



Troop 273 Mobilization Plan

Last Updated: March 1, 2011



Introduction

The Scout Oath contains the promise "to help other people at all times" and the Scout Motto is "Be Prepared." With this in mind, Troop 273 may be called upon on a moments notice to provide service to the community in the event of a natural disaster, emergency or search and rescue. This plan provides information on how the Troop can be mobilized quickly to provide these services.

A mobilization will be started when a public agency calls the Scoutmaster or Committee Chair with a request for assistance. The Troop Phone Tree Procedure will be then be initiated by the Scoutmaster or Troop Committee Chair and the Troop will then mobilize as needed per the following guidelines set forth in this document.

Purpose of Mobilization Plan

- To provide a plan for a timely and dependable response to all emergency situations
- To provide an effective plan for the mobilization of Boy Scout Troop 273 to serve people and the community 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. (.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 B - Personal Emergency Service Pack* for the item checklist.

Request Levels

Simplicity is the key to success in any type of emergency situation. With this in mind, we have only two types of requests: A Drill and a Disaster/Emergency Request.

Level 1 Request – Drill or Mobilization Exercise (MOBEX)



Initiated at a Troop meeting and not considered an emergency. Drills or Mobilization Exercises can be requested by Scouts working on Emergency Preparedness Merit Badge. This simply involves calling patrol members and notifying them of the change or information. Messages can be left with parents or siblings if necessary.

Level 2 Request - Disaster/Emergency Response

This level of mobilization request will be initiated when the Troop is called upon in the event of a disaster or local emergency. These requests are initiated by local EMS, CERT (Citizen Emergency Response Team), Law Enforcement, Red Cross, and/or any emergency management agency.

Mobilization Steps

1. Upon receipt of request, the Scoutmaster will write a **"Plan"** which is communicated to each Scout.
2. The Scoutmaster notifies Troop Committee Chair and Assistant Scoutmasters regarding the need for Troop Mobilization.
3. The Scoutmaster notifies the Senior Patrol Leader (SPL) to implement the Troop Mobilization Plan and communicates "The Plan" and other necessary information.
4. The SPL begins contacting Patrol Leaders using the PHONE TREE STEPS (Appendix A) and communicating "The Plan", as provided by the Scoutmaster.
5. The Patrol Leaders will follow the PHONE TREE STEPS to contact the rest of the Scouts and communicate "The Plan"
6. Report to the emergency response location at the stated time according to The Plan.
7. The SPL leads the troop members in an "after-action" lesson using the Evaluation Process of the Troop Mobilization Plan in order to improve subsequent troop mobilizations.
8. The Troop Mobilization Plan will be exercised at least annually to provide training to troop leaders and members.

Mobilization Rules

1. All Scouts must bring a Personal Emergency Service Pack and any other items that you are instructed to bring.
2. Wear Class A uniform to the designated 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. The Scoutmaster will designate another youth leader to take charge of the service project if the Senior Patrol Leader is not available.
6. Direct all communications, questions, or requests for information from outsiders to the Scoutmaster and/or the SPL at all times.
7. Report all injuries received at anytime, no matter how minor, to the Scoutmaster and SPL.



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8. 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.
9. Safety during Troop mobilization is of the utmost importance. The buddy system will be used at ALL TIMES, and buddies will be determined before departure from the meeting place. Scouts should only render assistance, first aid, etc. as directed by the mobilization leader and not above the training for which they have received.

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 on the troop website, www.delanoscouts.com.
2. The Scoutmaster notifies the Senior Patrol Leader (SPL) to implement the Troop Mobilization Plan and gives the SPL "The Plan" and necessary information to begin the troop mobilization. **The Plan** will consist of:
 - a. Purpose of the mobilization
 - b. Pen and paper (to write down instructions)
 - c. Meeting place (usually City Hall Parking Lot unless otherwise determined)
 - d. Time
 - e. Uniform requirement (typically Class A)
 - f. What to bring (Personal Emergency Service Pack, tools, etc.)
 - g. Reminder to obtain parent permission
 - h. Confirm whether Scout is able to participate
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.
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.



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. Addresses to houses may be found in the troop roster located on the website. This process continues until all have been notified of the mobilization call and the group is en route to the meeting place.

Evaluation Process

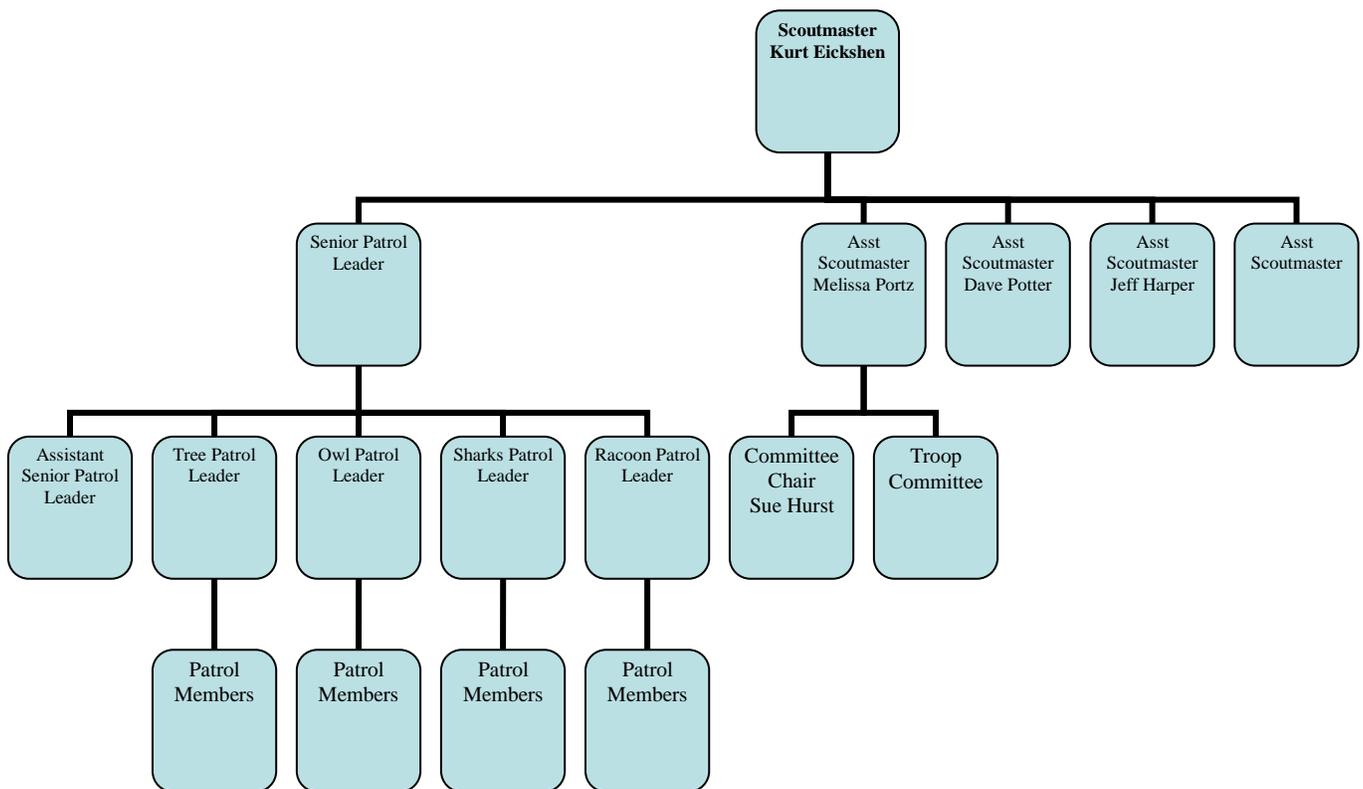
Once a year we should mobilize everybody so that we can test the system and make sure that the phone tree is up to date. These annual tests should happen at random so that they will occur like a real mobilization drill. To evaluate the effectiveness of the drill, it must be compared to its goals and 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 Troop Phone Tree





Appendix B 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 |
|----------------------------------------------------|--------------------------------------------|

Troop Mobilization Plan



Soap

Shoelaces

Comb

Toilet paper

Camping Gear

Tube tent (optional item)

Cook kit

Sleeping bag or fleece in waterproof bag

Emergency rations - well wrapped

Waterproof ground cloth

Space blanket

Water filtration equipment or purification tablets and water in bulk

Other Items

Watch

Hard hat

Pencil and small notebook

Safety goggles

Battery-powered radio, cell phones, walkie-talkies

N95 dust masks (one per person)

Extra batteries (stored separately)

Work gloves

Hand axe or belt knife (Totin' Chip training)

Bandana or handkerchief

50 feet of No. 5 nylon cord

Facial tissues

Money

Large trash bag



Points of Contact

Wright County Sheriffs Department

① Phone: (763) 682-1162 (non-emergency)

Delano Fire Department

① Phone: (763) 972-0581 (non-emergency)

Local Chapter American Red Cross

① Phone: (320) 251-7641

Delano Department of Emergency Services

① Phone: (763) 972-0550

Address/Phone Number Change

If you have an address and/or phone number change you should notify the Senior Patrol Leader, Scoutmaster or Troop Committee Chairman as soon as possible.

Review and Update

This plan will be reviewed and updated annually (as needed) by the Troop Committee and all Scouts working on the Emergency Preparedness Merit Badge.

The Troop will also send letters referencing this mobilization plan to all appropriate agencies. (See Sample Letter)



SAMPLE LETTER

**Boy Scout Troop 273
Delano, Minnesota 55328**

<DATE>

City of Delano Emergency Management Response Team
234 2nd Street N
Delano, Minnesota 55328

Dear Sir or Madam:

The United States Department of Homeland Security (DHS) is pleased to partner with the Boy Scouts of America to increase the level of citizen preparedness across the country. DHS has asked the Boy Scouts of America to build upon the foundation of the Ready campaign and to help citizens across the country prepare for emergencies of all kinds. In support of this initiative, our troop has instituted an Emergency Mobilization Plan.

This plan allows for the Troop to be called upon to assist local, state and federal emergency management agencies as well as fire, EMS and law enforcement agencies. Valid requests for assistance include:

- Search and Rescue (missing plane, lost child, etc.)
- Courier service (for local Emergency Management agencies)
- Community mobilization for emergency items (i.e. coordinate drop-off centers for victims of flood, fire, severe weather, etc.)
- Community shelter setup assistance

Valid requests may be initiated by contacting one of the following personnel:

Kurt Eickshen, Scoutmaster
H: (763) 479-3707 Cell: (612) 819-9618

Melissa Portz, Asst. Scoutmaster
H: (763) 972-6865 Cell: (612) 590-3453

Sue Hurst, Committee Chair
H: (763) 972-3263 Cell: (763) 229-3078

Once a request has been received, the Troop begins its mobilization effort. We will attempt to contact you within one (1) hour after the request has been received to inform you if the Troop will be able to fulfill the request for assistance. Our Boy Scouts have been trained in basic first aid, emergency preparedness, safety and CPR. Our Scout troop is also available to assist with mock disaster training and drills.

If you have questions as to our capabilities and/or resources, please feel free to contact us. We will renew this letter annually with your office to ensure accurate information.

Yours in Service,

Kurt Eickshen, Scoutmaster

Sue Hurst, Committee Chair