

Area (Ward) Leader Responsibilities

Thank you for being an area leader! Area leaders are typically bishops in individual wards, but often bishops call emergency preparedness coordinators to help them in their tasks. The ward is the area, your stake is your district.

Below we have listed some of the responsibilities of being an area leader and/or coordinator. If you have any questions, contact your district leader (stake president) or someone at the Bountiful Neighborhood Emergency Preparedness Council (www.bountifulprep.org/contact-us)

In a Disaster

- Instruct block captains to conduct a rapid assessment of each household and business, and report findings to you. Relay this information to Area Leader/Incident Commander.
- If needed, direct block captains to conduct a follow-up assessment of each household and business, using the Follow-Up Assessment Form. Relay this information to Area Leader/Incident Commander.
- Assist the Area Leader/Incident Commander with organizing response efforts. You are part of the incident command team and should remain at the command post. (Bishop's Office or Incident Command Location)

Preparing Your Area

- Under the direction of the Area Leader (Bishop), assist in developing and implementing an Area Emergency Preparedness Response Plan that fits the needs of the area.
- Under the direction of the Area Leader, establish small, manageable geographic boundaries called “Blocks” (5-10 homes/structures) and assign a “Block Captain” to be responsible for families/structures in each block. Block captains can be individuals or couples; they need not be LDS. Assistant block captains may also be assigned in case block captains are not available during an emergency.
- Hold ongoing training and education for block captains and residents to improve skills, increase confidence and reduce anxiety associated with emergency preparedness.
- Maintain a current list of all households and businesses in the area, as well as contact information for each. Keep a current map of the area, divided into blocks.
- Provide each household with a summary of the Area Emergency Response Plan, a list of households in their block and a map of the area divided into blocks.



- Meet monthly with the Area Leader (Bishop) to receive direction and assignments regarding the emergency preparedness needs of the area. Report the status of preparedness progress.
- Attend scheduled meetings with the District (Stake) Emergency Preparedness Committee to receive training, education, assistance and direction.
- Consider becoming CERT trained and encourage block captains and others to become CERT trained.
- Encourage households to be more resilient by providing them with preparedness materials, information about training opportunities related to preparedness, and group buy opportunities. This information should be distributed by block captains, sent through group emails, ward bulletins, or other methods.
- Practice communicating with block captains by text, phone, radio, email, or runner.
- Participate in City and State emergency preparedness response drills such as “The Great Utah Shake Out.”