

Boy Scout Troop 1539

Emergency Preparedness Mobilization Plan

Purpose of the Plan

- To provide a structure for timely response to planned and unplanned emergency conditions.
- To provide a method for effective mobilization of Boy Scout Troop 1539 to serve the community when there is an emergency.
- To provide support to local emergency agencies.

Misc. 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 hurricanes, tornados, thunderstorms, fires, ice storms, and floods. In Kitsap County, some possibilities include earthquakes, snowstorms/ice storms.
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. *Family Emergency Kit*: a kit that contains items to help a common family's needs during an emergency. A family emergency kit should contain (at the minimum) a first aid kit, a flashlight with batteries, a radio, rope, extra clothes, non-perishable food, water, medicine, toilet paper, money, pencil and paper. There are websites online that list out items for a family emergency kit based on the number of family members.
7. *Personal Emergency Service Pack*: A pack that contains the items required for an individual within a troop mobilization, to help during an emergency. See Appendix A – Personal Emergency Service Pack for the item checklist.

Mobilization Plan: Basic Info

The Troop 1539 Mobilization Plan

- is modeled after other successful troop mobilization plans.
- was created to mobilize Troop 1539 in an organized manner to a predetermined area or place.
- will come into effect in the event of a natural disaster or a local emergency as determined by the Scoutmaster.
- is based on a pyramid structure in which all members of the troop are contacted and given the information about the mobilization.
- utilizes several forms of technology (telephone, website, email, and Facebook notifications)

Mobilization Plan Steps

Everyone should know how to locate the Troop Mobilization Plan on the troop website,

<http://www.troop-1539.org>

(instructions here on how/where the plan is going to be located)

Steps:

1. Following a community emergency, **the Scoutmaster should make contact** with Kitsap County Sheriff's office in Silverdale (telephone: 360-337-7101), and/or the Kitsap County Department of Emergency Management (telephone 360-307-5870) or other local emergency officials to assist with an Emergency Service Response.
2. The **Scoutmaster** will post a **message on the troop website**, the **troop Facebook site**, and **send out a troop email to all parents and scouts**. The message should state what the emergency is, and that we are going to do a troop mobilization to help the community. The message should state that the troop mobilization phone tree will be activated shortly and that each scout should stay in access to their phone or computer, and have parent participation to participate in the mobilization and plan to assist in the emergency.
3. The **Scoutmaster activates the phone tree**. The Scoutmaster calls the **Troop Committee Chairman** and **Assistant Scoutmasters** regarding the troop mobilization. The Troop Committee Chairman calls the **Leadership Corps** (minus the SPL and ASPL—see #4).
4. The **Scoutmaster** calls the **Senior Patrol Leader (SPL) and Assistant Senior Patrol Leader (ASPL)** to implement their part of the phone tree for the Troop Mobilization Plan. **The Scoutmaster** gives the SPL/ASPL the **scripted message** and necessary information to begin the troop mobilization.
5. The **SPL and ASPL** begin the task of telephoning and informing **all Patrol Leaders** about the troop mobilization using the **Phone Tree Steps** and **scripted message** provided by the Scoutmaster.

6. The **Patrol Leader** uses the **Phone Tree Steps** and the **scripted message** to contact the **Scouts** on the next lower level of the **Phone Tree**. Each scout must continue to call down the line. The last scout called must contact their Patrol Leader with the total count. The Patrol Leader will call the SPL. The SPL will call the Scoutmaster.

7. The Scoutmaster, after receiving the total # of scouts who are able to attend the mobilization, will make the decision to proceed with the mobilization as planned. If everything is going to go as planned, the **Scoutmaster will post** the entire scripted message on the website, Facebook site, and it send out in an email to all parents and scouts.

8. **Everyone** should report to the emergency response location at the stated time according to instructions received.

The Scoutmaster, Troop Committee Chairman, and Assistant Scoutmasters will be there in advance of everyone's arrival time, and will be ready to assign tasks to the Senior Patrol Leader (SPL) and Assistant Senior Patrol Leader (ASPL), who will then work with each Patrol Leader and their patrol members to carry out the emergency tasks.

9. Throughout the mobilization, the SPL and ASPL should be aware of problems and work to solve them. Afterwards, the SPL should lead the patrol/troop members in an **"after-action" review** using the **Evaluation Process** of the Troop Mobilization Plan in order to improve upon subsequent emergency troop mobilizations.

Every Scout should know the following:

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. Arrive at the emergency response location and **locate the SPL/ASPL** to be assigned a task to complete. If they can't locate their SPL/ASPL, then they should find the Assistant Scoutmaster or Scoutmaster.
5. **Direct all communications, questions, or requests** for information from outsiders to the Scoutmaster at all times.
6. **Report all injuries** received at any time, no matter how minor, to the Scoutmaster.
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 (pages 2 and 3 of this document)** and keep it with your **Personal Emergency Service Pack**. The plan is located (describe how to find the document here) at the troop website, <http://www.troop-1539.org> ALSO print a copy of the **phone tree structure** (found later in this document).
2. The **Scoutmaster** activates the phone tree beginning with the branches of the **Troop Committee Chairperson** and **Assistant Scoutmasters** regarding the troop mobilization information *** (see after number 3). The **Troop Committee Chairperson** calls the **Leadership Corps**.
3. The **Scoutmaster** telephones the **Senior Patrol Leader (SPL) and Assistant Senior Patrol Leader (ASPL)**. The **Scoutmaster** instructs the **SPL and ASPL** to use the Troop Mobilization Phone Tree and contact each Patrol Leader. The Scoutmaster gives the SPL and ASPL the information ***.

*** Information to be passed on (a.k.a. the scripted message):

- a. State who you are and why you are calling (to activate the troop mobilization phone tree) and ask them to get a pen and paper so they can write down the information.
 - b. Tell them to write down:
 - Purpose of the mobilization.
 - Location to meet.
 - Time to arrive at the location (-advise Troop Committee Chairman and Assistant Scoutmasters to arrive earlier than the SPL/ASPLs so that they have time to instruct the SPL/ASPLs on their role. The arrival time for every scout should be after the SPL/ASPL arrival time).
 - Uniform requirement (or if not a uniform, then what type of clothing to wear).
 - What to bring. (Personal Emergency Service Pack, tools, water bottle, etc.)
 - c. Ask for confirmation of whether they will be able to participate in the troop mobilization and everyone should keep a list of yes/no responses.
4. The **SPL and ASPL** will call the Patrol Leaders using the latest **Troop Mobilization 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**.
 5. The **Patrol Leaders** contact their patrol member scouts with the message (also ensuring that they have pen and paper and the names/numbers of their fellow patrol members—each scout must keep track of how many in their group are able to come to the mobilization).
 6. **The last patrol member scout** on the phone tree needs to call the Patrol Leader and relay the message as they received it. (That way, the Patrol Leader knows that a). The phone tree

was finished, and b). whether or not the message was delivered fully and accurately. If the Patrol Leader does not receive a call in a reasonable amount of time, they should start calling their patrol members to relay the message and see where the communication stopped).

7. **Each Patrol Leader** should keep a list of their members who CAN/CAN'T participate in the troop emergency mobilization response.

8. **Each Patrol Leader** will then **call the Senior Patrol Leader** and state that a). The phone tree is finished and b). The number of scouts who are able to come to the mobilization location at the time specified.

9. The **SPL then calls the Scoutmaster** to tell him the total number of scouts that are able to participate. If the Scoutmaster has not heard from the SPL within one hour after starting the phone tree, the Scoutmaster may opt to declare the phone tree as "ended" and will make a decision to continue (or not continue) with the mobilization as planned.

Phone Tree Rules:

1. Call until you talk to a person. If you don't reach a person, it's OK to leave a voicemail message but you also need to keep calling the people farther down the list. This keeps the phone message going even if someone on the list is not reachable.
2. Ask 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. The Scouts on the next "level" on the phone tree repeat the calling process until everyone has been contacted.
6. The Patrol Leaders should receive a final call from the last person on this list so that he knows when the phone tree is completed.
7. Each Patrol Leader will then contact the Senior Patrol Leader with the number of their patrol who can participate in the mobilization.
8. The Senior Patrol Leader will call the Scoutmaster with the total number of participants.

Contingency Plan

If phones are unavailable in some areas the Scoutmaster will still attempt to organize a troop mobilization by initiating the phone tree, and including in the message that scouts who live within driving or walking distance of each other, should contact each other in person (if it is safe to do so and with parent assistance).

--Addresses to houses may be found in the troop roster located on the website.

Evaluation Process

After the mobilization, each Patrol Leader should ask their troop the following questions:

1. Did you understand the mobilization procedures? If not, what part could be improved?
2. Who, How, and When were you contacted about the mobilization?
3. Were mobilization instructions clear? If not, what could be improved?
4. Was the mobilization conducted in a timely manner?
5. Were there any instances of conflict or communication problems during the mobilization?
6. What was good about the mobilization/what worked?
7. On a scale of one to ten, one being the least and ten being the most, how successful was your patrol with the emergency mobilization?

It would also be good for the Scoutmaster to contact the local relief agencies and find out some of the answers to these questions, too. That might help us improve our mobilization efforts in the future.

Roles and Responsibilities

Scoutmaster	<ul style="list-style-type: none"> • Contact Kitsap County Emergency officials • Initiate the plan by posting a message on the troop website, the troop facebook site, and an email to all parents and scouts. • Create the scripted message regarding the troop mobilization. • Call all Assistant Scout Masters and Troop Committee Chairman. • Call the Senior Patrol Leader and Assistant SPL with instructions to begin the phone tree.
Assistant Scout Master/ Troop Committee Chair	<ul style="list-style-type: none"> • Carry out any instructions that the Scoutmaster gives them related to the mobilization. The Troop Committee Chair calls the Leadership Corps.
Senior Patrol Leader	<ul style="list-style-type: none"> • Follow the phone tree by calling their half of the Patrol Leaders (and later at the end of the tree, the Scoutmaster) • Meets with the Scoutmaster and others at the location to determine what tasks need to be done. Divide up and Assign troop tasks among the Patrol Leaders. • As the mobilization is occurring the SPL should be checking in with each Patrol Leader and providing assistance when needed. • After the emergency mobilization, the SPL should evaluate and update the plan for future mobilizations.
Assistant Senior Patrol Leader	<ul style="list-style-type: none"> • Follow the phone tree by calling their half of the Patrol Leaders (and later at the end of the tree, the Scoutmaster) • Meets with the Scoutmaster and others at the location to determine what tasks need to be done. Divide up and Assign troop tasks among the Patrol Leaders. • As the mobilization is occurring the ASPL should be checking in with each Patrol Leader and providing assistance when needed.
Patrol Leader	<ul style="list-style-type: none"> • Follow their part of the phone tree by calling each member of their Patrol with the scripted information about the mobilization. • Keep a tally of who can/can't attend the mobilization. • Report this information back to the SPL. • At the mobilization, the Patrol Leader will be in charge assisting their patrol members in carrying out the tasks (assigned to them by the SPL/ASPL).
Scout	<ul style="list-style-type: none"> • Know how to locate the Phone Tree on the troop website. • Know the general rules of the Phone Tree (i.e. must continue calling down the list until they talk to another Scout, etc.) • Be able to attend the mobilization and bring necessary items as specified in the information message. • Work with their fellow scouts cooperatively.
Kitsap County emergency agency(ies)	<ul style="list-style-type: none"> • Provide instruction for the emergency relief to the Scoutmaster. • Advise the Scoutmaster in necessary relief efforts before the mobilization and provide feedback afterwards.

Appendix A

Personal Emergency Service Pack

The 10+ Essentials

- Pocket knife Trail food Extra clothing layer(s) Matches (waterproof container) & fire starter
- rainwear (top/bottoms) Sun protection Water bottle/water Map of area/compass (waterproof case)
- Headlamp or flashlight (with extra batteries/ bulbs) Whistle

Personal First-Aid Kit

- (6) Adhesive bandages Scissors (2) sterile gauze pads, 3"x 3"
- Pair disposable gloves Roll adhesive tape CPR one-way valve face-shield
- Moleskin Goggles / eye protection Antiseptic rinse or soap bar Pencil and paper
- Antiseptic ointment tube Name, address and emergency phone numbers

Clothing

- Underwear Socks Extra clothing based on weather conditions (winter jacket, boots, gloves, etc.)

Personal Items

- Toothbrush/toothpaste Needle/thread Soap Shoelaces Comb Toilet paper

Camping Gear

- Cook kit Sleeping bag or fleece in waterproof bag Emergency rations - well wrapped
- Waterproof ground cloth Space blanket

Other Items

- Watch Pencil and paper (see personal first-aid kit above) Battery-powered radio
- Batteries (stored separately) Work gloves Hand axe or belt knife Bandana or handkerchief
- 50 feet of No. 5 nylon cord Facial tissues large trash bag Duct tape

Appendix B: Troop 1539 Emergency Mobilization Phone Tree Structure

