**The Seven Questions That Need To Be Answered**

1.       **Name, title, and unit of the reporting officer.**

2.       **How the presiding officer can be reached.**

3.       **Description, location, and magnitude of the emergency.**

4.       **Number of members or missionaries injured, missing, or dead.**

5.       **Location and extent of damage to Church or member property.**

6.       **Actions being taken to help those in distress.**

7.       **Needed assistance that is unavailable locally.**

Template

1. Name, title, and unit of the reporting officer.

Name:

Title:

Unit:

2. How the presiding officer can be reached.

Phone:

Email:

Frequency:

3. Description, location, and magnitude of the emergency

Description:

Location:

Magnitude:

4. Number of members or missionaries injured, missing, or dead

Members

Injured:

Missing:

Dead:

Missionaries

Injured:

Missing:

Dead:

5. Location and extent of damage to Church or member property

Church

Location:

Damage:

Member Property

Location:

Damage:

6. Actions being taken to help those in distress

Actions taken:

7. Needed assistance that is unavailable locally

Assistance Needed: