

Troop 2970

Troop Mobilization Plan

May 2011

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 2970 to serve people in need due to an emergency.
- To provide support to local emergency response agencies.
- To use the Phone Tree to check on the welfare of Troop 2970 members in the case of an emergency.

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. i.e fire, flood, earthquake, loss of power
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 earthquakes, tornados, 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 2970 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

- Step 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.
- Step 2: The **Scoutmaster** will write a **written message** which is to be delivered to each Scout typically by phone, including any necessary response or feedback to him and a reminder to receive permission from parents for the action.
- Step 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 Troop 2970's website
- Step 4: The **Scoutmaster** notifies the **Senior Patrol Leader (SPL)** to implement the **Troop Mobilization Plan** and gives the SPL the **written message** and necessary information to begin the troop mobilization.
- Step 5: The **SPL** begins the task of contacting and informing all **Scouts** about the troop mobilization using the **Phone Tree Steps** and **written message** provided by the Scoutmaster.

- Step 6: The **Scout** uses the **Phone Tree Steps** to contact the **Scouts** on the next lower level of the **Phone Tree**.
- Step 7: **Report** to the emergency response location at the stated time according to instructions received.
- Step 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.
- Step 9: After the troop has met and executed its designated task, the **SPL** and **Scoutmasters** 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 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 and two adults will be assigned as security to guard the troop living quarters for the duration of the emergency response.

Phone Tree Steps

- Step 1: Print a copy of the **Troop Mobilization Plan** and keep it with your **Personal Emergency Service Pack**. The plan is located on the troop website. The file is located in the Documents section with the file name Plan – Troop Mobilization Plan.
- Step 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 Message:**
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.
- Step 3: The **SPL** will call the **Patrol Leaders** and **ASPLs** using the latest **Phone Tree**. He will insure that they have **pen and paper**. He will then clearly read the **scripted message** and ask them to **read it back**. In the event a patrol leader cannot be contacted an **ASPL** will be assigned to take the place of the patrol leader.

Step 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.

Step 5: The **Patrol Leaders** repeats this process to the next “level” on the phone tree.

Step 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 is required. You must find a means of transportation to the house of Scouts on the phone tree. The Patrol Leaders may delegate some of this contact to other members of his patrol at his discretion, depending on location. Addresses to houses may be found in the troop roster located on the website. All scouts should have a printed copy of troop roster.

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

- | | |
|---|---|
| <input type="checkbox"/> Pocket knife (Totin' Chip training) | <input type="checkbox"/> Trail food |
| <input type="checkbox"/> Extra clothing layer(s) | <input type="checkbox"/> Matches (in waterproof container) and fire starter |
| <input type="checkbox"/> Poncho or rainwear (top/bottoms) | <input type="checkbox"/> Sun protection |
| <input type="checkbox"/> Water bottle and drinking water | <input type="checkbox"/> Map of area and compass (in waterproof case) |
| <input type="checkbox"/> Headlamp or flashlight (with extra batteries/ bulbs) | <input type="checkbox"/> Whistle |

Personal First-Aid Kit

- | | |
|---|--|
| <input type="checkbox"/> (6) Adhesive bandages | <input type="checkbox"/> (1) Scissors |
| <input type="checkbox"/> (2) Sterile gauze pads, 3"x 3" | <input type="checkbox"/> (1) Pair disposable gloves |
| <input type="checkbox"/> (1) Roll adhesive tape | <input type="checkbox"/> (1) CPR one-way valve face shield |
| <input type="checkbox"/> (1) Moleskin, 3"x 6" | <input type="checkbox"/> (1) Goggles / eye protection |
| <input type="checkbox"/> (1) Soap bar | <input type="checkbox"/> (1) Pencil and paper |
| <input type="checkbox"/> (1) Antiseptic tube | <input type="checkbox"/> Name, address and emergency phone numbers |

Clothing

- | | |
|---|--------------------------------|
| <input type="checkbox"/> Underwear | <input type="checkbox"/> Socks |
| <input type="checkbox"/> Extra clothing based on weather conditions (winter jacket, rubber boots, gloves, etc.) | |

Personal Items

- | | |
|--|--|
| <input type="checkbox"/> Toothbrush and toothpaste | <input type="checkbox"/> Needle and thread |
| <input type="checkbox"/> Soap | <input type="checkbox"/> Shoelaces |
| <input type="checkbox"/> Comb | <input type="checkbox"/> Toilet paper |

Camping Gear

- | | |
|---|---|
| <input type="checkbox"/> Tube tent (optional item) | <input type="checkbox"/> Cook kit |
| <input type="checkbox"/> Sleeping bag or fleece in waterproof bag | <input type="checkbox"/> Emergency rations - well wrapped |
| <input type="checkbox"/> Waterproof ground cloth | <input type="checkbox"/> Space blanket |
| <input type="checkbox"/> Water filtration equipment or purification tablets and water in bulk | |

Other Items

- | | |
|---|--|
| <input type="checkbox"/> Watch | <input type="checkbox"/> Hard hat |
| <input type="checkbox"/> Pencil and small notebook | <input type="checkbox"/> Safety goggles |
| <input type="checkbox"/> Battery-powered radio, cell phones, walkie-talkies | <input type="checkbox"/> N95 dust masks (one per person) |
| <input type="checkbox"/> Extra batteries (stored separately) | <input type="checkbox"/> Work gloves |
| <input type="checkbox"/> Hand axe or belt knife (Totin' Chip training) | <input type="checkbox"/> Bandana or handkerchief |
| <input type="checkbox"/> 50 feet of No. 5 nylon cord | <input type="checkbox"/> Facial tissues |
| <input type="checkbox"/> Money | <input type="checkbox"/> Large trash bag |