. Follow the directions supplied with the generator. Every year, people die in incidents related to portable generator use.

Ensure your safety

Find out how to care for your safety after a disaster

Your first concern after a disaster is your family's health and safety. You need to consider possible safety issues and monitor family health and well-being.

Aiding the Injured

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.

1. If the victim is not breathing, carefully position the victim for artificial respiration, clear the airway, and commence mouth-to-mouth resuscitation.
2. Maintain body temperature with blankets. Be sure the victim does not become overheated.
3. Never try to feed liquids to an unconscious person.

Health

1. Be aware of exhaustion. Don't try to do too much at once. Set priorities and pace yourself. Get enough rest.
2. Drink plenty of clean water. Eat well. Wear sturdy work boots and gloves.
3. Wash your hands thoroughly with soap and clean water often when working in debris.

Safety Issues

1. Be aware of new safety issues created by the disaster. Watch for washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.
2. Inform local authorities about health and safety issues, including chemical spills, downed power lines, washed out roads, smoldering insulation, and dead animals.

Returning Home

General Tips

Do not return to your flood-damaged home before the area is declared to be safe by local officials. Returning home can be both physically and mentally challenging. Above all, use caution.

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.

1. Keep a battery-powered radio with you so you can listen for emergency updates and news reports.
2. Use a battery-powered flashlight to inspect a damaged home.
Note: The flashlight should be turned on outside before entering - the battery may produce a spark that could ignite leaking gas, if present.

3. Watch out for animals, especially poisonous snakes. Use a stick to poke through debris.
4. Be wary of wildlife and other animals
5. Use the phone only to report life-threatening emergencies.
6. Stay off the streets. If you must go out, watch for fallen objects; downed electrical wires, and weakened walls, bridges, roads, and sidewalks.

Before You Enter Your Home

Walk carefully around the outside and check for loose power lines, gas leaks, and structural damage. If you have any doubts about safety, have your residence inspected by a qualified building inspector or structural engineer before entering.

Do not enter if:

1. You smell gas.
2. Floodwaters remain around the building.
3. Your home was damaged by fire and the authorities have not declared it safe.

Going Inside Your Home

When you go inside your home, there are certain things you should and should not do. Enter the home carefully and check for damage. Be aware of loose boards and slippery floors. The following items are other things to check inside your home:

1. **Natural gas.** If you smell gas or hear a hissing or blowing sound, open a window and leave immediately. Turn off the main gas valve from the outside, if you can. Call the gas company from a neighbor's residence. If you shut off the gas supply at the main valve, you will need a professional to turn it back on. Do not smoke or use oil, gas lanterns, candles, or torches for lighting inside a damaged home until you are sure there is no leaking gas or other flammable materials present
2. **Sparks, broken or frayed wires.** Check the electrical system unless you are wet, standing in water, or unsure of your safety. If possible, turn off the electricity at the main fuse box or circuit breaker. If the situation is unsafe, leave the building and call for help. Do not turn on the lights until you are sure they're safe to use. You may want to have an electrician inspect your wiring.
3. **Roof, foundation, and chimney cracks.** If it looks like the building may collapse, leave immediately.
4. **Appliances.** If appliances are wet, turn off the electricity at the main fuse box or circuit breaker. Then, unplug appliances and let them dry out. Have appliances

checked by a professional before using them again. Also, have the electrical system checked by an electrician before turning the power back on.

5. **Water and sewage systems.** If pipes are damaged, turn off the main water valve. Check with local authorities before using any water; the water could be contaminated. Pump out wells and have the water tested by authorities before drinking. Do not flush toilets until you know that sewage lines are intact.
6. **Food and other supplies.** Throw out all food and other supplies that you suspect may have become contaminated or come in contact with floodwater. If your basement has flooded, pump it out gradually (about one third of the water per day) to avoid damage. The walls may collapse and the floor may buckle if the basement is pumped out while the surrounding ground is still waterlogged.
7. **Open cabinets.** Be alert for objects that may fall.
8. **Clean up household chemical spills.** Disinfect items that may have been contaminated by raw sewage, bacteria, or chemicals. Also clean salvageable items.
9. **Call your insurance agent.** Take pictures of damages. Keep good records of repair and cleaning costs.

APPENDICES:

A – Ward Assignments

B – Ward Maps & Addresses

C – Stake Assignments

D – Welfare Services

E – Ward & Stake Resources

F – Contact Information

G – Family Assignments & Contacts

H – Stake Radio Communications

APPENDIX A

WARD ASSIGNMENTS

1. Ward Emergency Preparedness Specialist –
2. Ward Emergency Communications Specialist-
3. High Priest Group Leader and assignments
4. Elders Quorum President and assignments –
5. Relief Society President and assignments –
- 6.

APPENDIX B

WARD MAPS & ADDRESSES

1. Ward Directory –
2. Zone Maps –
3. Zone Directories -

APPENDIX C
STAKE ASSIGNMENTS

1. Stake Emergency Preparedness Specialist
 1. Robin C. Brown – Northridge (303) 525-8165 Mobile
2. Stake Emergency Communications Specialist
 1. Clint Gray – Highlands Ranch – (720) 344-1386

APPENDIX D

WELFARE SERVICES

1. LDS Family Services
CO Colorado Agency
3263 Fraser Street, Suite 3
Aurora, CO 80011-1245
(303) 371-1000 and Fax 303-371-1002
2. Others who might be able to help:
 1. <http://www.providentliving.org/ses/emotionalhealth/links/o,12340,2131-1,00.html>
3. Helpful information from LDS Family Services:
 1. <http://www.providentliving.org/ses/emotionalhealth/o,12283,2130-1,00.html>

APPENDIX E
WARD AND STAKE RESOURCES

1. Persons with medical training
2. Persons with access to construction equipment
3. Persons with four-wheel drive vehicles
4. Stake Emergency Preparedness Specialist
 - a. Robin Brown (303) 525-8165 – Mobile
5. Stake Emergency Communications Specialist
 - a. Clint Gray (720) 344-1386
6. Ward Emergency Preparedness Specialists
 - a. Highlands Ranch - DeWayne Korth 720-344-6374
 - b. Daniels Park - Jonathan Harris
 - c. Falcon Park
 - d. Northridge
 - e. Roxborough - Dick Postma
 - f. Sand Creek
 - g. Spring Gulch - Tyler Twiss
 - h. Summit View - Judith Cochran
 - i. Heritage Park
 - j. Westridge -
7. Ward Emergency Communications Specialists
 - a. Highlands Ranch - Todd Babbit
 - b. Daniels Park - Mark & Sis Landell
 - c. Falcon Park - John Daugherty
 - d. Northridge - Kat Wagner

- e. Roxborough
- f. Sand Creek
- g. Spring Gulch - Jason Hoeler
- h. Summit View - Jase Feichko – 303-346-0221
- i. Heritage Park
- j. Westridge - Randy Guthrie

APPENDIX F
CONTACT INFORMATION

Douglas and Jefferson County Information

To notify authorities of an EMERGENCY CALL 911

**For Emergencies Involving - Public Health, Public Utilities, Electric and Gas Service
CALL 911**

- Police/Sheriff Department
 - Douglas County Sheriff 303-660-7505 dco@douglas.co.us
 - Jefferson County Sheriff 303-277-0211 aburns@jeffco.us

- Fire Department
 - Littleton Fire Rescue 303-794-1555
 - West Metro (Roxborough) 303-973-7314

- Town of:
 - Highlands Ranch
<http://www.highlandsranch.org>
 - Metro Districts 303-791-0430
 - Xcel Energy 303-623-1234
 - Roxborough
<http://www.roxboroughcolorado.com/home.html>
 - Water and Sanitation District 303-979-7286
 - Intermountain Rural Electric Association 303-688-3100
 - Xcel Energy 303-623-1234

- Douglas County Search and Rescue
 - Call 911 or the Douglas County Sheriff's Office at 303-660-7500

- Tri-County Health
 - <http://www.tchd.org>
 - 303-220-9200

- Highlands Ranch Urgent Care
 - 9330 S. University Blvd
 - Littleton, CO 80138
 - 303-683-9393 www.urgentcare365.com

- American Red Cross Mile High Chapter
444 Sherman St.
Denver, CO 80203
Phone: 303-722-7474
Fax: 303-722-7588

Southeast Service Center
6551 S. Revere Pkwy.
Centennial, CO 80111

- Bishops Storehouse
303-371-7650

Douglas County Information

To notify authorities of an EMERGENCY CALL 9-1-1

**For Emergencies Involving - Public Health, Public Utilities, Electric and Gas Service
CALL 9-1-1**

- Douglas County Sheriff's Department
303-660-7500

**(NOTE: Stake Emergency
Communications Specialist
will be in touch with the Douglas
County Emergency Ham Radio Net
during all emergencies.)**

- Douglas County Emergency Services
303-660-7589

- Red Cross
444 Sherman St, Denver, 80203 (303) 722-7474
7220 W Jefferson Ave, Lakewood, 80235 (303) 237-7785
10030 W 27th Ave, Wheat Ridge, 80215 (303) 237-7785

Read and Print the Douglas County Emergency Preparedness and Prevention Guide at:

http://www.dcsheriff.net/emergencymanagement/Emergency_Preparedness_and_Prevention_Guide.html

APPENDIX G

FAMILY ASSIGNMENTS & CONTACT INFORMATION

1. Assignments
2. Emergency Kit Inventory
3. Special Needs
4. Communications

72-Hour Family Emergency Kit

The 72-Hour Emergency Kit should be individually tailored to meet the basic survival needs of your family for three days to a week. Most families prefer to store their emergency supplies in one location that is relatively safe, yet easily accessible if evacuation is required. Items may be stored in a 32-gallon trashcan, suitcase, duffle bag, backpack, footlocker or individual pack.

Emergency Needs

- Battery Powered Radio
- First Aid Kit & Manual
- Sleeping Bags & Blankets (wool & thermal)
- Manual Can Opener
- Waterproof/Windproof Matches
- Non-Perishable Foods
- Flashlight
- Water Storage (1 gal./day)
- Water purification tablets
- Utility Knife
- Emergency Candles
- Extra Eyeglasses/Contact Lenses
- Essential Medications
- Extra Clothing

Suggested non-perishable food items:

Ready-to-eat goods in unbreakable containers, canned meats, juice, fruits & vegetables, powdered milk, infant care foods, crackers, peanut butter, freeze-dried & dehydrated goods.

Sanitation Kit

- Plastic Bucket w/Tightly Fitted Lid
- Plastic Bags & Ties

- Disinfectant
- Improvised Toilet Seat
- Paper Cups & Plates
- Personal Toiletries
- Baby Supplies
- Aluminum Foil
- Paper Towels
- Personal Hygienic Needs
- Plastic Utensils
- Soap

Other Emergency Needs

- Pen & Paper
- Money
- Address & Phone Numbers
- Work Gloves
- Basic Tools

Standard First Aid Kit

- First Aid Manual
- Aspirin or Pain Relievers
- Laxatives
- Rubbing Alcohol
- Diarrhea Medicine
- Petroleum Jelly
- Soap
- Salt
- Gauze
- Band-aid
- Triangular Bandage (36"x36"x52")
- Elastic Bandage
- Cotton Balls
- Cotton Swabs
- Safety Pins
- Scissors
- Thermometer
- Sanitary Napkins (Pressure Dressing)
- Disposable Diapers (Dressing/ Splint/Padding)
- Micropore Adhesive, Paper Tape
- Matches
- Needles
- Tweezers
- Small Splints, Popsicle Sticks

- Heavy String
- Syrup of Ipecac
- Individual Medical Needs
- Baking Soda (1/2 tsp. soda + 1 tsp. salt + 1 qt. water for shock)

Car Survival Kit

- Always Maintain at Least 1/2 Tank of Gas
- First Aid Kit & Manual
- Class ABC Fire Extinguisher
- Radio & Batteries
- Non-Perishable Food Stored in Coffee Can
- Bottled Water
- Bag of Sand, Shovel & Tools
- Blankets or Sleeping Bags
- Sundry Kit, Paper & Pencil, Map, Tissues, Pre-moistened Towels, Plastic Bags, Essential Medications
- Flashlights & Batteries
- Reflectors & Flares
- Waterproof Matches & Candles
- Jumper Cables
- Short Rubber Hose for Siphoning

Make Copies of All Legal Papers

- Marriage License
- House Mortgage
- Vacation Home / Property Ownership
- Automotive Ownership
- Motor Home Ownership
- Wills
- Jewelry Appraisals
- Drivers Licenses
- Trailers, Snowmobiles, Boat Ownerships
- Insurance Policies
- Bank Accounts
- Any document that proves identity, ownership, relationships, prescriptions, etc.

When Assembling Emergency Supplies for the Household, Include Items for Pets

- Extra food (The food should be dry and relatively unappealing to prevent overeating. Store the food in sturdy containers.)
- Kitty litter
- Large capacity self-feeder and water dispenser
- Extra medications

Water

Store your water in thoroughly washed plastic, glass, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances.

Emergency Outdoor Water Sources

If you need to find water outside your home, you can use these sources. Be sure to purify the water by:

- Boiling
- Disinfection (household liquid bleach: 16 drops/gal. of water, stir & let stand 30 min.)
- Distillation (boil 2 pot water & collect the vapor by tying a cup to the upside down pot lid - the cup shouldn't dangle in the water--it will condense back to water in the cup)

Sources:

- Rainwater
- Streams, rivers & other moving bodies of water
- Ponds & lakes
- Natural Springs

Establish an Out-Of-State 24-Hour Telephone Contact

- Calls out will not overload phone lines as will calls coming into a disaster area.
- All relatives should be informed now on procedures to call the phone contact, not after a disaster has occurred. Individual location and status should be requested.
- Take color pictures of every room plus pictures of valuables. Send one copy of legal papers and one copy of pictures to an out-of-state contact.

Plan How Your Family Will Stay in Contact if Separated by Disaster

Pick two meeting places:

1. a location a safe distance from your home in case of fire
2. a place outside your neighborhood in case you can't return home

Other Considerations

- Stock supplies to last several days to a week for each family member.
- Be prepared to relocate to a shelter during a prolonged power outage.
- Have extra cash on hand in case electronic transactions (ATM card, credit cards, etc.) cannot be processed.
- Work with your family in talking about the steps each needs to take to be ready if disaster happens.

Meet with Neighbors

Plan how the neighborhood could work together after a disaster. Know you neighbors' skills (medical, technical). Consider how you could help neighbors who have

special needs, such as elderly or disabled persons. Make plans for childcare in case parents cannot get home.

APPENDIX H

STAKE RADIO COMMUNICATIONS

1. To provide reliable communications to ward and stake leaders in the event of an emergency, while also providing adequate communications and response between the Highlands Ranch Colorado Stake and the Bishop's Regional Storehouse, utilizing Amateur Radio, while identifying and making available other forms of communications within each ward, to include services such as the Family Radio Service.
2. Each ward will appoint an Emergency Radio Communications Specialist to work directly with the Emergency Preparedness Specialist, the Bishop and ward priesthood leaders in conjunction with stake leadership activating the Stake Emergency Plan activation. This individual needs to be a licensed ham. In the absence of a licensed operator, an Emergency Radio Communications Specialist should be called to the position, with the immediate goal of receiving a Technician's license through the Federal Communications Commission. License qualification is achieved by taking and passing the necessary exam required.
3. A reliable communications network, utilizing mainly ham radio, will be put together to assure communications and orderly flow of information between priesthood leaders stake-wide. Regular network operations and training will be implemented. The Emergency Radio Communications Specialist is expected to participate in the weekly and monthly Ham radio nets. (see stake web site for details: <http://home.comcast.net/~clintg777/hrshams.html>)
4. An an emergency, should help outside the Church's scope of resources be required, Amateur Radio Emergency Service (ARES) and Radio Amateur Civil Emergency Service liaisons will be available to seek further assistance, as requested by the Stake President, in the event of emergencies declared locally or nationally within Elbert and Douglas counties.
5. All stake hams should be trained to the degree that may function as Net Control Operator for a stake or Ward Emergency Radio Communications net. The Stake Emergency Communications Specialist will set a check-in schedule for families using FRS radios and for the ward specialists using Ham equipment to ensure operational readiness, currency in skill sets, and interpersonal relationships among those assisting with moving information from the family to the ward, stake and regional leadership.

6. During an emergency, should help outside the Church's scope of resources be required, Amateur Radio Emergency Service (ARES) and Radio Amateur Civil Emergency Service liaisons will be available to seek further assistance, as requested by the Stake President, in the event of emergencies declared locally or nationally within Elbert and Douglas counties.

Highlands Ranch Stake Radio Frequencies

2 Meter – 146.565 Primary Stake Frequency. Alternate 146.400

Bishops Storehouse Frequencies

2 Meter Simplex – 147.495

Stake Simplex Frequency plan:

	MHz/	FRS Channel #
Daniel Park	146.415	: FRS Ch#8
Falcon Park	146.430	: FRS Ch#11
Heritage Park	146.445	: FRS Ch#9
Highlands Ranch	146.460	: FRS Ch#10
Northridge	146.475	: FRS Ch#12
Roxborough	146.490	: FRS Ch#9
Spring gulch	146.505	: FRS Ch#13
Summit View	146.535	: FRS Ch#14
Westridge	146.550	: FRS Ch#11

Other freq to choose from:

146.595 147.435 147.450 147.465 147.480
 147.525 147.555 147.570 147.585