

**TROOP 721 – EMERGENCY PREPAREDNESS
TROOP MOBILIZATION- 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 up- Emergency Response.
- 3) 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” and that all members are to report to an assigned location within a “TWO-HOUR PERIOD”, for emergency duty. SPL shall use the current “Troopmaster Troop Roster List” supplied by the Scoutmaster. All contact numbers listed for Scouts and Parents shall be used if required to contact all Troop Members.
- 4) All Members shall response with their complete “Emergency Preparedness Personal Pack”, along with any other clothing, sleeping gear or equipment directed for you to report with.(I.e.- Rain Gear)
- 5) All Members shall report in Class-A Uniform, unless told otherwise.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) 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 a heard to. (i.e.- Wash hands, Food Service Gloves, etc.)
- 10)All injuries received at anytime, no matter how minor are to be treated at the Troop Triage Area and reported to the Senior Patrol Leader and the Scoutmaster.
- 11) A record of all persons treated at the Triage Area, weather 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.
- 12) 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 through out the response.
- 13) If possible the use of Troop supplied Radios shall be issued to adult and youth leaders as available.

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Standard Procedures for assembly of a “Mass- Assembly Station”, to be used for anything from basic First-Aid, to Mass Feeding, to Mass- Reporting:

- 1) 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.
- 2) By assignment the Patrol shall obtain the required materials from the Troops Quartermaster and begin to complete their assigned tasks.
- 3) For this type of “**Troop Assembly Station**”, the following areas will need to be setup and assembled as quick a possible.
 - a) **Information Station**- where 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. 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”
 - b) **A “First-Aid – Triage” area** - consisting of at least one Large Troop Tent with two cots inside for private exam area, and at least one Patrol Dining Canopy with a minimum of three large long tables, if available for use with 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.
 - c) **A- “TROOP FIELD KITCHEN AREA”**- shall be setup consisting of at least three 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 “Ten-Pound” 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.

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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.

At least four or five additional tables, as needed should be assembled for the food preparation/serving areas of the Field Kitchen Area.

All available troop supplies- i.e.- paper plates , cups, napkins, foil and other related supplies should be brought to the Kitchen area.

d) **KITCHEN HELP & COOKS ASSIGNED-**

At least one patrol assisted by an assigned number of adults shall be assigned Kitchen Duty for any and all food/drink preparation and distribution.

d) **Drink Area-**

An area shall be setup with at least 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.

Standard Food Handling procedures shall be observed in this areas as well. Scouts and Leaders assisting with the hand outs of beverage and food items from this area should be using food service gloves if provided.

e) **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 keep 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 is available).

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Tripod – Three Legged Trash bag supports - shall be assembled through out the “Emergency Assembly Area” in place of standard trash cans 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-

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.

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