

*Cypress California Stake*

# Emergency Response Plan

Effective January 2006  
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Revised April 2013 Version 2.1

*“If ye are prepared  
Ye shall not fear”*

D&C 38:30

This plan is broken into four general sections, these sections are:

- ✓ Mitigation
- ✓ Preparation
- ✓ Response
- ✓ Recovery

**Each member of the Stake leadership and Ward council should study this plan and thoroughly understand it. You may have to rely on your memory of its details, if in an emergency if you are required to place it into operation!**

## Mitigation

Mitigate:

Main Entry: **mit·i·gate**

**1:** to cause to become less harsh or hostile: **MOLLIFY** <aggressiveness may be *mitigated* or... channeled>

**2 a:** to make less severe or painful: **ALLEVIATE** **b:** **EXTENUATE**

**synonym** see RELIEVE

From the FEMA website:

*The disaster experiences of the 1990s demanded that Federal, State, Tribal, and local emergency managers reassess their approach to disaster response and recovery. Based on the lessons learned, it became apparent that a change was needed from a disaster-response-driven system to one based on proactive hazard risk management. In 1998, FEMA responded to this need by creating a Hazard Mitigation Planning unit to promote and support the mitigation planning process and to provide guidance and resources to States, Tribes, Territories, local communities and universities and colleges.*

Before any emergency situation occurs, the severity and scope of its impact can be lessened by thoroughly understanding the possible impacts a particular emergency may produce. This “mitigation” process can take many forms but the greatest of these are:

Organizing resources:

- ❖ Who are our greatest personnel resources?
- ❖ Activating the Stake Radio response team.
- ❖ Expanding this team to every ward.
- ❖ Insuring there is potable water at each Church Building
- ❖ Insuring there is a well-stocked first aid kit at each building.

Assessing risks:

- ❖ Which buildings are most susceptible to severe damage?
- ❖ Which members will be in the greatest need?
- ❖ Are there pipelines, bridges or other impediments to easy travel in our Stake boundaries?
- ❖ What are our risks from flooding, chemical leaks, or terrorist actions?

Developing a mitigation plan:

- ❖ This Stake Emergency Preparation guide is that plan.

Implementing the plan:

- ❖ A semi-annual tabletop disaster-training seminar.
- ❖ An annual “live scale” Training exercise utilizing the ICS plans.

Monitoring progress:

- ❖ Provide ongoing feedback to Ward and Stake leaders after each exercise.

## Preparation

### Prepare

Main Entry: *pre·pare*

*1 a : to make ready beforehand for some purpose, use, or activity <prepare food for dinner> b : to put in a proper state of mind <is prepared to listen>*

*2 : to work out the details of : plan in advance <preparing strategy for the coming campaign>*

*3 a : to put together : COMPOUND <prepare a prescription> b : to put into written form <prepare a report>*

*intransitive senses : to get ready <preparing for a career>*

"We Latter-day Saints, because of the knowledge we have received in the revelations, are better prepared to meet the perplexities of our time than are any other people. We know more about the difficulties which are coming, and we have the key to their solution" (Marion G. Romney, *Ensign*, July 1981, 3).

To help the members of our stake as self reliant and prepared as possible for any emergency situation we need to help support the Wards in the following areas:

#### Ward Emergency Preparation Specialists:

- ❖ Ensure that each Ward has a Ward Emergency Specialist that is called and trained.

#### Ward Leadership:

- ❖ Teach each member of the Ward council the Stake emergency and ICS plan.
- ❖ Include others as needed.

#### Disseminate preparation information to all Stake members: (see attached)

- ❖ Disaster plans
- ❖ 72 hour kits
- ❖ Water storage

#### Instruction:

- ❖ Food Storage
- ❖ First aid
- ❖ CPR
- ❖ Communications
- ❖ Community Emergency Response Training C.E.R.T.
  - Light Search and Rescue
  - First aid
  - Triage
  - Light fire suppression

# Response

## React

Main Entry: **re•act**

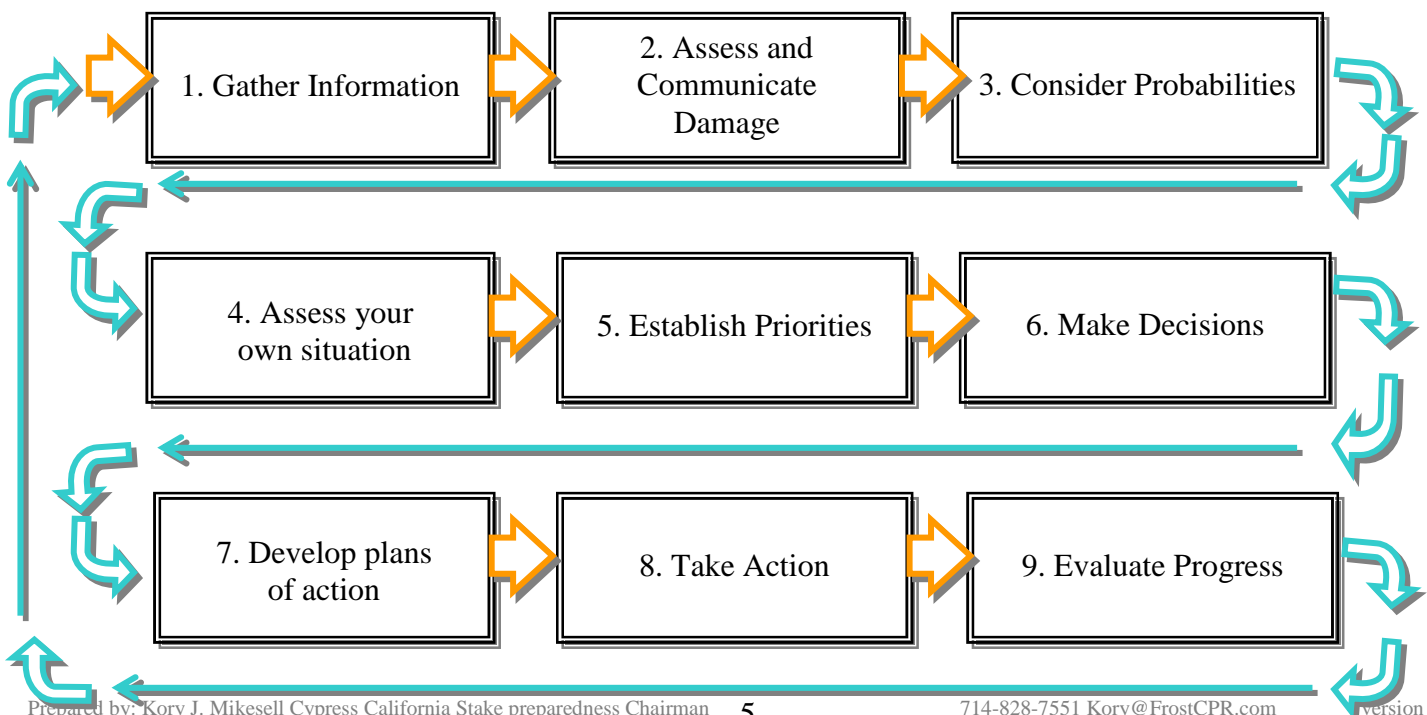
- 1: to exert a reciprocal or counteracting force or influence -- often used with *on* or *upon*
- 2: to respond to a stimulus
- 3: to act in opposition to a force or influence -- usually used with *against*

*"Can we see how critical self-reliance becomes when looked upon as the prerequisite to service, when we also know service is what godhood is all about? Without self-reliance one cannot exercise these innate desires to serve. How can we give if there is nothing there? Food for the hungry cannot come from empty shelves. Money to assist the needy cannot come from an empty purse. Support and understanding cannot come from the emotionally starved. Teaching cannot come from the unlearned. And most important of all, spiritual guidance cannot come from the spiritually weak" (Marion G. Romney, Ensign, June 1984, 6).*

An organized reaction to an emergency situation in a planned, methodical, and well thought out, manner could save lives, lessen the severity of the disaster, and quicken the time needed to fully recover. The Cypress California Stake will use as its basis for disaster reaction the Incident Command Structure (ICS) as implemented by the Federal Emergency Management Agency (FEMA) and used by most Police, Fire, and emergency responders.

*The Cypress Stakes response to any major disaster will be:*

- ❖ Determining the severity and scope of the situation.
- ❖ Establish a Base of Operations at the Institute of Religion at the corner of Orange and Holder.
- ❖ Establish a reliable communications network.
- ❖ Follow the decision tree below to meet the needs of our members and the community.



# Incident Command Structure (ICS)

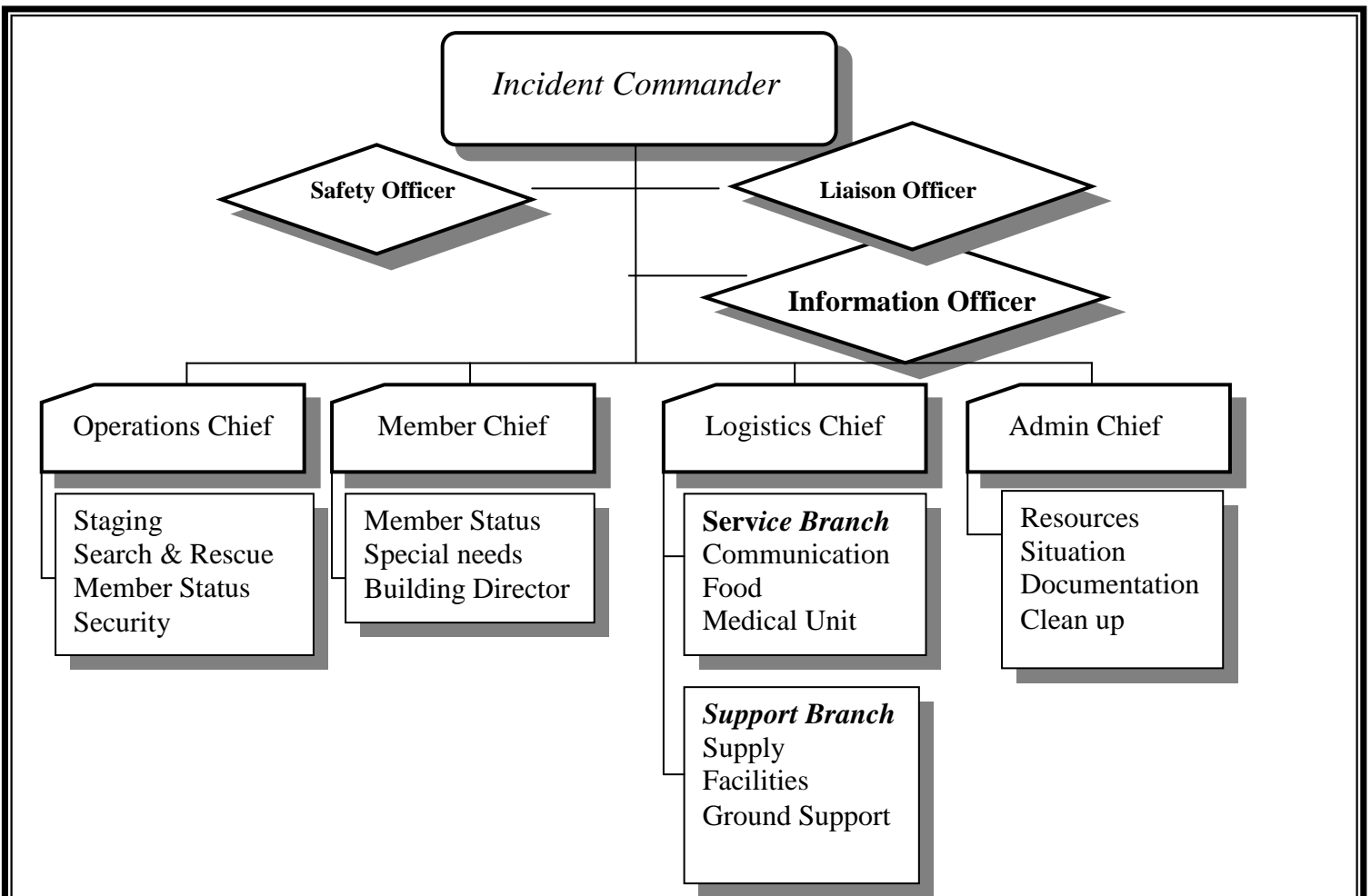
## Definitions & Descriptions

*Developed for the  
Cypress California Stake's  
Emergency Preparedness Plan  
January 2006  
Revised April 2013, Version 2.1*

Sections gleaned from FEMA resources c/1999

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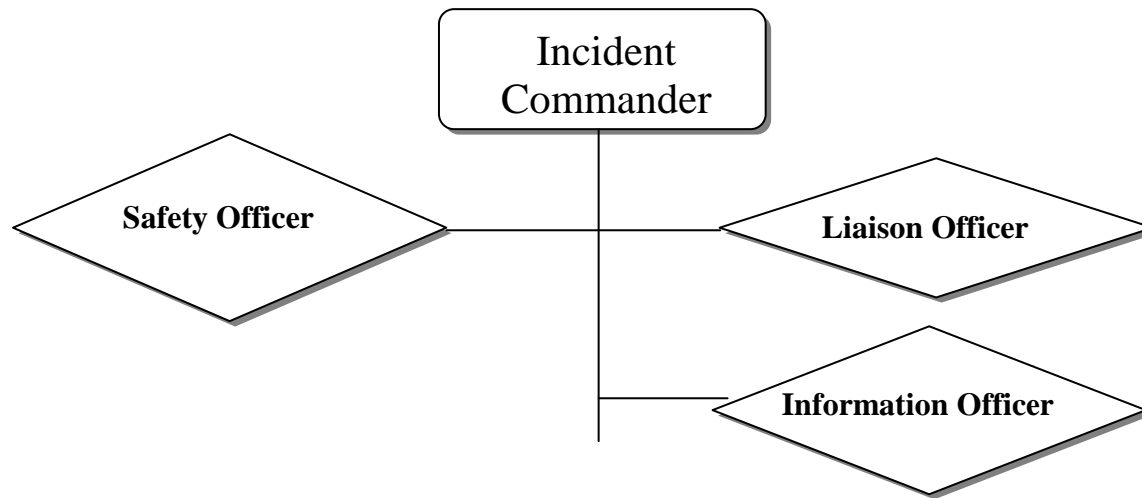


***The Cypress Stake will be utilizing the ICS System  
to meet any emergency challenge***

The ICS organization develops around five major functions that are required on any incident whether it is large or small. For some incidents, and in some applications, only a few of the organization's functional elements may be required. However, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need and establishes lines of supervisory authority and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor. Direction and supervision follows established organizational lines at all times. The following are the major responsibilities and duties of all ICS positions. Individual agencies may have additional responsibilities and more detailed lists of duties.



# Command Staff



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**Incident Commander** (Should be Stake President, but may start with any one)

*The Incident Commander's responsibility is the overall management of the incident. On most incidents a single Incident Commander carries out the command activity. The Incident Commander may have a Deputy I.C.; Deputy positions may also be used at section and branch levels of the ICS organization. Deputy positions must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.*

***Responsibilities:***

- Determine incident impact to local area
- Determine impact on and current status of, missionaries, members, & buildings.
- Establish the immediate priorities.
- Establish an Incident Command Post. (Preferably at the Institute of Religion)
- Establish an appropriate command organization.
- Schedule planning meeting ASAP, and again as required.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with key people and officials.
- Approve requests for additional resources or for the release of resources.
- Authorize release of information to the news media.
- Order the demobilization (clean up) when appropriate.

### **Information Officer** IF NEEDED (Public Affairs)

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

#### ***Responsibilities and duties***

- Determine from the Incident Commander if there are any limits on information release.
  - Develop material for use in media briefings. (Maps, relief efforts, list of names)
  - Obtain Incident Commander's approval of media releases.
  - Inform media and conduct media briefings.
  - Arrange for tours and other interviews or briefings that may be required.
  - Obtain media information that may be useful to incident planning.
  - Maintain current information summaries and/or displays of the incident and provide information on status of incident to assigned personnel.
- 

### **Liaison Officer** (Member of Stake Presidency)

Incidents may have several agencies involved, (Fire, Police, Medical, FEMA, and Red Cross) or multiple Stakes may require the establishment of the Liaison Officer to the Command Staff. The Liaison Officer is the primary contact to communicate with cooperating agencies or Stakes.

#### ***Responsibilities and duties:***

- Be a contact point for Church, City, Fire, Police, FEMA, or Red Cross.
  - Report member status, building situation and Stake needs to Church Area Authority.
  - Maintain a list of assisting and cooperating agencies and Agency Representatives.
  - Assist in establishing and coordinating contacts with other Stakes.
  - Keep agencies supporting the incident aware of incident status.
  - Monitor incident operations to identify potential inter-organizational problems.
  - Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
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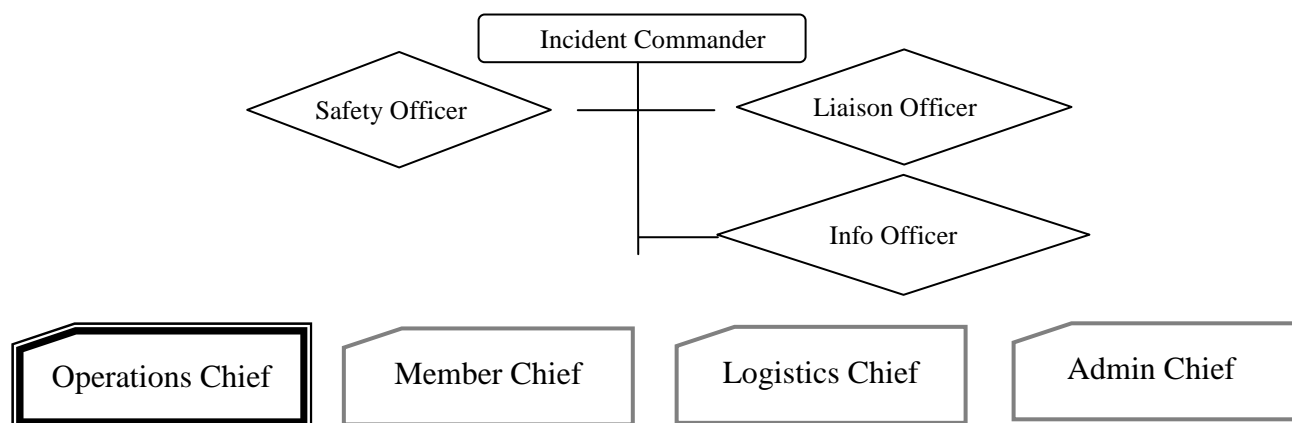
### **Safety Officer**

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety Assistants may have specific responsibilities such as Logistic operations, hazardous materials, Biohazards etc.

#### ***Responsibilities and duties:***

- Participate in planning meetings.
  - Identify hazardous situations associated with the incident. (Improper foot wear, no gloves, eye protection)
  - Review the Incident Action Plan for safety implications.
  - Exercise emergency authority to stop and prevent unsafe acts.
  - Investigate accidents that have may occurred within the incident area.
  - Assign assistants as needed.
  - Review and approve the medical plan.
-

## General Staff Positions



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### Operations Section Chief

The Operations Chief function is to oversee the working division of the Stake Action plan. Member status, search and rescue, clean up, repairs, and Over see and maintain a staging area, and Stake Command Center. Generally all other Chiefs are in support of the Operations Chief. Member welfare is his primary function.

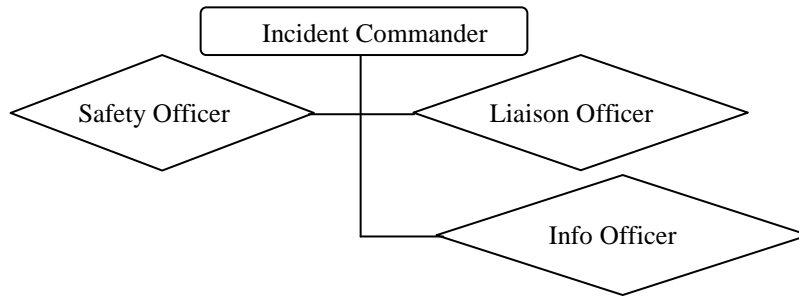
#### ***Responsibilities and duties:***

- Supervise the next level lower in the Section, (Branch, Division, or Group).
- Assist in the Operations portion of the Stake Action Plan.
- Supervise the execution of the Stake Action Plan for Operations.
- Maintain close contact with subordinate positions.
- Ensure all operations are carried out in a safe manner.
- Request additional resources as needed to assist in your operations.
- Make expedient changes to the Stake Action Plan as necessary.
- Maintain close communication with the Incident Commander.

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### Groups Reporting Directly to the Operations Chief

1. Staging Area Director
2. Search and Rescue Director
3. Member Status Director
4. Safety Director



**Staging Area Director** - Establishing and maintaining a staging area.

**Search and Rescue Director** – Over see search and Rescue operations.

**Security Director** - Ensure the 24-hour security of the Staging Area.

### **Staging Area Director**

The Staging Area Director reports to the Operations Section Chief or to the Incident Commander if the Operations Section Chief position has not been filled.

#### ***Responsibilities and duties:***

- Obtain direction from the Operations Section Chief
- Establish an area clear of all other operations.
- Post signage for clarification and traffic control.
- Provide check-in for incoming resources.
- Determine what you need for the Staging Area from the Operations Section Chief.
- Maintain and provide status to Resource Unit of all resources in Staging Area.
- Respond to Operations Section Chief for resources.
- Request logistical support for personnel and/or equipment as needed.
- Maintain Staging Area in an orderly condition.
- Demobilize (Clean up) or move Staging Area as required.

### **Search and Rescue Director**

The Search and Rescue Director function is to respond to requests from the Operations manager to situations where light search and rescue are needed. Has the discretion to make two or three man S&R teams. Search and Rescue operations are **NOT** limited to members of the stake.

#### ***Responsibilities and duties:***

- Obtain direction from the Operations Section Chief.
- Assign specific work tasks to S&R teams.
- Check with Section Chief and Member Status Director to help direct your team.
- Be prepared to attend incident planning meetings at the request of the Operations Chief.
- Review assignments within the Branch and report status to the Operations Section Chief.
- Monitor and inspect progress and make changes as necessary.
- Resolve any problems reported by subordinates.

+ ***Note: Search and Rescue should NOT be done by untrained personnel***

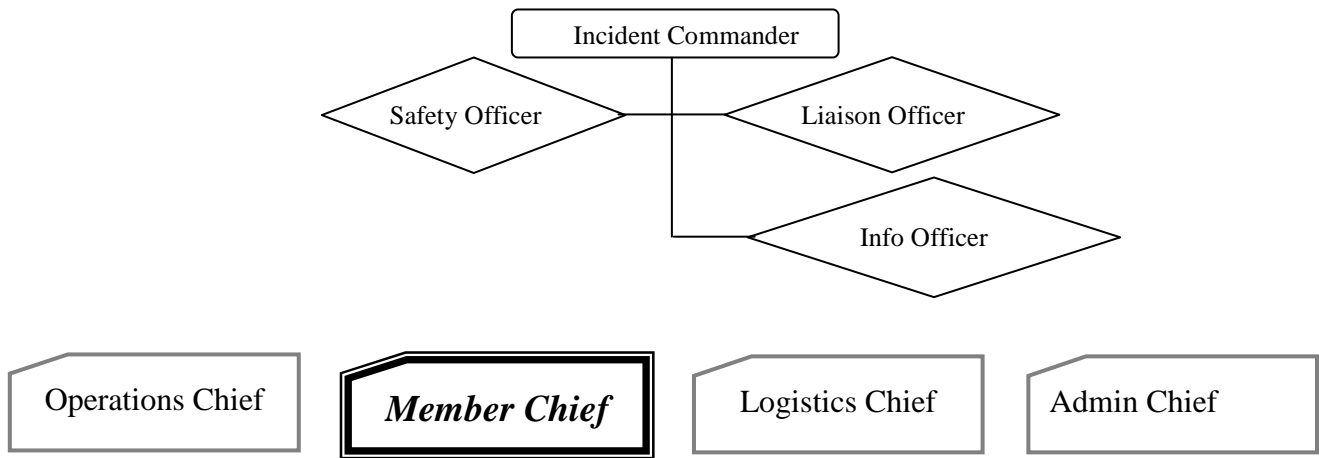
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### **Security Director**

Provides safeguards necessary for protection of personnel and property from loss or damage. Works Closely with the Staging Area Director.

#### ***Duties of the Security Manager will include but are not limited to:***

- Establish contacts with local law enforcement agencies as required.
- Discuss any special custodial requirements that may affect operations.
- Request required personnel to accomplish work assignments.
- Ensure that support personnel are qualified to manage security problems.
- Develop a security plan for Stake building as needed.
- Adjust the security plan for personnel and equipment changes and release.
- Coordinate security activities with appropriate incident personnel.
- Keep the peace, prevent assaults, and settle disputes.
- Prevent theft of all property.
- Investigate and document all complaints and suspicious occurrences.



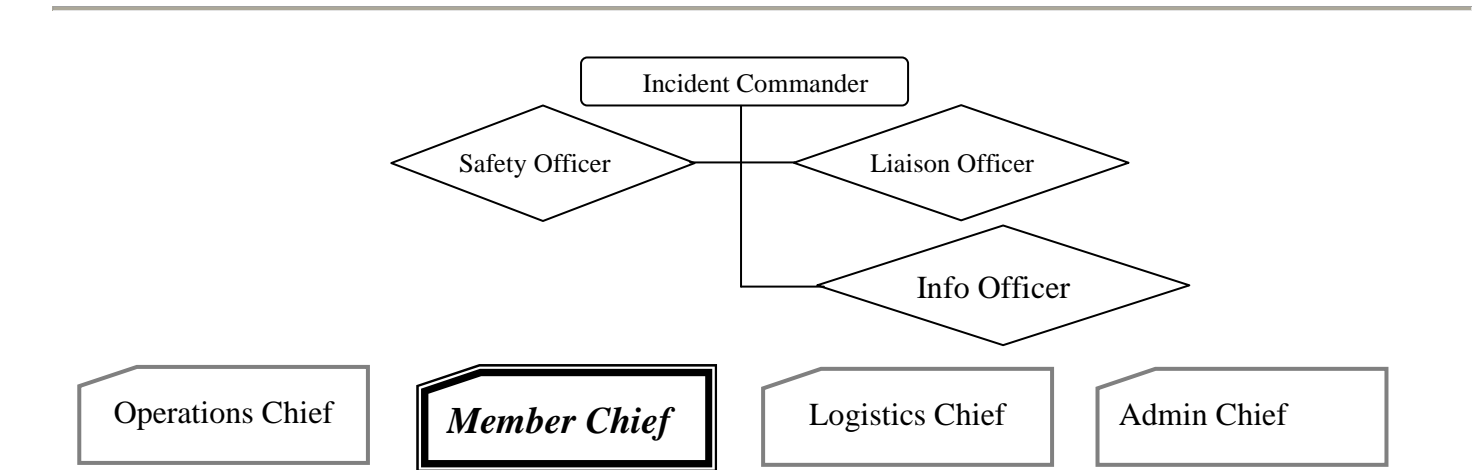
### **Member Status Chief**

The Member Status Chief collects, evaluates, processes, and disseminates information for and about member status.

#### **Member Status Section Chief**

##### ***Responsibilities and duties:***

- Collect and process situation information about Members status, missing members, a central gathering point of all information.
- Supervise preparation of the Stake Action Plan.
- Provide input to the Incident Commander and Operations Chief in preparing the Stake Action Plan.
- Determine any specialized needs in support of the incident.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation of Incident demobilization plan.



- **Member information Director**
- **Special needs Director**
- **Building Director**

**Member information Director**

The Member Status Director’s function is to oversee the gathering of information about Stake member’s current status and safety, reports this information to the Operations Chief and works closely with the Search and Rescue Director to activate needed resources to the required areas. Also works with Administration and Logistics for Housing needs.

**Responsibilities and duties:**

- Obtain direction from the Operations Section Chief.
- Interact with the Search and Rescue Director to direct needed S&R Teams.
- Keep specific records on all member status. (Location, condition, and needs)
- Be prepared to attend incident planning meetings at the request of the Operations Chief.
- Review assignments within the Branch and report status to the Operations Section Chief.
- Monitor and inspect progress and make changes as necessary.
- Resolve logistics problems reported by subordinates.
- Monitor work progress.

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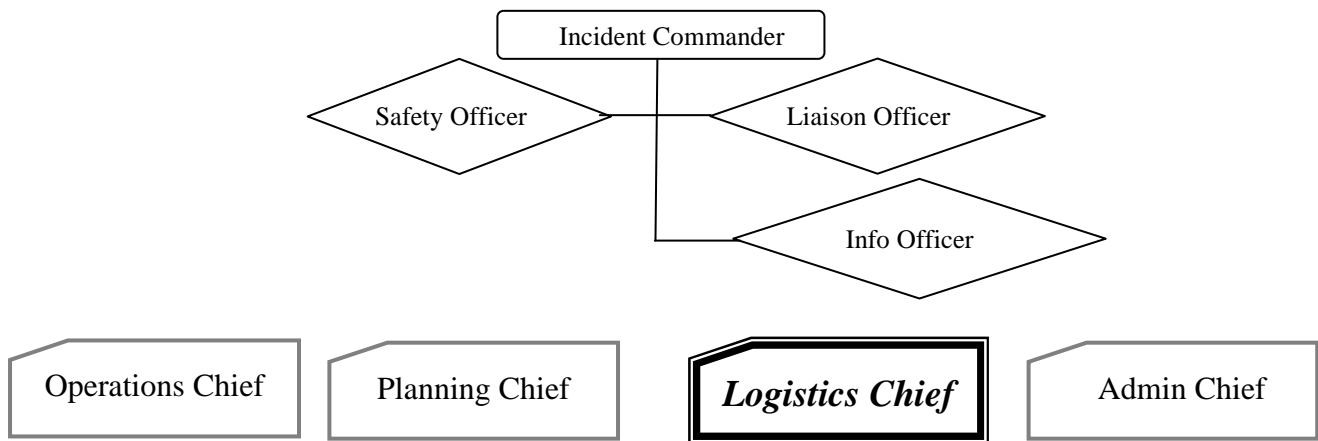
**Special needs Director**

- Determine if there are any special needs required for any members of the Stake (Disabled, in nursing homes)
- Determine what assets may be needed to assist these people.
- Determine who can best serve their needs.

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**Building Director**

- Inspect all Stake buildings.
  - Report all findings to Member Chief.
  - Determine whether the building and be used for recovery purposes and normal Chapel operations.
  - Recommend any and all repairs that could be made to make the buildings operational.
-



### **Logistics Section Chief**

The Logistics support section provides all Stake support needs. The Logistics Section Chief, who may assign a Deputy, manages the Logistics Section. A Deputy is most often assigned when all designated units (listed below) within the Logistics Section are activated.

Six units may be established within the Logistics Section:

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#### **Groups Reporting Directly to the Logistics Chief**

##### **Support Branch**

1. **Supply Unit**
2. **Facilities Unit**
3. **Ground Support Unit**
4. **Medical Unit**

##### **Service Branch**

1. **Communications Unit**
2. **Food Unit**

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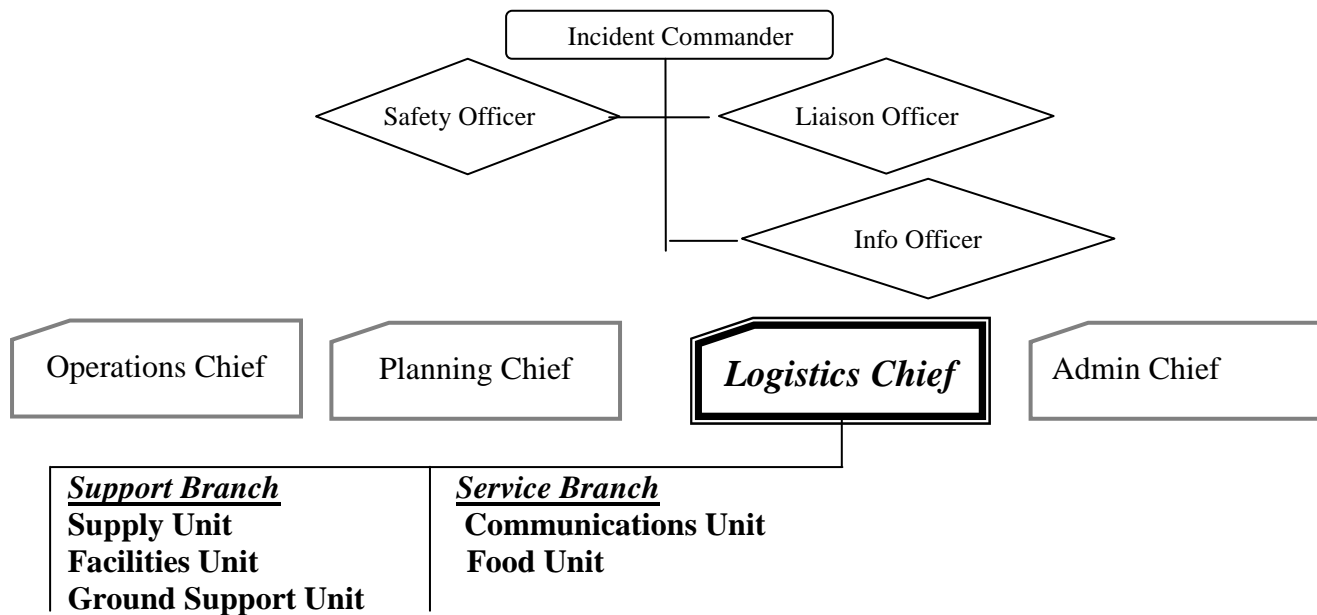
#### **Logistics Section Chief**

The Logistics Section Chief will determine the need to activate or deactivate a unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief.

##### **Responsibilities:**

- Manage all incident logistics.
- Provide input to the Incident Commander about logistics.
- Brief Branch Directors and Unit Leaders as needed.
- Identify anticipated and known Stake service and support requirements.
- Request additional resources as needed.
- Review and provide input to the Communications Plan, Medical Plan and Traffic Plan.
- Supervise requests for additional resources.
- Oversee demobilization (clean up) of Logistics Section.






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## **Support Branch**

### **Supply Unit**

The Supply Unit is responsible for ordering, receiving, processing and storing all incident-related resources. (Food/Water, Tools, clothing, shelter) All expendable and non-expendable support supplies.

#### ***Responsibilities:***

- Provide recommendations for the Logistics Section activities.
- Provide supplies to all other sections.
- Determine the type and amount of supplies on hand.
- Order, receive, distribute, and store supplies and equipment.
- Respond to requests for personnel, equipment, and supplies.
- Maintain an inventory of supplies and equipment.
- Provide Supply Unit Leader with a list of supplies to be replenished.
- Receives and distributes all supplies and equipment (other than primary tactical resources), and is responsible for the service and repair of tools and equipment. For some applications, a *Tool and Equipment Specialist* may be assigned to service and repair all hand tools. The specialist reports to the Receiving and Distribution Manager.

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### **Facilities Unit**

This unit is responsible for set up, maintenance and demobilization (clean up) of all incident support facilities except Staging Areas.

#### ***Responsibilities:***

- Over on site housing of refugees and service personnel
- Provide facility maintenance services, e.g., sanitation, lighting, hygiene etc.
- Demobilize (clean up) base and camp facilities.

### **Ground Support Unit**

The Ground Support Unit is primarily responsible for the maintenance, service, and fueling of all mobile equipment and vehicles. The Unit also has responsibility for the ground transportation of personnel, supplies and equipment, and the development of the Incident Traffic Plan.

#### ***Responsibilities and duties:***

- Provide support services (fueling, maintenance, and repair) for all mobile equipment and vehicles.
  - Order maintenance and repair supplies (e.g., fuel, spare parts).
  - Develop the Incident Traffic Plan.
  - Maintain an inventory of support and transportation vehicles.
  - Update the Resources Unit Leader with the status (location and capability) of transportation vehicles.
  - Maintain a transportation pool on larger incidents as necessary.
  - Maintain incident roadways as necessary.
- 

### **Equipment Manager**

(Reports to the Ground Support Unit Leader)

#### ***Responsibilities:***

Service, repair, and fuel for all equipment; transportation and support vehicle services  
Maintain equipment use and service records.

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### **Medical Unit**

The Medical Unit will develop medical plan. (What resources to we have, how can we assist). Provide medical aid.

#### ***Responsibilities and duties:***

- Determine level of emergency medical activities needed.
  - Acquire and manage medical support personnel.
  - Establish procedures for handling serious injuries of responder personnel.
  - Respond to requests for: medical aid, medical transportation, and medical supplies
  - Record injuries of all people seen including incident personnel.
  - Assign specific duties to staff; supervise staff.
  - Provide Supply Unit Leader with a list of supplies to be replenished.
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## **Service Branch**

### **Communications Unit leader**

The Communications Unit is responsible for developing plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; and the distribution and maintenance of communications equipment.

#### ***Responsibilities and duties:***

- Set up Communications Center.
- Establish radio, telephone, computer links, and public address systems.
- Establish communications equipment distribution and maintenance locations.
- Install and test all communications equipment.
- Oversee distribution, maintenance and recovery of communications equipment, e.g., portable radios.
- Develop and activate an equipment accountability system.

Provide technical advice on:

- Adequacy of communications system
- Geographical limitations
- Equipment capabilities
- Amount and types of equipment available
- Potential problems with equipment

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### **Incident Dispatcher**

The Incident Dispatcher, including the *Head Dispatcher*, is responsible to receive and transmit radio & telephone messages among and between personnel, and to provide dispatch services at the incident.

#### ***Responsibilities:***

- Determine communications procedures
- Frequencies in use
- Nets established or to be established
- Equipment status
- Capabilities, limitations & restrictions
- Message center procedures
- Head dispatcher insures adequate staffing.
- Check out equipment
- Receive and transmit messages within and external to incident.
- Any unusual communications situations

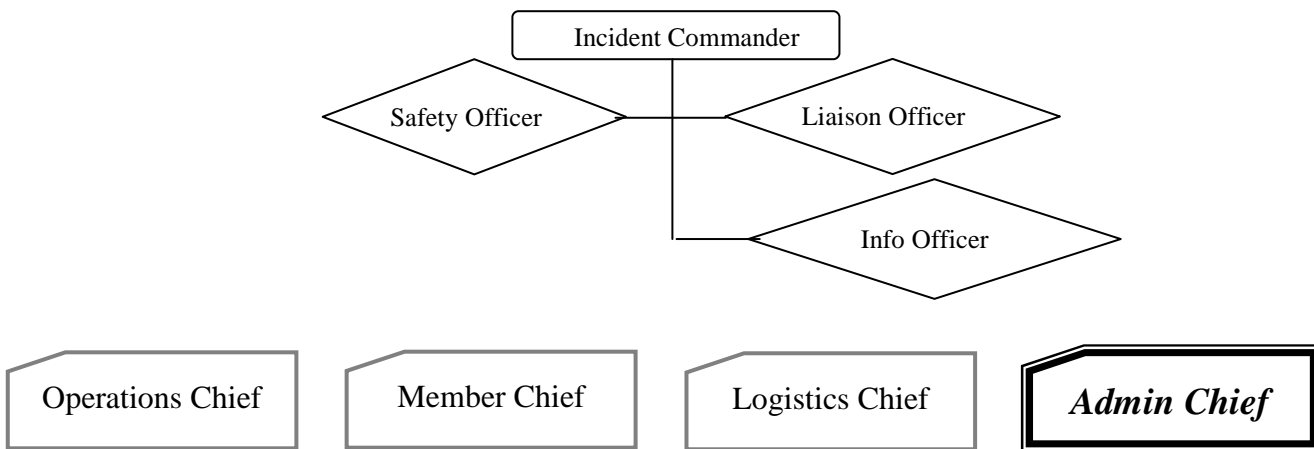
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### **Food Unit**

The Food Unit is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Wards, Staging Areas), as well as the possibilities of providing food for personnel unable to leave tactical field assignments.

#### ***Responsibilities and duties:***

- Determine food and water requirements.
  - Determine method of feeding to best fit each facility or situation.
  - Obtain necessary equipment and supplies and establish cooking facilities.
  - Ensure that well-balanced menus are provided.
  - Order sufficient food and potable water from the Supply Unit.
  - Maintain an inventory of food and water.
  - Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
  - Supervise caterers, cooks, and other Food Unit personnel as appropriate.
  - Supervise staff.
  - Provide Supply Unit Leader with a list of supplies to be replenished.
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## Administration Section

The Administration Section is responsible for managing all administration aspects of an incident. There may be a need for a unit that specifically handles personnel and recording/reporting needs. There may be units which may be established within the Administration Section:

### Resources Director

### Situation Director

### Documentation Director

### Demobilization Director

1.

#### Resources Director

This unit is responsible for maintaining the status of all assigned peoples (primary and support) at an incident. It achieves this through:

- Overseeing the check-in/check-out of all personnel.
- Maintaining a status-keeping system indicating current location and status of all people.
- Establish check-in function at incident locations.
- Prepare and maintain an organizational chart and resource allocation.
- Maintain master roster of all resources checked in at the incident.
- Check-in recorder reports to the Resources Unit Leader and is responsible for accounting for all resources assigned to an incident.

#### Check-in Recorder (**reports to resources Director**)

Check-in recorders are needed at each check-in location to insure that all resources assigned to an incident are accounted for

#### **Responsibilities:**

- Establish communications with the Communications Center.
- Post signs so that arriving resources can easily find the check-in locations.
- Record information on Check-in Lists
- Transmit check-in information to Resources Unit Leader on a regular, pre-arranged schedule.

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### **Situation Director**

The collection, processing and organizing of all Stake information takes place within the Situation Unit. The Situation Unit may prepare maps, weather reports, and intelligence information.

#### ***Responsibilities and duties:***

- Begin collection and analysis of incident data as soon as possible.
- Prepare, post, or disseminate resource and situation status information as required.
- Prepare periodic predictions or as requested.
- Provide maps if required.

Three positions report directly to the Situation Director:

- Display Processor -- Maintains incident status information obtained from Field Observers, resource status reports, etc. Information is posted on maps and status boards as appropriate.
- Field Observer -- Collects and reports on situation information from the field.
- Weather Observer -- Collects current weather information from the weather service or an assigned meteorologist. Collect information as necessary, e.g., weather, environmental, toxics, road conditions etc.

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### **Documentation Unit**

The Documentation Unit is responsible for the maintenance of accurate, up-to- date incident files. Incident files will be stored for legal, analytical, and historical purposes.

#### ***Responsibilities and duties:***

- Set up work area; begin organization of incident files.
- Establish duplication service; respond to requests.
- File all official forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- Provide incident documentation as requested.
- Store files for post-incident use.

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### **Demobilization Unit** (clean up)

The Demobilization Unit is responsible to return the Church Buildings and property to its original state. Note that not all agencies require specific demobilization instructions.

#### ***Responsibilities and duties:***

- Review with Incident Commander to determine the likely size and extent of cleanup effort.
- Based on above analysis, add additional personnel, workspace and supplies as needed.
- Identify surplus resources and probable release time.
- Evaluate logistics and transportation capabilities to support demobilization.
- Ensure that all Sections/Units understand their specific demobilization responsibilities.
- Supervise execution of the incident demobilization plan.

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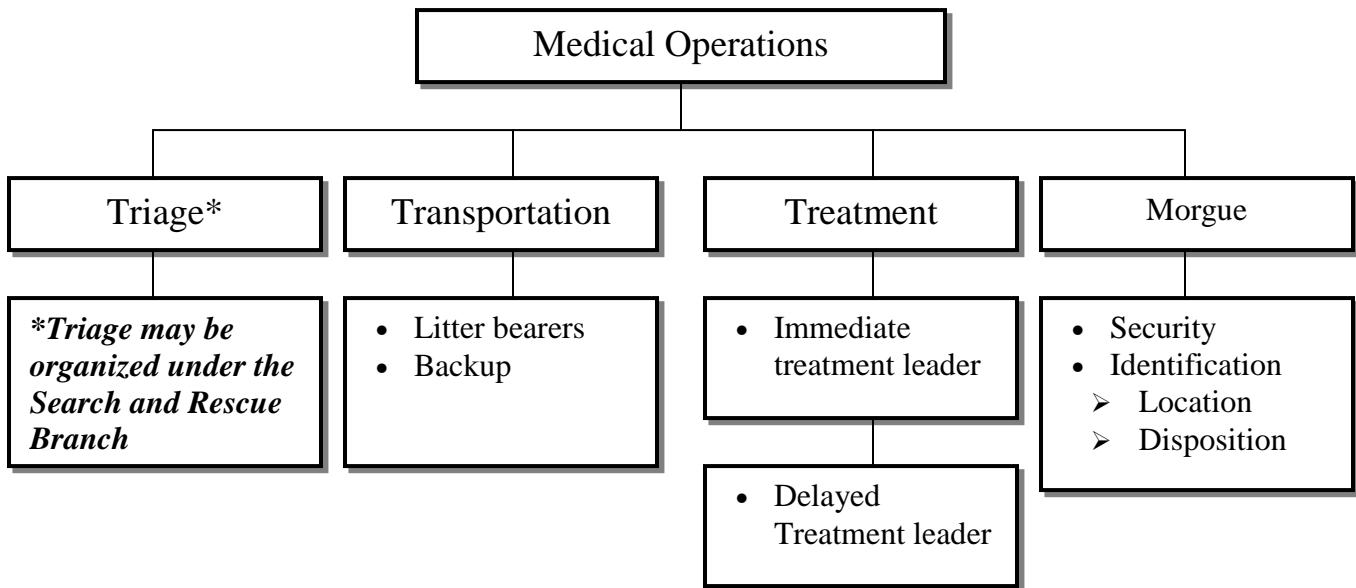
### **Procurement Unit**

The Procurement Unit establishes local sources for equipment and supplies. Manages all equipment in inventory; and ensures return of all borrowed or supplied equipment. The unit works closely with Red Cross or other agencies ensure efficiency.

#### ***Responsibilities and duties:***

- Coordinate with members on plans and supply sources.
- Establish tracing procedures and agreements with supply vendors.
- Ensure proper accounting for all new property.

# Medical Unit



## What is Triage?

Triage is a French term meaning “to sort” the goal of triage is to identify victims who are having problems with the three “killers” – obstructed airway, excessive bleeding, or shock- and to treat them immediately.

Triage usually begins at the incident site, as soon as victims are located. This should be done in tow member teams of you and “your buddy”.

During triage, victims are:

- Evaluated for airway problems, excessive bleeding, and shock.
- Sorted by those who need immediate treatment for the three killers and those who can wait until after others have been triaged.

## ***Triage Categories***

During triage, victims’ conditions are evaluated and sorted into three categories:

Category	Description
Immediate (I)	Victim has life threatening injuries (airway, bleeding, or shock) that demand immediate attention to save the person’s life.
Delayed (D)	Injuries do not jeopardize the victims’ life. The victim may need care, but it can be delayed while triaging other victims.
Dead (DEAD)	Not breathing after two attempts to open the airway. There is not time or resources to do CPR <b>IF</b> others need immediate help.

## ***Conducting a triage evaluation***

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### ***Step 1. Check Airway / breathing***

At arm's length from the victim, Rub the person's collar bone and ask, "can you hear me?" if the person doesn't respond, check for breathing by opening the airway using the head-tilt / chin- lift method.

Look, listen and feel for the air exchange, if the victim still isn't breathing, try again to open the airway. If the victim is not breathing after two tries, tag the victim as "DEAD" and move on to the next victim.

If the victim is breathing, check the victims breathing rate.

- If it's faster than 30 breaths for minute, tag the victim "I" and maintain the airway, control bleeding and treat for shock before moving to the next victim.
- If breathing rate is below 30 per minute and normal, move to step 2.

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### ***Step 2. Check bleeding and Circulation***

First, if the victim had severe bleeding, apply direct pressure to the wound and elevate it above the heart (if possible) to control the bleeding. Then tag as "I".

After controlling the bleeding or if there is no severe bleeding, check circulation using the blanch test.

The Blanch Test

The blanch test is used to check how quickly capillaries refill. To perform this test:

- Press on an area of skin until normal skin color is gone. A good place to do this is the nail bed.
- Let go, and time how long it takes for normal color to return.
- A capillary refill time of longer than 2 seconds is indicative of poor circulation and shock.

The blanch test is not valid in children. Mental status should be used as the main indicator if shock in children.

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### ***Step 3. Shock Management***

During Shock the body pools blood into one or more vital organ. This reduces blood flow to other parts of the body and deprives them of life sustaining oxygen. Any injury or illness, serious or minor, which places the body under stress, may result in shock.

#### ***Signs of shock may be:***

- Rapid, weak pulse.
- Pale or bluish color.
- Mental confusion.
- Nausea
- A "Dazed" look.
- Shallow, but rapid breathing

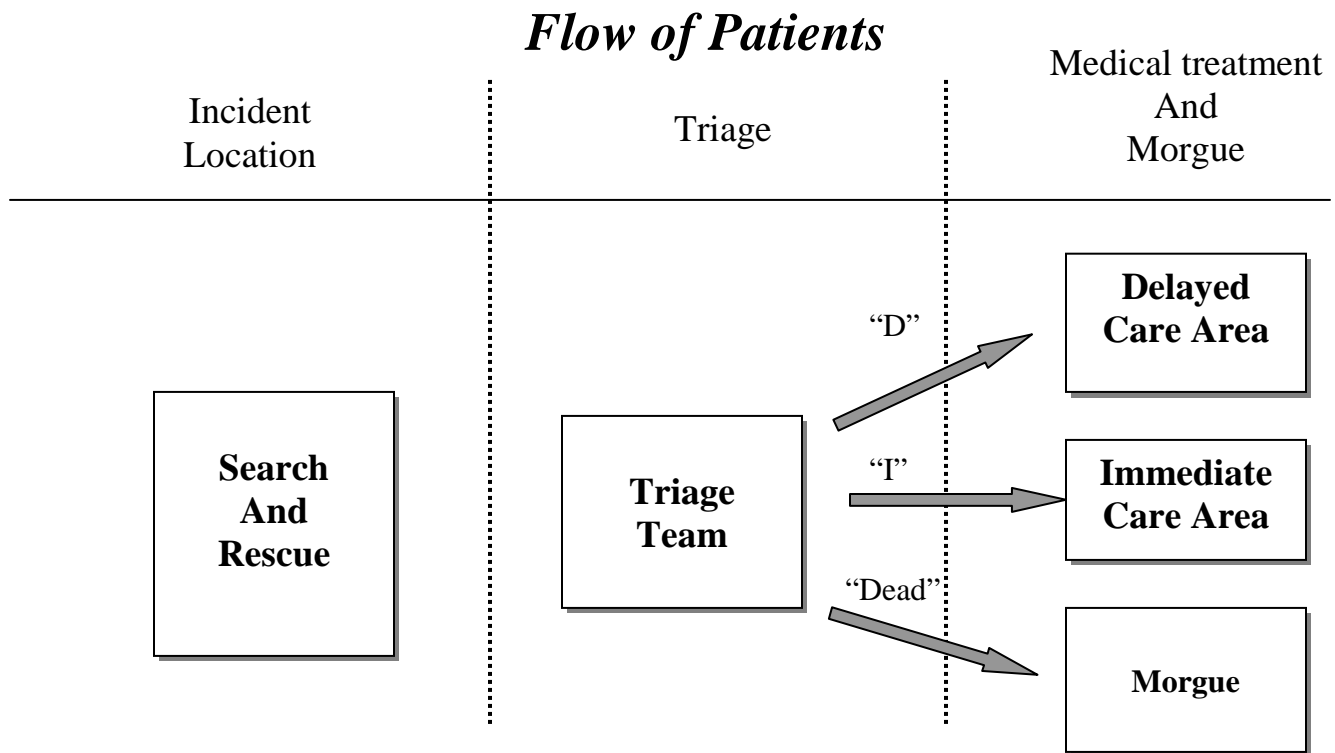
#### ***Shock Treatments:***

- Keep the victim still
- Maintain their body temperature (if it's cold, keep them warm, if it's warm keep them cool)
- Elevate the victim's legs if it will not aggravate another injury.



## Patient Flow

The diagram below illustrates how patients move through the medical operations components.



### Setting up a triage site:

The medical treatment area should be:

- In a safe area, free from hazards and debris.
- Close to the hazard zone.
- Upwind and uphill from the hazard zone.
- Accessible by transportation vehicles such as ambulances, trucks, and helicopters.
- Expandable.

### Medical Treatment Area:

The immediate and delayed care areas should be relatively close to each other to allow:

- Verbal communication between workers in the two areas.
- Shared access to medical supplies, which should be stored in a central location
- Easy transfer of patients whose status had changed.

### Placement of the Morgue:

- The Morgue site should be located away from the treatment area.
- The Morgue should not be visible to patients in the treatment area
- The Morgue must be kept secure.

# Cypress Stake Emergency Communications

When using open air communication mediums such as FRS, GMRS or Amateur (HAM) Radio, it is important to realize that anyone can and will be listening to any and all transmissions. During times of emergency the media commonly utilize radio frequency scanners to intercept open-air transmissions for reportable information. Diligence and care should be taken to ensure that private information remains private and confidential. (If it's private, don't transmit it.)

When an event transpires that requires activation of the Stake communication network, messages will be passed that will include all the following information:

- Date and time Stamp
- Who is the message from?
- Who is the message for?
- Is there a reply?
- Who took the message?

When composing messages, keep in mind the ABCs: Accuracy, Brevity and Clarity. When passing messages, do not change or interpret words or abbreviate words that were not abbreviated in the originally sent message. The passed message must be as accurate when it arrives at its end destination as when it was composed. When speaking on-air, speak clearly and efficiently. Avoid using phonetics unless communication conditions necessitate them.

### HAM FREQ.

<u>Cypress</u>	<u>FVBS</u>	<u>Cerritos</u>	<u>Fullerton</u>	<u>G Grove</u>	<u>70 CM Repeater</u>
<b>144.370</b>	<b>145.600</b>	<b>144.355</b>	<b>144.340</b>	<b>144.355</b>	SCIRA LDS
144.465	146.580	144.450	144.435	144.450	Owned
145.555	144.490	145.540	145.525	145.540	445.700 -151.4
146.535		145.615	146.445	145.615	445.160 -151.4
147.525		147.480	147.510	147.480	445.940 -151.4

### FRS / GRMS CHANNELS

<u>CYP 1</u>	<u>CYP 2</u>	<u>CYP 4</u>	<u>CYP 5</u>	<u>BP</u>	<u>CYP PARK</u>
CH 1	CH 2	CH 4	CH 5	CH 6	CH 7
CH 15	CH 18	CH 19	CH 20	CH 21	CH 22

<b>CYPRESS STAKE HAM's</b>	BP-KJ6IOV: Wane Kent-Johnson	BP-KD6DKZ: Brent Brodowski	<b>BP-KJ6AOQ: Mark Noell</b>	<b>BP-KJ6JHU: Mark Stokes</b>
BP-KJ6JHS: Vickie Wagstaff	BP-KJ6JHT: David Wagstaff	C1-KD6RTB: Carl Carlson	<b>C1-KD6RSY: Lynn Hiner</b>	<b>C1-KE6EKV: Susan Hiner</b>
C2-KD6RSV: Anna Nuttall	C2-WA6LZE: Ray Nuttall	<b>C2-KE6PLZ: Rich Olson</b>	<b>C2-KF6KSL: Joyce Olson</b>	<b>C2-KB6ROL: Steve Legrone</b>
C2-KF6QNQ: Lora Rasmussen	C2-KF6RNM: Ronald Morris	C2-KF6OCT: John Evans	C2-KJ6IRL: Ron Farley	<b>C2-KJ6LCN: Terry Egan</b>
<b>C4-WD6FSF: Ernest Scott</b>	<b>C4-KJ6GEG: Kory Mikesell</b>	<b>C4-KI6NFF: Robert Shaw</b>	<b>C4-KKJ6JFI: Nancy Shaw</b>	C4-KJ6LCH: <b>Paul Kotter</b>
<b>C4-KJ6LCL: Steve Jankovich</b>	<b>C5-KJ6LCJ: Susan Mickelson</b>	<b>C5-KJ6LCO: Robert Shumway</b>	<b>CP-KF6OKI: Lance Olson</b>	

Those names call signs in **bold** are known to own their own equipment  
**Cypress Stake ERC Net is held every Sunday @ 8:15 144.370**

<b>Stake Master Disaster Report</b>							
<b>Only one report Per Stake to be made by Liaison Officer</b>							
When transmitting the report provide only the item number and the information							
<b>INFORMATION REQUESTED</b>	<b>#</b>	<b>REPORTED INFORMATION</b>					
STAKE NAME	<b>1</b>						
RADIO OPERATORS NAME	<b>2</b>						
RADIO CALL SIGN	<b>3</b>						
MEMBERS INJURED	<b>4</b>						
MEMBERS MISSING	<b>5</b>						
MEMBERS DEAD	<b>6</b>						
MISSIONARIES INJURED	<b>7</b>						
MISSIONARIES MISSING	<b>8</b>						
MISSIONARIES DEAD	<b>9</b>						
MEMBERS PROPERTY DAMMAGED	<b>10</b>						
MEMBERS PROPERTY DESTROYED	<b>11</b>						
CHURCH PROPERTY DAMAGED	<b>12</b>						
CHURCH PROPERTY DESTROYED	<b>13</b>						
NEEDS OF STAKE	<b>14</b>						
STAKE CAN SERVE (Y/N)	<b>15</b>						
ADDITIONAL NOTES	<b>16</b>						
<b>Fountain Valley Bishops Storehouse 145.6300 146.580 144.490</b>							

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<b>Fountain Valley Bishops Storehouse 145.6300 146.580 144.490</b>							

### Presiding Leader Reporting Worksheet

Ward	Incident Commander	Time (24 hr)	Missing	Injured	Dead	Need Housing
Buena Park						
2						
3						
4						
5						
6						
Cypress 1st						
2						
3						
4						
5						
6						
Cypress 2nd						
2						
3						
4						
5						
6						
Cypress 4th						
2						
3						
4						
5						
6						
Cypress 5th						
2						
3						
4						
5						
6						
Building Status - Circle one ---> (Light, Moderate, Heavy)						
Stake Center	L M H		Crescent Ave.		L M H	
Orange Ave.	L M H		Institute		L M H	

Report to: Fountain Valley Bishops Storehouse **145.6300 146.580 144.490**

## *Recovery*

### *Recover*

Main Entry: **re·cov·er**

**1:** to get back: **REGAIN**

**2 a:** to bring back to normal position or condition <stumbled, then *recovered* himself> **b archaic:** **RESCUE**

"I speak of that service which is given without expectation of monetary reward... or personal gain and reach out with strength and energy and purpose to help the unfortunate, to improve the community, to clean up the environment and beautify our surroundings. How much greater would be the suffering of the homeless and the hungry in our own communities without the service of hundreds of volunteers who give of their time and substance to assist them" (Gordon B. Hinckley, *Ensign*, Aug. 1992, 5).

After any disaster even one of a limited scope, there may be short term and long term psychological, as well as, physical recovery needs. Responders and victims alike will feel the need for "decompression" and the want of human interaction.

The ICS structure, as well as, the basic organization of the church is well suited for providing the needs of both Church members and members of the community. We will rely on the Church Welfare program as an instrumental tool in our recovery

### *Possible sort-term recovery needs:*

- ❖ Food
- ❖ Clothing
- ❖ Short-term housing needs
- ❖ Clean up
- ❖ Building Repair
- ❖ Grief counseling
- ❖ Stress management

### *Possible long-term recovery needs:*

- ❖ Psychological counseling
- ❖ Long-term housing needs
- ❖ Job Placement
- ❖ Medical recovery
- ❖ Relocation

Cypress Stakes Base of Operations will be the Institute of Religion located at the corner of Orange and Holder.

