**Plano 4th Ward Emergency Response Plan**

Dear Ward Member,

You are being asked to function as a zone or district leader as part of our Plano 4th Ward emergency response plan. Please read below what is required to be a zone or district leader and respond to me (Gemie Martin) to let me know if you will be unable to function in this capacity should it be necessary. You have been given a list of the districts in your Zone and/or the members in your district. For District Leaders, I suggest you put all forms on a clipboard to be kept in a secure, easily accessible place. **In the event of an emergency, do not wait for directions from someone up the chain of command. If the situation calls for it, swing into action.** From time to time, Zone, District and Ward Leaders will be asked to participate in practice drills. If during a drill, persons in your assigned district have moved or do not wish to participate, please make me aware of this. Thank you for your participation. Call or email if you have any questions.

Gemie Martin

Email: gemiemartin@gmail.com

Phone numbers: Home: 469-613-0467 or Cell: 214-986-7808

**Duties and Responsibilities of Zone and District Leaders:**

In the event of an emergency and phone systems are down, the Zone and District Plan will be implemented with District Leaders personally checking on their assigned households, reporting to Zone Leaders, who then report to Quorum Leaders, who then report to the Bishop, who will report to the Stake President.

**District Leaders will:**

* In the event of an emergency or disaster first secure your own family and home.
* After your own family and home are secure, contact, determine, and report the condition of members and missionaries in your district. Report to your Zone Leader (See report forms):
* Names and locations of injured members along with nature of injuries and what assistance is being or needs to be given
* Names of unaccounted for (missing) members
* Names and addresses of displaced individuals and families (report extent of damage to their home as well as their current location)
* Names of deceased individuals (if any) and location of their remains
* Special needs (physical, emotional or medical) and concerns of members

**Zone, District and Ward Leaders will:**

* Help to obtain medical care for those who are injured or have special needs
* Help to locate and reunite family members who have become separated
* Assess needs and arrange for the supply of basic provisions and services (food, shelter, sanitation, etc.)
* Determine and report the condition of the meetinghouse (if in your zone)
* Coordinate response efforts with civil authorities
* Determine if assistance given has been adequate or must be supplemented or changed. Take necessary actions and update reports

(See back for list of Zone Leaders. To figure out your Zone look at your District # in upper left corner of your Emergency District Summary Report. It is the letter (A-F) part of that number.)