



Troop

Mobilization Plan & Emergency Prep.

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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.

Introduction

Emergency management, emergency preparedness, and disaster services are common throughout the United States—we take care of each other. By whatever name, these activities encompass mitigation, preparedness, response, and recovery related to any kind of disaster, whether natural, technological, or national security. Emergency preparedness means being prepared for all kinds of emergencies, able to respond in time of crisis to save lives and property, and to help a community—or even a nation—return to normal life after a disaster occurs.

It is a challenge to be prepared for emergencies in our world of man-made and natural phenomena. The Emergency Preparedness BSA program is planned to inspire the desire and foster the skills to meet this challenge in our youth and adult members so that they can participate effectively in this crucial service to their families, communities, and nation.

The emergencies of today's world demand more than ever that our young people and adults be trained as individuals and as units to meet emergency situations. The importance of this training is not new to the Boy Scouts of America, as Scouting has always taught youth to be prepared for all types of emergencies. Since Scouting began in the United States, Scouts have responded to the needs of their communities and nation in time of crisis.

From its beginning, the Scouting movement has taught youth to do their best, to do their duty to God and country, to help others, and to prepare them physically, mentally, and morally to meet these goals. The basic aims of Scouting include teaching youth to take care of themselves, to be helpful to others, and to develop courage, self-reliance, and the will to be ready to serve in an emergency.

In addition to the millions of youth and adults who are active members of the Boy Scouts of America, millions of former members were trained in Scouting skills that prepare them for meeting emergencies. They are a built-in source of help to meet the challenge of readiness for any emergency situation. As Scouting units across the country begin planning an emphasis on emergency preparedness, this foundation of former members can be a resource for support—a trained group to help assure a response that will benefit the homes and communities of our nation.

When an emergency occurs, it affects every youth and adult member of BSA in the immediate area, creating the responsibility to respond first, as an individual; second, as a member of a family; and third, as a member of a Scouting unit serving the neighborhood and community. Because of these multiple levels of responsibility, the Emergency Preparedness BSA plan includes training for individual, family, and unit preparedness. Special training in all three areas is a prerequisite for BSA members conducting any type of emergency service in their communities.

Individual Preparedness

The primary emphasis of this initial step in the program is to train members to be mentally and emotionally prepared to act promptly and to develop in them the ability to take care of themselves. Teaching young people to know and be able to use practical survival skills when needed is an important part of individual preparedness.

Family Preparedness

Since family groups will be involved in most emergency situations, this part of the plan includes basic instructions to help every Scouting family prepare for emergencies. Families will work together to learn basic emergency skills and how to react when faced with fires, floods, hurricanes, tornadoes, explosions, warning signals, fallout protection, terrorism attacks, and other emergency situations.

Community Preparedness

The program fosters the desire to help others and teaches members how to serve their communities in age-appropriate ways. Through all Scouting ranks and for adult members, the responsibilities and skills for community service increase with the members' maturity.

More information on Emergency Preparedness BSA may be found on the BSA National web site at: <http://www.scouting.org>. Our Troop Mobilization plan will cover all three areas of the Emergency Preparedness BSA plan.

- Prepare
- Respond
- Recover
- Mitigate and prevent

The Scout Oath contains the promise "to help other people at all times" and the Scout Motto is "Be Prepared." With this in mind, the Troop 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 Chairman with a request for assistance. The Troop Call Down will be then be initiated by the Scoutmaster or Troop Committee Chairman and the Troop will then mobilize as needed per the following guidelines set forth in this document.

Prepare

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 - Event Notification or Drill

Typically this level of notification will be initiated for a Troop meeting or activity change in time, location, etc. and is not considered an emergency. Mobilization exercises (MOBEX) and drills will also fall into this category. This will simply involve calling patrol members and notifying them of the change or information. Messages can be left with parents or siblings if necessary. This will be the request used for Scouts working on their Emergency Preparedness merit badge.

Level 2 Request - Disaster/Emergency Response

This level of mobilization will be initiated for: search and rescue, formal requests from local EMS, Law Enforcement, Red Cross, and/or any emergency management agency.

Valid Reasons for Requests

- 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

Other reasons may be considered but are subject to the approval of the Scoutmaster and Troop Committee.

Scouts may not be involved in any activity that would jeopardize their safety.

1. Contact one of the following with a Mobilization Request.

Scoutmaster: Jimmy Smith 114 Hurst Creek Lakeway, TX 78734 Home – (512) 382-5928 Work – (512) 266-2463 Cell – (512) 632-3322 E: JimmySmith@Allstate.com	Asst. Scoutmaster Rick Arney 3417 Benecia Ct Austin, TX 78738 Home – (512) 263-9373 Work – (512) 699-4407 Cell – (512) 470-8742 E: arneyrick@gmail.com
Troop Committee Chairperson Salvador Alanis 15209 Bat Hawk Cir Austin, TX 78738 Home – (512) 263-8344 Work – (512) 917-6865 Cell – (512) 917-6865 E: sag3003@hotmail.com	Asst. Scoutmaster Bryan Anderson 410 Morning Cloud Lakeway, TX 78734 Home – (512) 261-5261 Work – (512) 000-0000 Cell – (512) 731-4400 E: Bryananderson@remax.net
Asst. Scoutmaster Mike Taborn 3501 Normandy Ridge Ln Austin, TX 78738 Home – (512) 263-7949 Work – (000) 000-0000 Cell – (512) 586-5157 E: mtaborn7@austin.rr.com	Asst. Scoutmaster Ken Swisher 5503 Arroyo Rd Austin, TX 78734 Home – (512) 266-3280 Work – (512) 821-8839 Cell – (512) 917-2255 E: kswisher@dwhomes.com
Asst. Scoutmaster Scott Hastings 126 Top O The Lake Dr. Lakeway, TX 78734 Home – (512) 608-0168 Work – (512) 476-6358 Cell – (512) 845-5522 E: scott@hastings.us	Asst. Scoutmaster Kelly Doggett 404 Malabar Lakeway, TX 78734 Home – (512) 261-8658 Work – (512) 542-6173 Cell – (512) 940-0681 E: rkdoggett@toverogroup.com

If none of these individuals can be contacted, the Troop will be unavailable for a mobilization. Once a valid request is received, the Mobilization will commence. When the Scoutmaster receives and approves a request for assistance, he will initiate the appropriate Call Down Plan (see Call Down Procedures).

2. The Patrol Leader Council will initiate a Troop Call Down. This may be done via phone or text.
 - This will inform the members of the Troop as to when and where to assemble, and what to bring.

- The central assembly point will usually be the Troop's weekly meeting place at the Emmaus Catholic Church PLC Building, (unless otherwise directed).
- Scouts will be required to dress in **Class A uniforms** unless otherwise instructed.
- The scout needs to bring other appropriate clothing for the weather and task at-hand, and to bring a daypack containing their outdoor essentials (Their "GO Bags" snack bars, money, knife, flashlight, first-aid kit, canteen, etc-see Go Pack List).

3. Available members of the Troop will gather at the assembly point at the appointed time.

Call Down Procedures

A call down should be done quickly. During a call down make sure you give all the details. This is not a social call so stay on the subject regarding the matter at hand. Patrol Leaders will inform the Senior Patrol Leader of the Scouts that could not be contacted.

This plan is to be used when normal phone communications are **AVAILABLE**.

The Troop will mobilize by Patrol. Members are contacted by text or phone.

To begin the mobilization:

- The Scoutmaster calls the Assistant Scoutmasters and Senior Patrol Leader with location and type of emergency.
- The Scoutmaster calls identified adult(s) to get trailer to identified location.
- The Scoutmaster calls identified adult who has AED to bring.
- The SPL calls all Patrol Leaders and each Patrol Leader phones each patrol member. Troop phone lists may be obtained from the "My Troop Website" Each SPL and ASPL should have a hardcopy roster. (SPL tell where to report, time, type of emergency, what to bring with "Go Pack", 2 chairs, any other identified item)
- SPL shall call identified scout to bring computer for information station. Webmaster.
- Scout needs to be prepared to write down information if phoned and reply with your response on attendance. If texted then respond via text regarding your attendance.

SPL CALL DOWN:

- **Text:**
- Troop 52 emergency preparedness call down DRILL. (state if drill or actual emergency)
Meet at: _____ at ____:____ AM/PM. Bring "Go Bag", 2 lawn chairs, and _____. Reply back if you are ATTENDING or NOT ATTENDING.
- **Call:**
- Troop 52 is issuing an emergency preparedness drill call down. This is NOT an actual emergency. Please get a piece of paper and something to write with.
- (wait for them to get this/speak clearly/make sure they understand the message)
- We are meeting at: _____ place at the following time ____: ____ AM/PM. Bring your "Go Bag", 2 lawn chairs, and _____. Will you be able to attend?

Points of Contact

Local Police Department

104 Cross Creek

Lakeway, Texas 78734

☎ Phone: (512) 314-7590 (non-emergency)

☎ Fax: (512) 314-7571

🌐 Web site: <http://www.lakeway-tx.gov/index.aspx?NID=487>

✉ eMail: ericbarto@lakeway-tx.gov

Contact: Officer Eric Barto

Cert Instructor; Emergency Preparedness Contact

Chief of Police: Chief Todd Radford

Asst. to Chief of Police: Nicole (512) 314-7586

Local Fire Department

15304 Pheasant Lane Ste. 103

Austin, TX 78732

☎ Phone: (512) 266-2533 (non-emergency)

☎ Phone: cell (512) 203-0637

☎ Fax: (512) 266-4060

🌐 Web site: www.ltfr.org

✉ eMail: Jdurham@ltfr.org

Contact: John Durham, Asst. Fire Chief

Fire Prevention Division

Community Emergency Preparedness

Travis County ESD #6

Local Ambulance

Street

City, State ZIP

☎ Phone: (000) 000-0000 (non-emergency)

☎ Fax: (000) 000-0000

🌐 Web site:

✉ eMail:

Local Hospital

Lakeway Regional Medical Center

100 Medical Parkway

Lakeway, TX 78734

☎ Phone: (512) 571-5000

☎ Fax: (000) 000-0000

🌐 Web site: <http://www.lakewayregional.com/>

✉ eMail:

News and media contact: David Kreye, CEO (512) 571-5199

512-571-5199 Cilas Emergency Coordinator at Hospital

Local Chapter American Red Cross

Central Texas

2218 Pershing Dr

Austin, TX 78723

✉ eMail:

☎ Phone: (512) 928-4271

☎ Fax: (000) 000-0000

💻 Web site: <http://www.redcross.org/tx/austin>

✉ eMail:

Contact: Josh Jackson, Disaster Services Specialist, 512-929-1243

Local Boy Scout Council, Boy Scouts of America

Capitol Area Council

Interstate 35 Frontage Rd.

Austin, TX 78753

✉ eMail:

☎ Phone: (512) 926-6363

☎ Fax: (000) 000-0000

💻 Web site: www.bsacac.org/

✉ eMail: mike.hanley@scouting.org

Mike Hanley, Sr. District Executive, Bee Cave District

Office Phone (512) 617-8615

Cell Phone (512) 748-1849

Local Department of Emergency Services

Street

City, State ZIP

✉ eMail:

☎ Phone: (512) 517-4311 Don Stevenson

☎ Fax: (000) 000-0000

💻 Web site:

✉ eMail:

City of Lakeway Emergency Management Coordinator; Volunteer

Pete Baldwin

Travis County Emergency Coordinator

Office 974-0472

Assist. Emergency Management Coordinator

Stacy Moore

Office 974-0473

Emergency Planner

Patrice Reisen
Office 974-0474

Austin Travis County
Linda Haney
Regional Citizen Core
Cert. Contact

Texas Division of Emergency Management
805 North Lamar Blvd
Austin, TX 78752
DPS Main 512-424-2208
DPS Fax 512-424-7160
Lakeway Fire Wise
Contact: Name & number

American Red Cross
Disaster Relief Coordinator

Boy Scout Troop 52
Lakeway, TX 78734

February 26, 2013
Mayor DeOme
Local County Department of Emergency Services
Lakeway, TX 78734

Dear Mayor DeOme:

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:

Jimmy Smith, Scoutmaster
H: (512) 382-5928 Cell: (512) 632-3322 W: (512) 266-2463

Rick Arney, Asst. Scoutmaster
H: (512) 263-9373 Cell: (512) 470-8742 W: (512) 699-4407

Bryan Anderson, Asst. Scoutmaster
H: (512) 261-5261 Cell: (512) 731-4400

Mike Taborn, Asst. Scoutmaster
H: (512) 263-7949 Cell: (512) 586-5157

Ken Swisher, Asst. Scoutmaster
H: (512) 266-3280 Cell: (512) 917-2255

Scott Hastings, Asst. Scoutmaster
H: (512) 608-0168 Cell: (512) 845-5522

Kelly Doggett, Asst. Scoutmaster
H: (512) 261-8658 Cell: (512) 940-0681

Salvador Alanis, Committee Chair
H: (512) 263-8344 Cell: (512) 917-6865

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,

Jimmy Smith, Scoutmaster

Salvador Alanis, Committee Chair

Troop 52 Supplies
Frequently Needing to be Updated

Sign in & out sheet to be kept at trailer

A record of all First Aid Treatment

Large sign mounted "Information/Reporting Area

Large sign mounted FirstAid-Triage area

Paper/pens/pencils

Cots

Chairs

Bottled water 1 case

Poweraide Mix

Coffee/hot chocolate

Food Service Gloves

Safety glasses 8-12 pairs

Radio's can be used at camps, weekend camping and Emergency's (Make sure we buy the kind that can use batteries & have power supply)

Latex Gloves

Water hoses

Handsoap Dispensers with soap (4)

Bleach (2 gallons)

Trash Bags

AED Contact Person to bring: Jeff Beneski (512) 426-3844 838 Sunfish, Lakeway, TX 78734

Generator?

Reflective Vests for SM/ SPL/4 ASPL's

Go Bags:

**Paper/Pencil/Pen
Take water bottle
Whistle
Flashlight
Map & Compass
Knife
Quick snacks; high protein
First Aid kit
Duct tape
Work Gloves
Jacket
Hand sanitizer
50 feet rope
List of emergency contacts
Copy of health insurance
List of allergies to any drugs or food
Prescription medications
Tooth brush/paste
Photo of family (for identification)
Small lightweight blanket
Cash including quarters (ATM's don't work when power is out)
Glasses/hat
Small amount of toilet paper/paper towel
Plastic gallon ziplock bag
Change of clothes
Matches/Fire starter**

Store your Emergency Go Bag in a place ready to get to, such as under a bed, in a closet, or next to a door.

**Soldier's Handbook for Individual Operations and Survival in Cold-Weather
Areas
TC 21-3**

APPENDIX C

Visual Emergency Signals

NO.	MESSAGE	CODE SYMBOL	NO.	MESSAGE	CODE SYMBOL
1	Require doctor-serious injuries	I	10	Will attempt take-off	▷
2	Require medical supplies	II	11	Aircraft seriously damaged	◻
3	Unable to proceed	X	12	Probably safe to land here	△
4	Require food and water	F	13	Require fuel and oil	L
5	Require firearms and ammo	∨	14	All well	LL
6	Require map and compass	◻	15	No	N
7	Require signal lamp with battery and radio	I	16	Yes	Y
8	Indicate direction to proceed	K	17	Nct understood	JL
9	Am proceeding in this direction	↑	18	Require engineer	W

Figure C-1. Visual emergency signals.

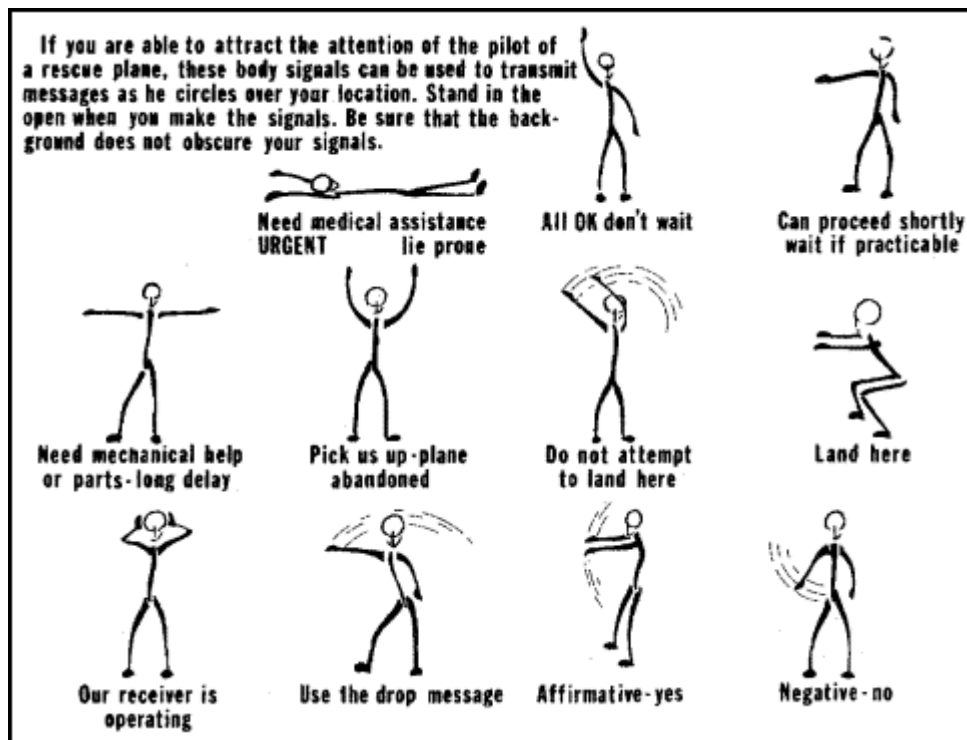


Figure C-2. Emergency hand signals.

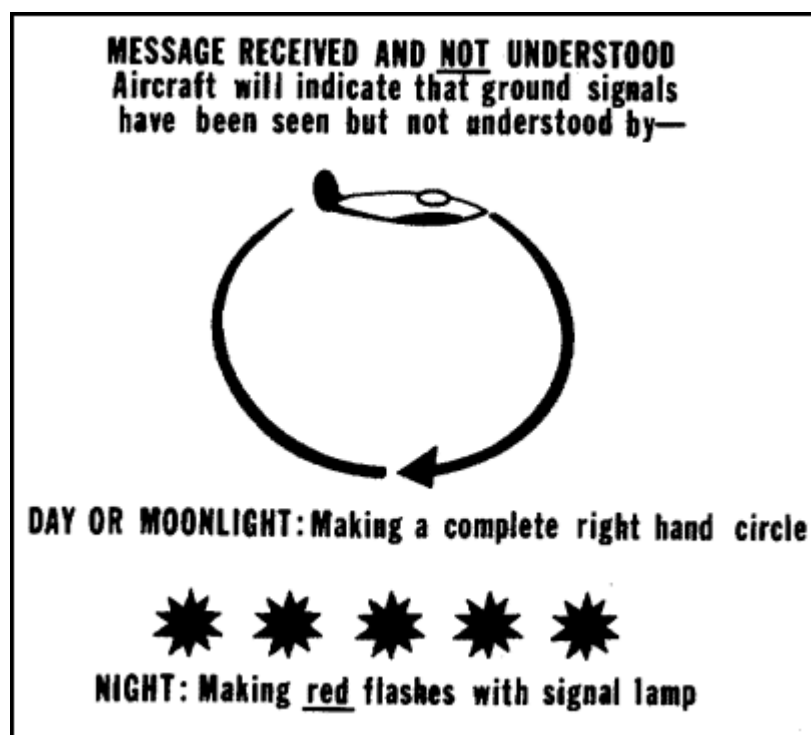


Figure C-3. Standard aircraft acknowledgements.

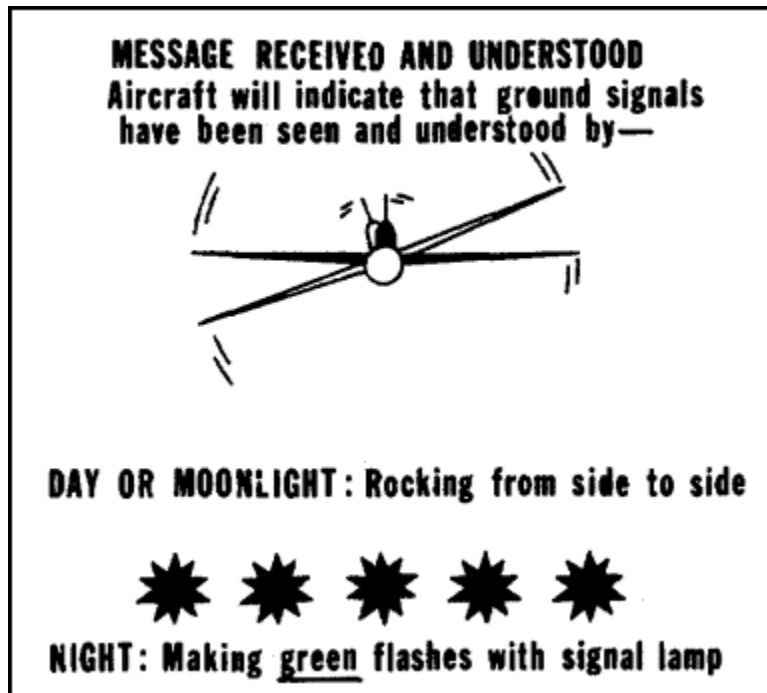


Figure C-3. Standard aircraft acknowledgements, cont.

TROOP 52 – EMERGENCY PREPAREDNESS TROOP MOBILIZATIONS- S.O.P

The following pages are the Standard Operating procedures for conducting a Full Troop Mobilization for Emergency Duty Response under normal communication notifications.

These procedures are to be used until such time as the completed plan is approved and finalized.

- 1) **Scoutmaster is notified** by Red Cross, Fire Department, Local Civil Preparedness Agency, or other request for Emergency Service Response.
- 2) **Scoutmaster** notifies the Senior Leader to begin a full troop call up Troop Mobilization and gives the Senior Patrol Leader the necessary information to begin a Full Troop Call Down Emergency Response. (See Call Down Procedures)
- 3) **Scoutmaster** contacts adult(s) in charge of Trailer to get it to the location identified.
- 4) The **Senior Patrol Leader** begins the task of contacting and informing all Scouts and Leaders of the Troop that the Troop has been activated for “Emergency Duty” at this time.
 - Scouts will be notified if this is a drill or an actual emergency event and that all members are to report to an assigned location within a “TWO HOUR PERIOD”, for emergency duty.
 - SPL shall use the current “My Troop Roster List” which all scouts and members have access. . All contact numbers listed for Scouts and Parents shall be used if required to contact all Troop Members.

- **SPL CALL DOWN:**

- **Text:**
- Troop 52 emergency preparedness call down DRILL. (state if drill or actual emergency)
Meet at: _____ at ____:____ AM/PM. Bring “Go Bag”, 2 lawn chairs, and _____. Reply back if you are ATTENDING or NOT ATTENDING.
- **Call:**
- Troop 52 is issuing an emergency preparedness drill call down. This is NOT an actual emergency. Please get a piece of paper and something to write with.
- (wait for them to get this/speak clearly/make sure they understand the message)
- We are meeting at: _____ place at the following time ____: ____ AM/PM. Bring your “Go Bag”, 2 lawn chairs, and _____. Will you be able to attend?
-

- 5) All Members shall respond with their **complete “Emergency Preparedness Personal Pack/GO Bag”** always bring a folding chair, along with any other clothing, sleeping gear or equipment directed for you to report with.(I.e.RainGear)

6) All Members shall report in **Class A Uniform**, unless told otherwise.

7) All Members are to be **prepared to stay for the entire length of the Emergency Assignment** or until dismissed by the Scoutmaster or the Senior Patrol Leader.

8) Upon arrival at the assigned time, Troop Members and Adults shall be given **assignments**, by Patrol under Patrol Leadership (if possible) to complete as assigned.

- Scouts and Scouters will **sign in and out** at the trailer.
- 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 assembly point. Scouts should only render assistance, first aid, etc. as directed by the mobilization leader and not above the training for which they have received.

9) All **Communication**, questions or requests for information from outsiders is to be directed to the Scoutmaster and/or the Senior Patrol Leader at all times. The Scoutmaster and SPL should be near the information station during the mobilization. (At this time the troop does not have hand held radio's but this item has been requested for future emergency's and will be utilized by SPL/ASPL's) ASPL's and Asst. SM will be assigned locations by SPL.

- If possible the use of Troop supplied Radios/Walkie-Talkies shall be issued to adult and youth leaders as available. Channel 8 to be utilized.

10) If the Troop Mobilization involves the services of **Food Handling** or preparation, all Scouts & Adults are reminded that proper procedures and handling are required and must be adhered to. (i.e. Wash hands, Food Service Gloves, etc.)

11) All injuries received at any time, no matter how minor are to be treated at the Troop Triage Area and reported to the Senior Patrol Leader and the Scoutmaster.

12) A **record** of all persons treated at the Triage Area, whether Scout or other people shall be taken and recorded at the Triage Area. A copy of this record shall be provided to the Red Cross, local EMS Service or Fire Department upon completion of duties/response. The record will include person's name, treatment provided and their phone number.

13) If the response involves the assembly of Troop Living quarters (i.e.tents), At least two Scouts shall be assigned for security for this area throughout the response.

TROOP 52 – EMERGENCY PREPAREDNESS

TROOP MOBILIZATIONS- S. O.P

Standard Procedures for assembly of a “MassAssemblyStation”, to be used for anything from basic FirstAid, to Mass Feeding, to MassReporting and Search & Rescue.

(2) Areas have been identified for Emergency Set Up by The American Red Cross in Lakeway.

- 1. Lakeway Church***
- 2. Lakeway Activity Center***

1) Sign In Immediately

Upon arrival and get a buddy on the sheet.

2) Work Crew Assignments:

Upon Troop arriving at the assigned time, Scouts and Adults shall be divided up into **work crews** by the Scoutmaster and the Senior Patrol Leader, by Patrol Roster if possible, or by strength needed to complete assignment. A patrol Leader or Patrol Leaders shall be assigned to guide and conduct the required operation or assignment.

3) Obtain supplies from Quartermaster:

By assignment the Patrol shall obtain the required materials from the Troops **Quartermaster** and begin to complete their assigned tasks.

4) Troop Assembly Stations:

For this type of “**Troop Assembly Station**”, the following areas will need to be setup and assembled as quickly as possible.

a) Traffic control

- Assign at least 2 adults with scouts to traffic control and parking. Reflective vests are to be worn at all times. Flashlights to assist if needed.

b) Information Station

- all arrivals or anyone with questions shall report to upon arrival. This area must consist of at least one Patrol Type Dining Fly Canopy setup,
- at least one eight foot table
- with four chairs
- two clip boards, required paper forms and pens.
- One side of table for check in/out and the other for information.
- If required cases of bottled water should be available at this area.
- Large Type Sign shall be mounted overhead the Dining Fly stating –
“INFORMATION/ REPORTING AREA”

- Assigned older scout/webmaster to assist with facebook/twitter information dissemination. Only information approved by SM shall be posted. At no time shall any medical information be posted.

c) ***“FirstAid– Triage” area*** consisting of at least:

- one Large Troop Tent
- two cots inside for private exam area
- at least one Patrol Dining Canopy
- a minimum of three large long tables
- at least six to eight chairs.
- All Troop and if provided by local agency, First Aid Treatment supplies shall be brought to this area.
- Cases of bottled Water shall also be brought to this area.
- At least four Clip Boards shall be provided along with paper, necessary forms and pens for this station.
- Any and all treatment shall be rendered “ONLY” with proper First Aid Safety procedures in place (i.e. gloves, safety glasses, etc.)
 - A record of all treatments shall be completed on the required forms.

d) ***“TROOP FIELD KITCHEN AREA”*** shall be setup

- 3 standard Patrol Dining Flies or if available the Troop 10x20 White Dining Fly.
- All Single and double propane Cooking Burners shall be assembled properly and tested for operation. These large burners shall be connected by standard propane “t” adapters using two burners per twenty pound propane tank.
- At least four Coleman two burner Stoves shall be assembled and tested for operation using our “TenPound” Propane Tank setups, with the tall Propane Tap Poles.
- Two Stoves per tank shall be connected and a North Star Propane Lantern shall be mounted a top each Tap Pole for night use.
- All propane connections shall be checked by an adult leader prior to usage.
- All Troop Large Pots shall be obtained and setup.
- Three complete Patrol Cook Kits shall be brought to the “Kitchen Area” and prepared for use.
- Three sets of patrol cooking utensils shall be brought to the Kitchen area.
- A Hand washing station shall be setup in the near area. Soap needs to be present.
- **Water** shall be obtained from a safe source and all large burners shall be fired up with pots of water brought to a boil and turned down to a holding position.

- **Tables:** At least four or five **additional tables**, as needed should be assembled for the food preparation/serving areas of the Field Kitchen Area.
- **Paper goods:** All available troop supplies i.e. Paper plates, cups, napkins, foil and other related supplies should be brought to the Kitchen area.
- **KITCHEN HELP & COOKS ASSIGNED**
At least 8 scouts assisted by an assigned number of adults shall be assigned Kitchen Duty for any and all food/drink preparation and distribution.
- **Drink Area Water Jugs**
- One Patrol Dining Fly for the distribution of drinks to victims, works or anyone in need. At least two or three tables shall be setup under this area. All Troop Water Jugs shall be assembled at this area, filled with safe drinking water. If available and provided Powdered Juice mix shall be mixed and provided as needed. If at all possible hot beverages should also be prepared such as Coffee, tea and Hot Chocolate. Cases of Bottled water shall be delivered to this location for handout.
- Safe water? If not preparations for boiling water, iodine, etc
- Standard Food Handling procedures shall be observed in this area as well. Scouts and Leaders assisting with the handouts of beverage and food items from this area should be using food service gloves if provided.

- **Sanitation and Trash Disposal Areas**

If safe toilets usage is available from safe buildings, Port O Lets provided, then those areas shall be used. Scouts/Adults shall be responsible to be sure proper supplies are kept stocked in those areas.

In the event that safe sanitary facilities are not available for usage, then the Troop may be responsible to setup basic scouting latrines or other areas as directed by the Red Cross or other Local EMS agency in charge.

TRASH DISPOSAL

Scouts and Leaders shall be assigned duty to keep all Trash Cans serviced – cleaned and re-plastic bagged as necessary. All trash generated by this area shall be bagged and brought to the assigned disposal area as directed – (i.e. Dumpster if available).

- **Tripod – Three Legged Trash bag supports** shall be assembled throughout the “Emergency Assembly Area” in place of standard trashcans if they are not available.
- Scouts shall be assigned the duties to keep this clean and re-bagged as often as necessary.

f) Troop Housing Area and Other Duties

- A Troop Housing Area – “Tent City” shall be setup if directed. Tent City
- shall consist of setting up as many Troop Timberline Tents as deemed
- necessary to house our Troop Scouts and Staff. Adult Leader tents shall
- be setup to house as many Adult Leaders as needed.
- At least two scouts shall be assigned to act as security of this Troop/Staff
- Housing area at all times.

- Based on the type of “Call Down” other duties and/or assignments may be given or requested. All such requests must be made to the Scoutmaster and/or his Assistant Scoutmasters in his absence. The Senior Patrol Leader shall also be included in these requests when possible or appropriate.

g.) Collection and Distribution

- Sign that identifies area as collection and distribution site
- 1 table
- 2 chairs
- At least 4 scouts assigned to this location and to work with the information station.

Search and Rescue:

a. *Search and Rescue*

Minimum search teams for a Level 2 Request that involves a search and rescue will include a First Class Scout (or higher) to make sure the searches are completed to the fullest extent possible while protecting the safety of the younger scout(s).

b. *Check In*

On a Level 2 Request scouts must check in to the designated check in location as directed.

c. *Communications*

- d. The troop walkie-talkie frequency for mobilization is channel 8 (using “Walk About” radios). If you have portable radios you are welcome to bring them to assist in the search.

Parents

Parents of scouts are encouraged to participate in the Troop Mobilization.

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)

Everyone must sign in and out!

DATE	SIGN IN TIME	NAME print first & last name	CONTACT PHONE # inc. area code	SIGN OUT TIME
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[illegible]

RESPOND
FIRST AID STATION
TREATMENT RECORD

[illegible]

Recover

Evaluation Process

This plan should be tested twice a year. To evaluate the effectiveness of the plan, it must be compared to its goals and its purpose: "To provide a structure for timely and dependable response" and an "effective mobilization of Troop 52 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 procedures? If not, what part(s) did you not understand?
2. Who, how, and when were you contacted about the mobilization?
 - Who: _____ position: _____
 - How: Text or Phone
3. Were instructions clear? Yes or No If not, what could be improved?
4. Was the mobilization conducted in a timely manner that would be applicable in an actual emergency? Yes / No
5. Do you think the test 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 mobilization?
7. Can you think of any way(s) the process could be improved?
8. What were the successes of the mobilization?
9. On a scale of one to ten, one being the least, and ten being the most, how successful was the mobilization? Circle

Least 1 2 3 4 5 6 7 8 9 10 Most
10. What station(s) did you serve? Circle
 1. Information/Check-in
 2. First Aid
 3. Kitchen
 4. Troop Housing
 5. Collection/Distribution

Do you think you were utilized in the best station?

Mitigate and Prevent

Firewise Program:

- City of Lakeway, Forestry Division

Police Explorers Program:

Certified Emergency Response Training:

American Red Cross Disaster:

Appendix

Pre-drill call down on: March 24, 2012 (Sam S. SPL will begin (@ 3 PM) (latest April 1st)

Jacob B know to bring lap top computer /Webmaster to drill. Bring fully charged. Discuss ways to disseminate information. This will be a work in progress for future drills. No information goes out without SM approval in actual drill. Work with Scott Hastings
Jacob B helping Mr. Hastings with mass text availability on web-site

Pre-drill shake down for "Go Bags, etc" on: April 1, 2013

- May want to do a game at meeting with signaling from plane with body, cedar post, and show mirror techniques. (Requirement 4) in EPrep MB. (if yes will need someone to get cedar posts and someone to get print out of signals for game.) who: _____ & _____

Historian (Hayden) to bring camera to record details, contact paper and file story (approval by: _____);
T.V. need this done by April 1st. Station to cover story.

Need to discuss layout of mobilization site. Where do you plan on having each area set up. Think about location to kitchen/gym/bathroom facilities . Mr. Hendricks bringing area sketch to PLC meeting April 26th.

Who is to contact the following: _____

Scribe to assist and write thank you notes.

(see contact list information) letter and phone call. (Done by April 1st)

What do you want to have happen with each contact? Make sure it is addressed.

1. Mayor De'Ome
2. Eric Barto Community Resource Officer Emergency Mgmt. Police Officer Lakeway
3. John Durham Asst. Fire Chief
4. American Red Cross Disaster Relief Contact Person: (_____) request disaster truck
5. Don Stevenson; Emergency Management Coordinator for Lakeway
6. Lakeway Church Pastor
7. Emergency Coordinator at Lakeway Regional Hospital
8. Lakeway Church (Pastor)

SPL: After Drill is in full swing. SPL to "rove" to different stations to make sure each area is operating well. Would any scout work better in another area?

Do a Mini evaluation of drill at the end with the First Responders who are present at drill. Scribe is to take down their information for future drills.

Identify date for drill: April 13, 2013

Location: Lakeway Church and sign in

Type of Emergency Drill: Tornado

Time to report: 9-2

SPL to have sign in sheet at arrival and pass off to Information Station.

Assignments for Areas:

Quartermaster(s): Eric Baker

(only these scouts in trailer. For Drill purposes only scouts; adults please assist from outside trailer)

Information/Reporting Area (SPL & Scoutmaster) Sam & Mr. Smith another ASPL: Nick Whitty

First Aid-Triage Area (1 ASPL's) Eric Baker right after Quartermaster
Mrs. Kirby, Dr. Glomb to assist ASPL's plus other First Aid MB Counselors.

Troop Field Kitchen Area (2 ASPL's): Daniel and Nathan

Trash collection is included in this area.

Mr. Hendricks to assist ASPL's

(this drill doing hot dogs, powerade, chips, cookies)

Collection/Distribution Area Several older scouts assign: _____ & _____ &

Remember to have scouts do a different area.

Evaluation at end of drill by scouts, scouters, and emergency personnel present.

Clean up

Prayer in closing. (who: _____)

No one leaves without signing out as in a real mobilization.

Thank you notes to all departments who assisted. Scribe: (_____) to SM to review by April 29th.

VICTIM BROKEN ARM	VICTIM SPRAINED ANKLE	VICTIM SHOCK	VICTIM CONFUSION POSSIBLE HEAD INJURY... HIT HEAD WHEN FELL
VICTIM GASH ON LEG	VICTIM SPLINTER IN HAND	VICTIM STOMACH ACHE	VICTIM HEADACHE
VICTIM CHEST PAIN POSSIBLE HEART ATTACK	VICTIM BURN ON HAND	VICTIM SHORTNESS OF BREATH	VICTIM SWOLEN KNEE
VICTIM CUTS AND SCRAPES	VICTIM CUTS AND SCRAPES	VICTIM CUTS AND SCRAPES	VICTIM CONFUSION; HIT IN HEAD BY AN OBJECT; BUMP ON HEAD
NEEDS FOOD	NEEDS TO FIND FAMILY	REPORTER WANTS INFORMATION	REPORTER WANTS INFORMATION
NEEDS SHELTER	NEEDS SHELTER	NEEDS SHELTER	NEEDS SUPPLIES CLOTHES

NEEDS SHELTER	NEEDS SHELTER	NEEDS INFORMATION LOOKING FOR FAMILY	NEEDS INFORMATION LOOKING FOR FAMILY
NEEDS A PLACE FOR THEIR DOG	WANTS TO DROP OFF SOME SUPPLIES LIKE CLOTHES AND WATER	WANTS TO DROP OFF SOME SUPPLIES LIKE CLOTHES AND WATER	WANTS HELP WITH SHELTER