Emergency Preparedness

SAMPLE - TROOP MOBILIZATION PLAN

Purpose of the Plan
- To provide a structure for timely and dependable response to planned and unplanned emergency conditions.
- To provide a method for effective mobilization of Boy Scout Troop XYZ to serve people in need due to an emergency.
- To provide support to local emergency response agencies.

Definitions
1. ***Mobilization Plan****:* A plan used in case of an emergency that helps a person or persons accomplish a task quickly and efficiently.
2. ***Emergency****:* A situation in which people are in need of immediate help.
3. ***Emergency Conditions****:* Conditions that are potentially life threatening, could damage property, and require immediate action to protect such people and property.
4. ***Natural Disaster****:* A disaster caused by natural elements. A natural disaster may include tornadoes, hurricanes, thunderstorms, fires, ice storms, and floods.
5. ***Man-Made Disasters****:* A disaster caused by the actions of humans. A man-made disaster may include chemical spills, radioactive contamination, electrical facility failure, etc.
6. ***Personal Emergency Service Pack****:* A pack that contains the items required for a troop mobilization to help during an emergency. See *Appendix A - Personal Emergency Service Pack* for the item checklist.

Mobilization Plan: A Summary of the Basic Concept and How It Works
The Troop Mobilization Plan was created to mobilize the troop in an organized manner to a predetermined area or place.

This troop may be called upon in the event of a natural disaster or a local emergency, in which case this plan will come into effect. The plan shows the community's leaders that Troop XYZ is an organized and reliable resource to use in the event of an emergency and can be trusted to do the job right. The plan is based on a pyramid structure in which all members of the troop are contacted and given a brief of information regarding the mobilization.

Mobilization Steps

1. The **Scoutmaster** is notified by the American Red Cross, Community Emergency Response Team (CERT), or other local emergency officials to assist with an Emergency Service Response.
2. The **Scoutmaster** will write a **scripted message** which is to be delivered to each Scout, including any necessary response or feedback to him and a reminder to receive permission from parents for the action.
3. The **Scoutmaster** notifies the **Troop Committee Chairman** and **Assistant Scoutmasters** regarding the troop mobilization via phone and email communications, and posts an announcement on the troop website.
4. The **Scoutmaster** notifies the **Senior Patrol Leader (SPL)** to implement the **Troop Mobilization Plan** and gives the SPL the **scripted message** and necessary information to begin the troop mobilization.
5. The **SPL** begins the task of contacting and informing all **Scouts** about the troop mobilization using the **Phone Tree Steps** and **scripted message** provided by the Scoutmaster.
6. The **Scout** uses the **Phone Tree Steps** and the **scripted message** to contact the **Scouts** on the next lower level of the **Phone Tree**.
7. **Report** to the emergency response location at the stated time according to instructions received.
8. The **SPL** leads the troop members in an **"after-action" lesson** using the **Evaluation Process** of the **Troop Mobilization Plan** in order to improve upon subsequent troop mobilizations.
9. After the troop has met and executed its designated task, the **SPL** and **Scoutmaster** must select a date for another drill roughly six months from the current date.

Mobilization Rules
1. Bring a complete **Personal Emergency Service Pack** and any other items that you are instructed to bring.
2. Wear a **Class A Uniform** to the emergency response mobilization location, unless told otherwise.
3. **Be prepared** to stay for the entire length of the Emergency Service Response, or until dismissed by the Scoutmaster or the Senior Patrol Leader.
4. Upon arrival at the emergency response location, Scouts and adults will be given assignments to complete as Patrols using **The Patrol Method**, if possible.
5. Direct all communications, questions, or requests for information from outsiders to the Scoutmaster and/or the SPL at all times.
6. Report all injuries received at anytime, no matter how minor, to the Scoutmaster and SPL.
7. If the response involves the assembly of troop living quarters (i.e. tents), a minimum of two Scouts will be assigned as security to guard the troop living quarters for the duration of the emergency response.

Phone Tree Steps
1. Print a copy of the **Troop Mobilization Plan** and keep it with your **Personal Emergency Service Pack**. The plan is located in the documents section of the troop website.

2. The **Scoutmaster** notifies the **Senior Patrol Leader (SPL)** to implement the **Troop Mobilization Plan** and gives the SPL the **scripted message** and necessary information to begin the troop mobilization.

   Troop Mobilization Script:
   1. Purpose of the mobilization.
   2. Pen and paper.
   3. Location.
   4. Time.
   5. Uniform requirement.
   6. What to bring. (Personal Emergency Service Pack, tools, etc.)
   7. Feedback for the Scoutmaster or SPL.
   8. Confirmation whether they will be participating in the troop mobilization.

3. The **SPL** will call the **Patrol Leaders** using the latest **Phone Tree (Appendix B)**. He will insure that they have **pen and paper**. He will then clearly read the **scripted message** and ask them to **read it back**.

4. The **caller** checks and verifies that the **Scout called** has the **names and numbers** of the people he must in turn call. If this information is currently inaccessible, the caller should provide this information.

   Phone Tree Rules:
   1. Call until you talk to a person or call the people whom the unavailable person would have called.
   2. Insure that the Scout called has pen and paper.
   3. Read the information slowly and clearly.
   4. Ask that the Scout to read the information back to verify.
   5. If needed, provide the names and numbers of Scouts in the next branch of the phone tree.

5. The **Patrol Leaders** repeats this process to the next "level" on the phone tree.

6. The **Scouts** on the next "level" on the phone tree repeat the calling process until everyone has been contacted.

Contingency Plan B
If phones are unavailable the phone tree will still be followed. Instead of calling the Scouts, personal contact in required. You must find a means of transportation to the house of Scouts on the phone tree. Addresses to houses may be found in the troop roster located of the website.

Evaluation Process
Once a year we should mobilize everybody so that we can test the system and make sure that the phone tree is up to date. These annual tests should happen at random so that they will occur like a real mobilization drill. To evaluate the effectiveness of the drill, it must be compared to its goals and its purpose: "To provide a structure for timely and dependable response" and an "effective mobilization of a large group of local Boy Scouts to serve people in need due to an emergency." Based on these stated guidelines, we can ask questions to assess the reliability of the process and find areas of improvement. After the drill, asking the troop the following questions is a necessary process for evaluation.

1. Did you understand the mobilization drill procedures? If not, what part(s) did you not understand?
2. Who, how, and when were you contacted about the drill?
3. Were drill instructions clear? If not, what could be improved?
4. Was the drill conducted in a timely manner that would be applicable in an actual emergency?
5. Do you think the drill was close to what might happen during an actual emergency?
6. What was the greatest source of conflict, friction, or lack of communication encountered during the drill?
7. Can you think of any way(s) the drill process could be improved?
8. What were the successes of the drill?
9. On a scale of one to ten, one being the least, and ten being the most, how successful was the emergency mobilization drill?

As well as asking these questions it will be necessary to contact the local relief agencies to obtain their evaluation. These agencies often possess a more experienced perspective that will further improve the process.

APPENDIX A
PERSONAL EMERGENCY SERVICE PACK

The 10+ Essentials

☐ Pocket knife (Totin' Chip training)

☐ Extra clothing layer(s)

☐ Poncho or rainwear (top/bottoms)

☐ Water bottle and drinking water

☐ Headlamp or flashlight (with extra batteries/ bulbs)

☐ Trail food

☐ Matches (in waterproof container) and fire starter

☐ Sun protection

☐ Map of area and compass (in waterproof case)

☐ Whistle

Personal First-Aid Kit

☐ (6) Adhesive bandages

☐ (2) Sterile gauze pads, 3"x 3"

☐ (1) Roll adhesive tape

☐ (1) Moleskin, 3"x 6"

☐ (1) Soap bar

☐ (1) Antiseptic tube

☐ (1) Scissors

☐ (1) Pair disposable gloves

☐ (1) CPR one-way valve faceshield

☐ (1) Goggles / eye protection

☐ (1) Pencil and paper

☐ Name, address and emergency phone numbers

Clothing

☐ Underwear

☐ Socks

☐ Extra clothing based on weather conditions (winter jacket, rubber boots, gloves, etc.)

Personal Items

☐ Toothbrush and toothpaste

☐ Soap

☐ Comb

☐ Needle and thread

☐ Shoelaces

☐ Toilet paper

Camping Gear

☐ Cook kit

☐ Emergency rations - well wrapped

☐ Space blanket

☐ Sleeping bag or fleece in waterproof bag

☐ Waterproof ground cloth

APPENDIX A
PERSONAL EMERGENCY SERVICE PACK (CONTINUED)

Other Items

☐ Watch

☐ Battery-powered radio

☐ Work gloves

☐ Bandana or handkerchief

☐ Facial tissues

☐ Pencil and small notebook

☐ Extra batteries (stored separately)

☐ Hand axe or belt knife (Totin' Chip training)

☐ 50 feet of No. 5 nylon cord

☐ Large trash bag

APPENDIX B
TROOP PHONE TREE

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                              ┌──────────────┐
                              │ Scoutmaster  │
                              └──────┬───────┘
        ┌───────────────┬───────────┼───────────────────┐
  ┌───────────┐  ┌───────────┐  ┌───────────┐    ┌───────────────┐
  │ Assistant │  │ Assistant │  │ Assistant │    │ Senior Patrol │
  │Scoutmaster│  │Scoutmaster│  │Scoutmaster│    │    Leader     │
  └─────┬─────┘  └─────┬─────┘  └─────┬─────┘    └───────┬───────┘
  ┌───────────┐    ┌───────┬───────┐  ┌───────────┐  ┌───────────┬───────────────┐
  │ Commitee  │ ┌─────────┐ ┌─────────┐ │ Scout Parent│ │ Assistant │ │Ninja Patrol│ │Shark Patrol│
  │ Chairman  │ │Assistant│ │Assitant │ │ Coordinator │ │Senior Patrol││  Leader   │ │  Leader   │
  └─────┬─────┘ │Scoutmaster││Scoutmaster│ └───────────┘ │  Leader   │ └─────┬─────┘ └─────┬─────┘
  ┌───────────┐ └─────────┘ └─────────┘               └─────┬─────┘  ┌───────────┐ ┌───────────┐
  │   Troop   │                                     ┌───────────┐ │Ninja Patrol│ │Shark Patrol│
  │ Committee │                                     │Wolf Patrol │ │  Members  │ │  Members  │
  │  Members  │                                     │  Members  │ └───────────┘ └───────────┘
  └───────────┘                                     └───────────┘
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