



# Welfare Department Emergency Preparedness and Response Plan Caribbean Area, Revised 6/17

The prophets and the scriptures have repeatedly warned of the destructive events that will occur in the last days. Faith and works (i.e. preparation), both temporal and spiritual, can enhance our ability to respond to such disasters. It is the responsibility of priesthood leaders to ensure that each mission/stake/ward/district/branch has a written plan to respond to such emergencies.

*“Prepare ye, prepare ye for that which is to come, for the Lord is nigh” (Doctrine and Covenants 1:12).*

*“If ye are prepared ye shall not fear” (Doctrine and Covenants 38:30).*

## Caribbean Area Office Emergency Action Plan

This plan was prepared by the Area Welfare Department. It is designed to be easy to understand and implement. This plan is not a checklist of actions needed for events that may occur, but rather is designed to guide the actions of the various departments of the area offices, stakes, districts, and missions so that they can plan how to get information, materials, and equipment quickly in case of an emergency. THE AREA PLAN DOES NOT REPLACE STAKE AND WARD PLANS. Contact the Area Welfare Manager, Julio Cesar Acosta (809) 979-6242 or [acostamatos@ldschurch.org](mailto:acostamatos@ldschurch.org) if you have questions.

### Table of Contents

1. Preparation .....	3
Coordinating council responsibilities.....	3
2. Communication Protocol and Resources.....	4
3. Guide for Church Employees .....	8
4. Stake and District Leaders' Guide .....	9
5. Guide for Mission Presidents.....	10
6. Emergency Response Process.....	11
7. APPENDIXES .....	13
Appendix A - Emergency response checklist .....	13
Appendix B—Suggested Emergency Supplies .....	14
Appendix C—Hurricane Preparedness .....	15
Appendix D—Tips in Case of Earthquake .....	16
Appendix E—Satellite Phones.....	17
Appendix F - Guidelines for Disaster Cleanup and Church Volunteer Safety .....	19

# 1. Preparation

## Coordinating Council responsibilities

Coordinating councils promote the following priesthood-directed activities. The Area Welfare Manager (AWM) will provide additional guidance as needed for these activities.

- **The Individual and Family:** Annually, on a fifth Sunday of a pre-determined month, teach about the emergency plan during priesthood and relief society meetings. On this same day, we recommend distributing to all the families the following brochures: “All Are Safely Gathered In – Family Finances,” and “All Are Safely Gathered In – Family Home Storage.” Find copies of this and other resources in: <https://www.lds.org/topics/welfare/leader-resources/topics?lang=eng#14>.
- **Ward/Branch Emergency Plan:** All the members of the Ward Council should study the lesson “Preparing for Emergencies,” available for printing from the welfare link at [https://www.lds.org/topics/emergency-preparedness?lang=eng&\\_r=1](https://www.lds.org/topics/emergency-preparedness?lang=eng&_r=1). Each ward should have an emergency plan and send a copy of it to the Stake. A model plan available on the website - <https://providentliving.lds.org/emergency-preparedness-and-response/stake-ward-emergency-planning-guide?lang=eng>.
- **Stake/District Emergency Plan:** All the members of the Stake Council should study the lesson “Preparing for Emergencies,” available for printing from the welfare link at [https://www.lds.org/topics/emergency-preparedness?lang=eng&\\_r=1](https://www.lds.org/topics/emergency-preparedness?lang=eng&_r=1). Each stake and district should have an emergency plan and send a copy of it to the Area Welfare Manager.

[Additional information regarding emergency preparation and response can be found in the Church’s website \[preparedness.lds.org\]\(https://www.lds.org/topics/emergency-preparedness?lang=eng&\_r=1\).](https://www.lds.org/topics/emergency-preparedness?lang=eng&_r=1)

## 2. Communication Protocol and Resources

In the event of an emergency, the following table represents Area Leaders and Administrative office personnel that are available to assist.

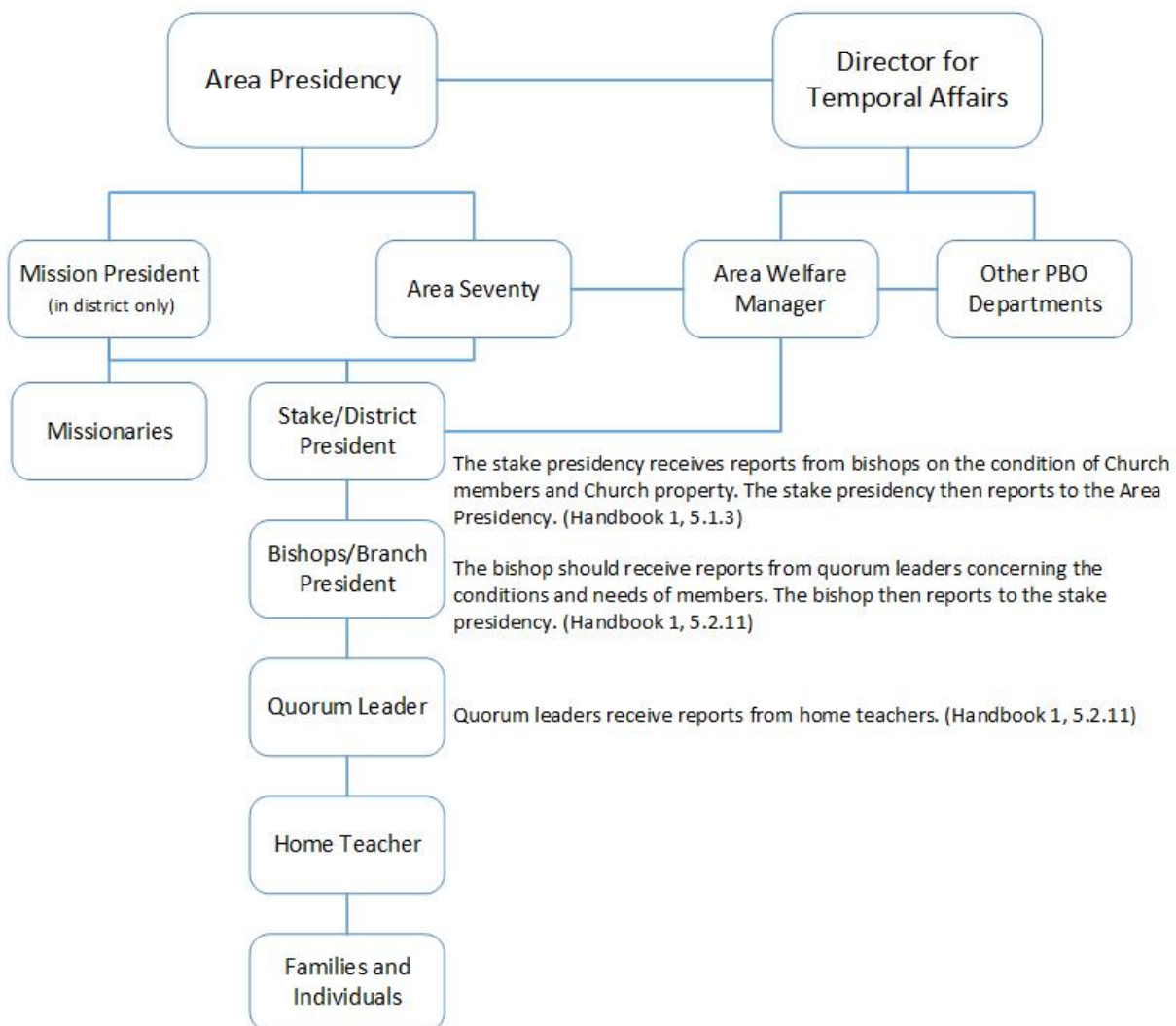
### Area Leaders:

Name	Position	Cell	Home	Office	E-mail
<b>Area Presidency</b>					
				<b>Tel: 809-692-2161</b>	<b>A.P. Video Conf. Room: 801-353-2098 (+1 PVC)</b>
Elder Walter F. Gonzalez	Area President	829-213-5521	809-685-2820	809-692-2168	GonzalezWF@ldschurch.org
Elder Claudio D. Zivic	1st. Counselor	829-213-5520	809-687-7821	809-692-2167	ZivicCD@ldschurch.org
Elder Hugo E. Martinez	2nd. Counselor	829-213-5522	809-689-1156	809-692-2169	HEMartinez@ldschurch.org
Elder/Sister Bentley	Executive Secretary	829-213-5523		809-692-2164/2163	swtbentley@ldschurch.org
<b>Area Seventy</b>					
Elder Claude Gamiette	Area Seventy (WI, J)	590-690-065-500	590-590-039-894	590-590-487-036	GamietteCR@ldschurch.org
Elder Huberman Bien-Aimé	Area Seventy (H)	509-36-222-991	509-3732-3833	509-2816-1873	BienAimeH@ldschurch.org
Elder Julio Cesar Acosta	Area Seventy (RDE, PR)	809-979-6242	809-537-6977	829-547-2259	AcostaMatos@ldschurch.org
Elder Candido Fortuna	Area Seventy (RDO, RD Sant)	809-980-1230	809-687-3720	829-547-2229	FortunaCA@ldschurch.org

### Area Office:

Name	Title	Home	Cellular	Office
Guillermo Antivilo	Director for Temporal Affairs		829-274-0473	829-547-2252
David Vidal	Area Physical Facilities Mgr.		809 980-1233	829-547-2247
Victor Santana	Area Security Manager	809-222-1783	829-630-1684	829-547-2244
Julio Acosta	Area Welfare Manager	809-537-6977	809-979-6242	829-547-2259
Henry Batista	Materials Manager		809-980-1232	829-547-2288
Roxanna Merejo	HR Manager	809-685-3433	809-980-1346	829-547-2232
Rodrigo Cañar	Controller	809-682-6363	809-980-1243	829-547-2228
Huberman Bien-Aime	Haiti Facilities Manager		011-509-3701-8098	011-509-2816-1872
David Demosthenes	O&M Assistant Haiti		011-509-3701-8090	011-509-2816-1873
Michael Ulett	Jamaica Facilities Manager	876-988-7061	1-876-322-5172	1-876-908-0857
Miguel Lee	FM Puerto Rico North		1-787-403-3008	1-787-251-0953
Rafael Ortíz	P. R. Facilities Manager South	787-812-2799	1-787-399-9886	1-787-290-2430
Jose Toro	O&M Manager		1-787-525-2409	1-829-547-2246
Sandy Encarnación	Cibao Facilities Manager	849-356-0931	809-980-8570	829-547-2236
Kelvin Antonio Rodríguez	North Facilities Manager		809-980-8570	829-547-2238
Miguel Batista	O&M Regional Manager		829-585-5754	829-547-2246
Ángel Paredes	Sto. Dgo. Northeast Facilities Mgr.		809-980-1244	809-699-7819
Julio César Pérez	Sto. Dgo. West Facilities Mgr.		809-980-1248	829-547-2248
Arcadio Vargas	Central DR Facilities Manager		809 979-6395	829-547-2213
Michael Andrew Rupa	West Indies Facilities Manager (validate West Indies)	787-870-5162	868/662-6700	868-729-9506
Orin Moses	Mechanic Guyana		+1(592)603-0535	592/227-8610

# EMERGENCY COMMUNICATION PROTOCOL



The Area Presidency has asked the Area Welfare Manager, as their representative, to contact or receive information from any affected stake/mission presidents and obtain reports as needed on the condition of missionaries, Church members and their homes; the general condition of the affected community; and any requests for humanitarian assistance. He will then pass this information on to presidency and assigned area seventies.

Not all emergencies require the same level of reporting and response. Wisdom, judgment and the spirit should be followed when responding to emergencies.

### Emergency Resource Materials

Under the direction of the Director for Temporal Affairs (DTA), emergency resource materials are ordered, stored and distributed in conjunction with the Church Materials Manager. In some areas, Welfare Services missionaries can assist with the ordering, storage, and distribution of emergency preparedness material purchased by the Church.

### Emergency Centers

This plan identifies five major emergency storage centers, which are listed below. These centers are strategically located to serve members quickly and efficiently. These centers are the primary storage and distribution centers for emergency supplies.

Location	QTY	Agent Stake
Area Office Building, Santo Domingo, D. R.	1	Santo Domingo
Port-au-Prince, Haiti, Bishop's Storehouse	1	Port-au-Prince North
Jamaica—Spanish Town Chapel	1	Jamaica Kingston Mission
Jamaica—Montego Bay Chapel	1	Jamaica Kingston Mission
Jamaica—Savanna-la-Mar Chapel	1	Jamaica Kingston Mission
Puerto Rico – Trujillo Alto Chapel	1	Puerto Rico San Juan Mission

### Permanent Emergency Container

The Church provides in some countries permanent containers stocked with emergency supplies in various locations, as shown in the following table:

Location	QTY	Agent Stake
Caribbean Area Office—Santo Domingo	1	Welfare Department
Puerto Rico—Caguas Stake Center	1	Caguas Stake
Guyana—Georgetown	1	Georgetown
Jamaica—Spanish Town Chapel	1	Spanish Town Jamaica District
Haiti – Bishop Store House	1	PAP Nord Stake

Depending on the area, Welfare Service missionaries, LDS Facilities Managers, the Mission President, and/or others have keys to access containers.

After the use of equipment and supplies in the Emergency Container, the welfare services missionaries (or whoever has been assigned to do this) will conduct an inventory and will send a formal re-stocking request to the Caribbean Area Welfare Manager.

**Note:** *The Mormon Helping Hands t-shirts MUST be collected after the disaster. These are NOT FOR PERSONAL USE.*

### Emergency Specialists

Priesthood leaders in each country should develop a list of doctors, nurses, contractors, electricians, and other specialists who can assist during times of emergency. These lists should be posted to the Area, Mission, Stake, and District plans.

### Member Transportation Resources

Additionally, each Church unit should identify member transportation resources to ensure that transportation is available to members and others during emergencies. This list should include vehicles, other modes of available transportation, and their locations.

### Transportation and location of cars

Area Office officials may provide access to several vehicles that can be operated in times of emergency by Church employees. The Area Fleet Manager will coordinate the use of all Area vehicles used for disaster response.

The Area Presidency, mission presidents, and/or embassy personnel will help arrange necessary transportation off any island for US Citizens in need of evacuation and will work with commercial airlines or other governmental organizations.

### **Emergency satellite phones**

The Caribbean Area Office has strategically placed satellite phones in various areas in the Caribbean. These phones should be checked monthly to make sure they function and are charged. (**See Appendix E** for the list of Caribbean Area satellite phones.)

### **Emergency telephone numbers**

Dominican Republic

Emergency Number

#### Santo Domingo

Sistema Nacional de Atención a Emergencias y Seguridad	9-1-1 (809-688-9911)
Policía Nacional	809-682-2151
Centro de Operaciones de Emergencias (COE)	809-472-0909
U.S. Embassy	809-567-7775

## 3. Guide for Church Employees

### Preparation

- Be alert to the policies and work situations in the country where you live, and monitor radio reports and severe weather forecasts.
- Carefully read the Daily Safety Reports received from the Security Department of the Church.
- Keep your mobile phone available at all times.
- Keep a list of all Church leaders and supervisors available, including their phone numbers and addresses.
- Keep an updated list of emergency contact numbers for the Administrative Offices (In your copy of the Emergency Action Plan).
- Be ready to respond to a request from your immediate supervisor.

### Natural disaster (hurricane, floods, tornadoes, earthquakes), political or terrorist event

- Report the status of your situation to your immediate supervisor.
- Be willing to take action and immediately address the needs of leaders and members:
  - Stay in your apartment or house (if the building is secure).
  - Move members who are in vulnerable areas to safer places.
  - Request permission to use the meetinghouse facilities if necessary during the crisis.
- Help leaders take the action necessary to get everything back to normal.
- Notify the Area Offices of your condition: Julio Acosta (829) 547-2259 / (809) 979-6242 or Roxanna L. Merejo (809) 980-1346 / (829) 547-2232.
- Take any other steps suggested by the Area Office and/or the Physical Facilities' representative.
- Continuously monitor the situation, adjust to leaders' instructions when necessary.
- Keep the Area Office informed of any changes in your situation.

Additionally, you will find a suggested emergency supply list in **Appendix B**.

### Evacuation Plans

All Church facilities and mission home shall have an evacuation plan in place.



## 4. Stake and District Leaders' Guide

### Stake and Ward Emergency Planning Worksheets

Ward and Stake Councils should use this planning guide to draw or update emergency response plans (see Manual 1: Stake Presidents and Bishops, 2010, 5.1.3 and 5.2.11). Stake and District plans can be coordinated with those of the community. Leaders may consider calling wellness specialists to help with emergency response efforts. The most effective plans are short and are not excessively complex. It is recommended that appropriate councils review and update the plans on a regular basis.

See page [preparedness.lds.org](http://preparedness.lds.org) for more details about preparation and stake/ward emergency action plans.

### Promote the preparation of members

Urge members on a regular basis to participate in preparing and following the advice described in brochures, "Prepare Everything Necessary": "Family Storage (04008 002) home and prepare everything necessary: The Family Budget" (04007-002). Link: <https://www.lds.org/topics/welfare/leader-resources/topics?lang=eng#14>.

Some venues to do this could include:

- Priesthood and relief society meetings.
- Sacrament meetings or stake conferences.
- Messages of home and visiting teachers

Identify members living in dangerous zones and invite them to prepare an evacuation plan in case of emergency. Encourage every member/family to have their own emergency plan, including an emergency kit and be aware of emergency services available near their homes.

### Determine the methods of emergency communication

Stake/ward emergency response plans should provide for communication that is not dependent on either the telephone network or the power grid. The purpose is to ensure that Church leaders are able to:

- Determine the condition of members, missionaries, Church property, and the community,
- Report that information to priesthood leaders request needed response materials, supplies, and volunteer service.

Determine and plan alternative methods of communication that can be used during a catastrophe. Such methods could include:

- Email, social networking and telephone over the Internet.
- Text messaging on cell phones (which may be operational even when voice service is unavailable).
- Amateur radios.
- Personal contacts on foot, by bike, etc. (fulltime missionaries can also help.)

Whatever mode of communication is used, the key to reporting and requesting needs is getting the information to the Area Seventy or another Church representative who has a working telephone outside the affected area. Stake presidents or bishops may call a welfare specialist to provide emergency communications support and to assist in identifying the best mode(s) of communications. Often, qualified specialists have communication equipment and valuable experience.

First contact for all emergency preparedness, response and report is the Area Seventy and/or the Area Welfare Manager: Julio César Acosta [acostajc@ldschurch.org](mailto:acostajc@ldschurch.org) [acostamatos@ldschurch.org](mailto:acostamatos@ldschurch.org), Mobile. (809) 979-6242, Off. (829) 547-2259.

## 5. Guide for Mission Presidents

### Preparation

1. Each mission must have an Emergency Action Plan, and make sure each missionary understands and has access to a copy.
2. Monitor severe weather forecasts.
3. Carefully read the *Safety Daily Reports* received from the Department Security of the Church.
4. Keep your mobile phone charged and available at all times.
5. Keep a list of all missionaries, including their phone numbers and addresses.
6. Keep an updated list of emergency contact numbers in your emergency action plan. These numbers may include Caribbean Area Administrative Offices, Missionary Department, embassies, emergency services, local police, airports, etc.
7. Identify and mark safe havens (areas that have been designated as safe, such as houses, church buildings, etc.) where missionaries can go during an emergency. Maintain an alternate site if necessary.

### Illness, injury or death of Missionaries (individual or group)

1. Determine the situation and take appropriate action.
  - a. Bed rest
  - b. Medication
  - c. Doctor visit
  - d. Hospitalization
  - e. Medical or police assistance 911
2. Provide direction to the affected missionary's companion(s).
3. Notify family members if necessary.
4. Remain informed to provide evaluation and/or action.

### Natural Disaster (Hurricane), political unrest, or terrorist attack

1. Determine the type and extent of the crisis.
2. Identify immediate actions that need to be carried by missionaries:
  - a. Stay in apartments (if the building is constructed of hurricane-proof concrete).
  - b. Move missionaries to designated safe havens.
  - c. Gather in specific locations and prepare for evacuation.
3. Use mission protocols to notify missionaries of actions to be taken.
4. Receive reports from zone leaders informing you when all the missionaries have been notified and again when everyone has come to their apartments, designated locations, or evacuation places.
5. Report to the Area Offices, Julio Cesar Acosta (809) 979-6242 / (829) 547-2259, or Guillermo Antivilo (829) 274-0473, regarding the conditions of the members, missionaries, Church's property, and community, and the needs of members and/or community.
6. Report to the mission physical facilities representative if there was damage to Church property.
7. Notify the Mission Department at 800-240-1000 (Church Operator - SLC)
8. Initiate any other steps requested by the Area Office and the Missionary Department.
9. Continuously monitor the situation, adjust instructions to the missionaries as needed, and keep the Area Office informed of any situational changes.

### Evacuation

1. Make travel arrangements for missionaries using the Church Missionary Travel Department (1-801-240-1000).
2. Notify the missionaries through mission channels to come together to be evacuated and arrange to have vehicles in the fleet ready.
3. Ensure that the missionaries have transportation to evacuation locations.
4. Instruct missionaries what to bring, leaving their other belongings behind.
5. Remain in country until the last missionary is evacuated.

## 6. Emergency Response Process

Area Office leadership will decide the need to establish an Incident Command Center to help in case of a disaster. The suggested response process is outlined below.

### A. Communication

1. In the event of a disaster or anticipated disaster the Area Seventy responsible for the affected stake(s) and/or mission(s) immediately alerts the Area Presidency and the DTA. The DTA alerts the AWM and Headquarters Welfare Emergency Response.
2. The Area Seventy initiates regular conference calls, with the support of the AWM.
  - a. Conference calls should include the Area Seventy, stake and mission presidents, the AWM, the Service Centre Manager, and when appropriate, the Area Presidency, and HQ Welfare Emergency Response team, and others as invited.
  - b. Conference calls are used to review current conditions, report on the status of members and the community, determine the appropriate level of humanitarian response, and coordinate the needs and resources between Church units, including volunteer work teams and essential materials and supplies.
3. Immediately following the initial emergency, the Area Seventy provides a detailed status report to the Area Presidency and the DTA with copy to the AWM. A response strategy is developed from this report.

### B. Assess Impact

Local ecclesiastical leaders assess and quantify the needs of Church members, and through the local Disaster Management Officials (DMO), the needs of the community.

1. Assessing the impact of the disaster upon Church members and the community
  - a. Church members – Any injured or dead? Food and shelter needs? Homes damaged or destroyed?
  - b. Full-time missionaries – Are they safe? Do they have food and shelter?
  - c. Church buildings – Any that are damaged or destroyed? Are they suitable for meetings?
  - d. Community – Any injured or dead? Damage to homes and infrastructure – water supply, power, communications?
  - e. Anticipated needs of Church members and the community – Food, water, hygiene kits, or other relief supplies? Volunteer clean-up crews?
2. The local leader communicates the assessment report through the appropriate channels.

### C. Initial Response Coordination

1. The coordination of needs and resources is achieved through the regular conference calls under the direction of the Area Seventy, with support from the AWM.
2. Volunteer service and work teams for Church members are organized through normal priesthood channels.
3. Work of Church volunteers for community service is coordinated through the local DMO. One individual should be assigned to represent the Church in working with the DMO.
4. Requests for Humanitarian Disaster Relief for the community at large may be made through the AWM.
5. Emergency relief commodities intended for Church members only are provided through normal priesthood channels and Fast Offering assistance procedures.
6. Utilize affected and non-affected member families to assist others in need.

### D. Responding to Community Needs

Priesthood leaders coordinate community-wide relief efforts with the local DMO and/or other relief agencies. Do not make commitments or promises until all necessary approvals are received.

Special attention should be given to the needs of families of emergency management personnel, medical care givers, widows, and the elderly. If requested, crisis counsellors or medical personnel can be sent to assist with identified community needs.

**E. Long-Term Recovery**

1. Volunteer work teams that assist in the long-term recovery efforts of the community should include Church members who have received assistance. Community members who have received assistance may also be invited to assist in recovery work efforts.
2. The efforts of volunteer work teams are coordinated under the direction of the Area Seventy, with support from the AWM, but supervised by normal priesthood leaders.

**F. Final Reporting**

1. An assessment of the effectiveness of the emergency preparedness and response efforts of each stake will be conducted by the Area Seventy, with support from the AWM. A written report of this assessment and of the lessons learned will be provided to the Area Presidency and DTA.
2. A final report documenting work activities and distribution of relief supplies including photographs, success stories, experiences, and testimonies will be sent to the AWM.

## 7. APPENDIXES

### Appendix A - Emergency response checklist

This checklist guides area leaders assigned to assess and organize appropriate and timely responses to Church members and communities in times of disaster.

**A. PREPARATION** – *Tasks and activities performed in advance to prevent and better respond to and recover from disaster situations.*

- Encourage individual and family emergency preparedness.
- Encourage Church units to prepare and update emergency response plans.
- Coordinate communications between coordinating councils, missions, stakes, and wards.
- Promote stake and district emergency communications systems.
- Identify local resources for technical, material and/or social service needs.
- Develop working relationships with local emergency response organizations.
- Participate with partner organizations (Red Cross and others).

**B. RESPONSE** – *Activities that address the short-term direct effects of a disaster.*

- Assess the impact of the disaster from local Church and community leaders to determine the impact on:
  - Full-time missionaries – Are they safe and accounted for?
  - Church members – How many are injured or dead? How many member homes are damaged or destroyed?
  - Church buildings – What kind of damage have church buildings sustained?
  - Community – What effects are there on the community (injuries, deaths, damage to homes and infrastructure—power, water supplies, communications, etc.)?
  - Anticipated needs – Is there a need for volunteer assistance from other Church units and/or technical/material assistance for Church headquarters?
- Report assessment information to the appropriate ecclesiastical leader and to the AWM.
- Recommend technical or material relief that the Church can provide to local government and disaster relief agencies, such as food, clothing, blankets, temporary shelter, medical, hygiene, and cleanup kits, crisis counselling; and possible cash donations.
- Coordinate delivery of requested materials with civil authorities and Church leaders.
- Coordinate service opportunities, such as damage assessment and cleanup teams, with other stakes in the area, including the affected stakes and communities.
- Communicate through “conference call” telephone briefings as requested.
- Involve Church Public Affairs representatives to publish information, as needed.

**C. RECOVERY** – *Activities which restore the economy, housing, operations, and services.*

- Organize volunteer work teams to provide recovery assistance as requested by civil authorities.
- Coordinate recovery efforts with local community agencies.
- Inform local Church leaders of available community recovery resources.
- Contact the AWM to request technical assistance, materials and supplies.

**D. MITIGATION** – *Activities designed to reduce or eliminate future risks from similar incidents.*

- Review and record experiences from this event and highlight “lessons learned.”
- Encourage the updating of Church and community emergency response plans based upon lessons learned.
- Inform Church and community leaders of disaster mitigation efforts.

## Appendix B—Suggested Emergency Supplies

<p style="text-align: center;"><b><u>Food and Water</u></b></p> <p>(At least three-day supply of food and water per person. Plan on no refrigeration or cooking equipment being available)</p> <ul style="list-style-type: none"> <li>▪ Protein/Granola Bars</li> <li>▪ Trail Mix/Dried Fruit</li> <li>▪ Crackers/Cereals (for munching)</li> <li>▪ Canned Tuna, Beans, Other Meats, (“pop-top” cans would work best)</li> <li>▪ Jerky</li> <li>▪ Canned Juice</li> <li>▪ Fruit cups (small ones in plastic container)</li> <li>▪ Candy/Gum</li> <li>▪ Water (1 Gallon/4 Liters <u>per person</u>)</li> </ul>	<p style="text-align: center;"><b><u>Bedding and Clothing</u></b></p> <p>(If possible, keep these items in your car or quickly accessible)</p> <ul style="list-style-type: none"> <li>▪ Change of Clothing</li> <li>▪ Change of Undergarments</li> <li>▪ Cloth Sheet</li> <li>▪ Plastic Sheet or tarp</li> </ul>
<p style="text-align: center;"><b><u>Fuel &amp; Light</u></b></p> <ul style="list-style-type: none"> <li>▪ Flashlight</li> <li>▪ Hurricane Kerosene Lamp – if available</li> <li>▪ Extra Batteries</li> <li>▪ Kerosene (how is this stored?)</li> <li>▪ Candles</li> <li>▪ Matches</li> </ul>	<p style="text-align: center;"><b><u>Miscellaneous</u></b></p> <ul style="list-style-type: none"> <li>▪ Can Opener</li> <li>▪ Disposable Dishes/Utensils</li> <li>▪ Shovel – senior couples</li> <li>▪ Radio (with batteries!) – senior couples</li> <li>▪ Pen and Paper</li> <li>▪ Axe or Machete – senior couples</li> <li>▪ Rope</li> <li>▪ Duct Tape</li> </ul>

## Appendix C—Hurricane Preparedness

Hurricanes are quite serious natural phenomena. They can cause great destruction and loss of human life. After a hurricane's passing, some areas may be without water and without power for several months.

PLEASE TAKE THESE INSTRUCTIONS SERIOUSLY, THEY ARE PROVIDED AS GUIDE.

### COMMUNICATION

If it appears that a hurricane will impact the country where you live, you should inform your immediate leader whether to stay home or not. If you are living in an apartment built of cement, you are asked to stay within your accommodation before, during, and after the hurricane, until you are told by your leaders. If your apartment or house is built of wood, you should find a safe place to stay during the hurricane. It is preferable that you go to the house of a relative or a member of your ward or branch.

After the hurricane has passed, you should immediately contact your leaders to report your status. They should know the whereabouts and condition of each missionary and member in your area in order to report to the mission, stake, or district president. If you cannot communicate with your leaders and if you are in a safe situation, stay in one place so that they can contact you.

### FOOD - WATER - LIGHT

Every adult should have at least five gallons of potable water stored in their home or apartment (five gallons per adult at home, children should also be considered.) Containers of water should be dated. Also, you will need several gallons of water for personal hygiene and bathing. We have included a list of non-perishable food sufficient for several days which you may buy. Make sure you have in your house or apartment a flashlight with fresh batteries.

### SAFETY

If a hurricane strikes, stay away from windows, doors or other openings. Identify a safe place in your apartment or home. Flying objects can maul or kill. DO NOT leave the safe place before or after the hurricane until you are instructed to do so, unless you have a medical emergency. No exceptions! Stay away from windows or other openings.

### MONEY

During the hurricane season, maintain an account balance of at least \$50. Before the hurricane, remove a reasonable amount of money in order to have access the money after the hurricane.

### TRANSPORTATION

If you have a vehicle, make sure you have a full tank of fuel before the hurricane. Park your vehicle where there is less risk of debris from falling or flying objects and where vehicles can be easily accessible (as much as possible where there is no other vehicle parked which prevents you from leaving)

### CELL PHONES

Please make sure you have your cell phone fully charged.

**Note:** You will find a suggested emergency supply list in Appendix D.

## Appendix D—Tips in Case of Earthquake

We do not know if today the earth will shake and if some time we will experience an earthquake. But this we do know that earthquakes are characteristic events which signal the coming of Christ, and it is possible that we may have this experience.

Would you be ready to cope with an earthquake if it happened today? With some basic planning and forethought, preparation of your home or workplace for an earthquake is simple. These tips on what to do before, during and after an earthquake were developed by the Office of Emergency Services California, USA, to help you prepare for an earthquake. ([www.oes.ca.gov](http://www.oes.ca.gov))

### Before an Earthquake

How you, your family, and your home fare in an earthquake often depends on how well you are prepared beforehand. Develop a plan for what you, your families and neighbors should do in the event of an earthquake. The following checklist will help you in your preparation:

- Prepare an emergency kit containing food, water and other supplies, such as a flashlight, portable radio, extra batteries, medicines, first aid kit, money and clothing.
- Know the safe spots in each room, for example, under heavy tables or desks or against interior walls.
- Know the danger spots-near windows, mirrors, hanging objects, fireplaces and tall furniture that are not well secured to the wall.
- Conduct drills so you and your family know the safe places in your home.
- Decide how and where your family will reunite if they are separated when an earthquake strikes.
- Choose a friend or relative who lives in another state (or province) which your family members can call to find out where and how you are.
- Learn first aid and cardiopulmonary resuscitation (CPR).
- Learn how to shut off gas, water and electricity in case the lines are damaged.
- Check chimneys, roofs, walls and foundations to determine their stability. Make sure your home is securely bolted to its foundations.
- Secure your water heater and major appliances and tall heavy furniture to walls, and secure hanging plants, mirrors and large pictures, especially those over beds.
- Keep breakables, heavy objects, and flammable or hazardous liquids such as paints, insect sprays and cleaning products in cabinets securely fastened to the wall or on lower shelves.
- Organize your neighborhood to be self-sufficient after an earthquake.

### During an earthquake

- If you are in your home or office, or another place indoors, stay there. Get under a desk or table or stand in a corner.
- If you are outdoors, move to an open area away from trees, buildings, walls and power lines.
- If you are in a high-rise building, stay away from windows and exterior walls. Get under a table. Do not use elevators.
- If you are driving a vehicle, pull over to the side of the road and stop. Avoid overpasses, bridges and power lines. Stay inside your car until the shaking has ended.
- If you are in a crowded public place, do not rush for the doors. Crouch and cover your head and neck with hands and arms.

### After an earthquake

Unless there is an immediate emergency that threatens life, try not to use the phone. After an earthquake, be sure to:

- Check for gas and water leak or broken electrical wires sewer pipes. If damaged, shut off the electricity at the main switch of the house. Immediately report gas leaks to the gas company. Check for downed power lines, and warn others to stay away from them.
- Examine your building for cracks and damage, including roof, chimneys and foundation.
- Turn on your portable radio for instructions and news bulletins. For your own safety, cooperate fully with public safety officials and follow their instructions.
- Do not drive vehicles unless there is an emergency. Keep streets clear for emergency vehicles to pass.
- Be prepared for aftershocks.
- Remain calm and help others.
- If you evacuate, leave a message at home to inform family members and others where they can find you.

**Note:** You will find a suggested emergency supply list in Appendix B.




## Appendix E—Satellite Phones

Caribbean Satellite Phone List				
Country	City	Sat Phone No.	User Name	Assignment
Dominican Republic	Santo Domingo	8816-414-92401	Guillermo Antivilo	Area Office
	Santo Domingo	8816-414-43703	Julio Acosta	Area Office
	Santo Domingo	8816-414-43704	Area Presidency Exec. Sec.	Caribbean Area Presidency
	Santo Domingo	8816-414-43711	Henry Batista	Area Office
Haiti	Port-au-Prince	8816-414-43707	Pres. Karlyle Rafael	Haiti Mission
		8816-224-76809	Elder Bien-Aime	Haiti
Jamaica	Kingston	8816-214-50317	Pres. Person	Jamaica Mission
Puerto Rico	San Juan	8816-224-75742	Elder Stecker	Puerto Rico Miss.
Antigua	St. John's	8816-224-75741	Missionary Couple	Puerto Rico Miss.
St. Kitts	St. Kitts Branch	8816-224-75743	Missionary Couple	Puerto Rico Miss.
Tortola	Tortola Branch	8816-224-75740	Missionary Couple	Puerto Rico Miss.
Dominica	Road Town	8816-514-57059	Missionary Couple	Puerto Rico Miss.
Barbados	Bridgetown	8816-224-75746	Elder Neil	Bridgtown Barbados Mission
Trinidad	Port of Spain	8816-314-60927	Pres. Egbert	POS Trinidad Mission
Guadalupe	Basseterre	8816-224-75747	Missionary Couple	Bridgetown Barbados Mission
Guyana	Georgetown	8816-224-75745	President Goodluck	POS Trinidad Mission
Suriname	Paramaribo	8816-224-75739	Missionary Couple	POS Trinidad Mission



Puerto Rico Islands	St. Kitts	St. Thomas	St. Croix	Tortola	Dominica	Antigua
Missionary	Missionary Couple					
Phone	Motorola 9575 Extreme	Motorola 9575 Extreme	Motorola 9500	Motorola 9500	Motorola 9575 Extreme	Motorola 9575 Extreme
Number	+61 400 534 656	+881 622 475 741	+881 622 475 743	+881 622 475 740	+61 400 231 407	+61 408 216 700

### Using the Church Iridium Satellite phones:

#### Startup Procedures

1. **Make sure that you have an unobstructed view of the sky.**
2. **Open** the keypad cover (9500 only).
3. **Press and Hold** the  button (black with red rings) to turn the phone on. (If the phone asks for a PIN number, please enter 1111).
4. **Rotate the antenna** to the **vertical** position. The antenna must always be vertical to communicate with the satellite. **Extend the antenna** by pulling out on the end of it. When holding the phone to the ear, the antenna should be rotated to the right or left detent to keep the antenna vertical.



5. **Register with a satellite.** This occurs automatically or by pressing the  button and then  button.

**CALLING A NUMBER OTHER THAN THE CHURCH HEADQUARTERS NUMBER:**

Hold down the “0” button for two seconds or until a “+” appears on the screen, then release.

For US calls: + 1 (###) ### - ####

For calls outside the US: + (country code) and phone number (look up country codes at: [www.1areacodescountrycodes.com](http://www.1areacodescountrycodes.com))

For calls from satellite phone to satellite phone: + (and the 12 digit satellite phone number)

**PLACING CALLS TO THE SATELLITE PHONE FROM A LAND BASED OR CELL PHONE:**

**From the US or the Dominican Republic:** A person dialing the satellite phone from the US will dial 011 (and the 12-digit satellite phone number). If the call does not go through, it may mean that the caller’s long distance service provider may not have the 881 country code loaded into their system. AT&T and Claro do have this 881 country code loaded into their system.

**FYI – 881** (the first 3 digits of the satellite phone number) is an international prefix that connects to the satellite system. The satellite system is considered a country in the communications industry.

The following instructions should be followed for all emergency satellite phone system calls to Church Headquarters using an Iridium satellite phone:

**Making Calls**

1. **Press and hold** the “0” key for two seconds or until a “+” appears on the screen. Then enter one of the following Church Headquarters satellite numbers:


881-62-144-8450

881-62-144-8451

881-62-144-8452

881-62-144-8453

Example: **Enter** + 881-62-144-8450.

**Press**  button to send the call. You will see *Calling* followed by the number you dialed. You will see either the flashing message *Calling* or the flashing messages *Calling, Registering...*

Be sure to keep the antenna vertical always.

**Caution:** Satellite phone users should be very patient when using the satellite phone system. There are significant differences between the use of conventional landline and cellular telephones and the use of satellite communications. Satellite phone users should expect delays in voice communication and will experience unfamiliar sounds such as faint beeps and unique dial tones.

2. Once a Church Headquarters satellite number has been called, the following series of setup tones should occur:
  - a. Deep-pitched beeping sound. (This will continue for varied lengths of times, be patient), then:
  - b. Single higher-pitched beep, then:
  - c. Steady buzzing tone. This is the Church dial tone.
3. **Enter** “0” and you will hear:
  - a. Pause with no sound, then:
  - b. Short buzz for approximately one second, then:
  - c. Repeated buzzing sound (ringing signal) that will continue until:
  - d. Church operator answers.

## Appendix F - Guidelines for Disaster Cleanup and Church Volunteer Safety

This fact sheet addresses the general conditions and the health and safety guidelines that volunteers should understand before they participate in voluntary cleanup efforts. Before cleanup begins, leaders should discuss these items with volunteers and, if possible, give a copy of this page to each volunteer and [watch the volunteer training video](https://www.lds.org/topics/emergency-preparedness/guidelines-for-disaster-cleanup-and-church-volunteer-safety?lang=eng) at <https://www.lds.org/topics/emergency-preparedness/guidelines-for-disaster-cleanup-and-church-volunteer-safety?lang=eng>.

### General Conditions

- Volunteers serve at their own risk. Children under age 12 should not participate in cleanup work. Youth under age 18 should participate only when accompanying a parent or when parental permission has been given in writing (use the Parental or Guardian Permission and Medical Release form [33810]).
- Church volunteers are to assist in cleanup, not reconstruction. Church volunteers should not work in, on, or around condemned buildings.
- Volunteer work is to be conducted with the consent and oversight of the property owner.
- Chain saws are to be used only by adults with experience using them. They are not to be used for tree trunks or large trees. Chain saws should be operated in teams of two, with one person acting as an observer and safety watch always. Chain saw operators should be equipped with safety glasses, hearing protection, gloves, sturdy shoes, and chain saw safety chaps. Volunteers not assisting in chain saw operations should maintain a safe distance from the immediate work area).
- Accidents should be reported promptly to ecclesiastical leaders. Primary coverage is the volunteer's own health insurance.

### Health and Safety Guidelines

- Wear appropriate clothing. As work tasks require, use hard hats; hard-soled, high-topped shoes or rubber boots (if working in wet conditions); work gloves; safety glasses; and hearing protection. Use insect repellent in mosquito-infested areas. Use sunscreen with an SPF of at least 30.
- Wear properly fitting N-95 respirators with exhalation valves when conducting cleanup/ripout jobs or when working in high dust areas, in ash, near mold, or in smoky conditions.
- Do not wear a respirator or work in areas where you may inhale particulates if you have asthma, respiratory allergies, other breathing conditions, or heart problems.
- Avoid becoming overheated or dehydrated. Drink plenty of water, and rest when needed. Be aware of contaminated water. Seek medical attention immediately if you have signs of heat exhaustion.
- During wet or cold conditions, be sure to dress appropriately. When working in wet conditions, wear waterproof boots. Have extra clothing and shoes available in case your clothing gets wet. Wet clothing and cool temperatures can lead to cold stress, which includes hypothermia, trench foot, frostbite, and chilblains. Seek

medical attention immediately if you have symptoms of cold stress.

- Avoid contact with hazardous chemicals, downed power lines, energized electrical circuits, and stray or wild animals.
- Beware of unstable structures, uneven surfaces, broken glass, nails, and other protruding, sharp objects. Tetanus and other needed immunizations should be current.
- Beware of working at heights or on steep roofs greater than a 4/12 pitch. Tie off to a secure structural object if you can.
- Always lift with the knees bent. Work with a partner, and know your limits. Volunteers with pre-existing health conditions should perform tasks that are within their limitations.
- Use caution when working in areas where mold may be present. Wear properly fitting N-95 respirators with exhalation valves, goggles, and work gloves. Do not conduct large cleanup/rip-out jobs (for example: removing more than three sheets of sheetrock) where the visible concentration of mold is heavy (that is, blanket coverage versus patchy coverage). After working with mold, wash hands and face using soap and water. Wash hands and face frequently, and change into clean clothes after working with mold or participating in any disaster cleanup duties.
- Homes built prior to 1980 may contain asbestos. Materials that may contain asbestos include sprayed-on materials like sound proofing or decorative material, pipe or other insulation, popcorn ceilings, patching and joint compounds, textured paints, floor tiles, backing on vinyl sheet flooring, cementitious siding and wallboard (transite), and adhesives used for installing floor tile. Prior to conducting cleanup/rip-out jobs, ask the homeowner if they are aware of any asbestos-containing materials. Do not disturb suspected asbestos-containing materials. If you think you may have encountered asbestos, leave the home and notify the homeowner.
- Treat wounds with soap, clean water, and, if available, an antibiotic ointment. Puncture wounds and animal and snake bites require rapid, specialized medical attention.
- Be aware of motorized traffic in the area at all times. When walking or working in areas where motor vehicles are passing or where heavy equipment is being used, walk facing oncoming traffic. Wear bright or reflective clothing if possible.
- Go to <http://www.osha.gov/dts/weather/tornado/response.html> or <http://www.osha.gov/dts/weather/flood/response.html> for further information on health and safety precautions.
- For more information about this topic, call the Risk Management Division or Welfare Services (Emergency Response Division): 1-801-240-4049 or 1-801-240-9726, 1-800-453-3860, ext. 2-4049 (toll free in the United States and Canada).