



BOY SCOUTS OF AMERICA®  
Troop 794

# **Troop 794**

# **Mobilization**

# **Plan**



**Troop 794 Mobilization Plan**



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## Troop 794

### **TROOP 794 MOBILIZATION PLAN**

#### **1. SITUATION**

Troop 794 may be called upon from time to time to rapidly inform its membership of important information or to assemble quickly in response to an unexpected situation for which no existing planning has been conducted. The purpose of this Mobilization Plan is to provide a structure for timely and dependable information passing and recall of the troop.

#### **2. MISSION**

The members of Troop 794 may be called upon to participate in: the passing of information, a mobilization drill, or an actual operation to provide a service to the community.

- A. The execution of this plan may occur on short notice and at any time.
- B. When a muster of the troop is called for, the location will be determined based upon the requirements of the situation and announced during the execution of the mobilization.

#### **3. EXECUTION**

- A. Scoutmaster's Intent – That all Scouts and Scouters are prepared to support troop operations (internal and in support of the community) with a thorough understanding of this Mobilization Plan
- B. Concept of Operations – Information will be passed to all members of the troop by means of a systematic telephonic notification and accountability recall process. In the event telephone service is not available, the recall process will rely upon physical notification of troop members.



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### C. Tasks

#### a. Scoutmaster

- (1) Prepare the Mobilization Script
- (2) Call the SPL, JASM, First Assistant Scoutmaster and Troop Committee Chairman
- (3) Follow Coordinating Instructions found in paragraph 3G
- (4) If after waiting one hour or the time designated in the Mobilization Script, you have not received calls back from the SPL and/or First Assistant Scoutmaster, call them for a status report
- (5) Ensure after action evaluations are conducted for each execution of this Mobilization Plan
- (6) Ensure this Mobilization Plan and its contents are updated quarterly

#### b. Senior Patrol Leader

- (1) Record information passed by the Scoutmaster
- (2) Call each of the Patrol Leaders
- (3) Follow Coordinating Instructions found in paragraph 3G
- (4) If after waiting one hour or the time designated in the Mobilization Script, you have not received calls back from all Assistant Patrol Leaders, call the Patrol Leader for a status report
- (5) When directed by the Scoutmaster conduct after action evaluations for each execution of this Mobilization Plan
- (6) Update the recall information as required

#### c. Assistant Senior Patrol Leader

- (1) Be prepared to act as the SPL if he is not contacted by



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the Scoutmaster

- (2) Supervise the Troop Scribe's efforts to maintain this Mobilization Plan

d. Troop Scribe

- (1) Update this Mobilization Plan as required following each after action evaluation of a mobilization
- (2) Ensure contact information found in the phone tree is updated quarterly or as required
- (3) When changes to the phone tree are made, ensure they are distributed to each member of the Troop

e. Patrol Leaders

- (1) Record information passed by the SPL
- (2) Call the Scout assigned to you by the phone tree
- (3) Follow Coordinating Instructions found in paragraph 3G

f. Assistant Patrol Leaders

- (1) Record information passed to you by the Scout that contacts you
- (2) Call the SPL and notify him of the status of your Patrols mobilization effort
- (3) Be prepared to act as the Patrol Leader if he is not contacted by the SPL

g. Coordinating Instructions for all members of Troop 794

- (1) Initiate calls to personnel assigned by the phone tree
- (2) Notify contacted persons of one of the following reasons for mobilization
  - (a) It is for the purpose of passing information
  - (b) It is a drill which either requires or does not require a muster
  - (c) It is an actual mobilization operation
- (3) Confirm that the contacted person has a paper and pencil



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- to record the information contained in the Mobilization Script
- (4) Once the contacted person is ready to copy information, read the Mobilization Script to him (slow enough for the person to take down the information).
  - (5) Ask the person to read back the information and make needed corrections
  - (6) Confirm the person contacted knows who to call next
  - (7) DO NOT LEAVE A MESSAGE
  - (8) In the event you cannot contact an assigned person, call the next person on the list and include the names of missed persons on your copy of the Mobilization Script
  - (9) Record the time you finished the call
  - (10) Maintain a blank copy of the Mobilization Script for use during all drills and mobilization operations
  - (11) Maintain a Personal Mobilization Pack and bring it to meetings and mobilization drills and operations when required

#### **4. ADMINISTRATION AND LOGISTICS**

- A. The Troop Scribe is responsible for the maintenance of this Mobilization Plan and will present it to the Scoutmaster quarterly or as changes are required.
- B. The contents of a Personal Mobilization Pack are contained in Annex A
- C. The Troop Phone Tree is contained in Annex B
- D. Important contacts are listed in Annex C
- E. The format for the Mobilization Script is found at Annex D 5.

**COMMAND AND SIGNAL** – See Annex B (Troop Phone Tree)

Signed: Date: February 2, 2021



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XXXXXX XXXXXX

Scoutmaster

ANNEX A: Personal Mobilization Pack

ANNEX B: Troop Phone Tree

ANNEX C: Important Contacts

ANNEX D: Mobilization Script

### **Annex A to Troop 1 Mobilization Plan**

Personal Mobilization Pack Contents

#### **Worn or Carried in Day Pack**

- Class A Uniform (unless otherwise directed)
- Sturdy work shoes
- Extra shoe laces
- Extra clothing layer (appropriate to the season)(avoid cotton)
- Change of socks
- Poncho or rain wear
- Hat
- Work gloves
- Watch
- Neckerchief, handkerchief, or triangle bandage
- Multi-purpose tool or pocket knife (with Totin' Chip card)
- Note pad with pen/pencil
- 50 ft of paracord
- Trail/snack food
- Matches (in waterproof container) and fire starter\* (with Firem'n Chit card)
- 3" candle (for fire starting – never for lighting inside your tent)  Water bottle (plastic, 32oz, wide mouth is ideal)
- Map of area and compass
- Flashlight or headlamp (w/ extra batteries/bulbs)
- Whistle
- Personal first aid kit (in a zip lock bag)
- Rescue or "space blanket"
- Hand wipes or "wet ones"
- Tissues
- Chapstick
- Hand sanitizer
- Sun protection lotion



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- Insect repellent
- Needle and thread
- Waterproof bag or trash bag
- Prescription/preventative medicines (3 day supply with note to adult leader)
- Emergency contact information
- Additional gear and tools as directed during the mobilization call.

### **Packed in backpack or carry-on bag**

#### Clothing

- Extra Clothing based on weather conditions (winter coat, rubber boots, gloves, knit hat, etc.)

#### Personal Items

- Hygiene Kit (tooth brush, tooth paste, soap, comb, mirror, wash cloth)
- Toilet paper in plastic bag

#### Camping Gear

- Sleeping bag in waterproof bag
- Ground pad
- Waterproof ground cloth
- Eating utensils (cup, bowl) or (mess kit) and plastic spork

#### Other Items

- Battery-powered radio w/ extra batteries
- Extra glasses (if worn)
- Boy Scout Handbook (in zip lock bag)
- Hard hat
- Face masks for air filtering

#### Contents of personal first aid kit

- (6) adhesive bandages
- (1) scissors
- (2) sterile gauze pads 3"x3"
- (2) pair of disposable gloves



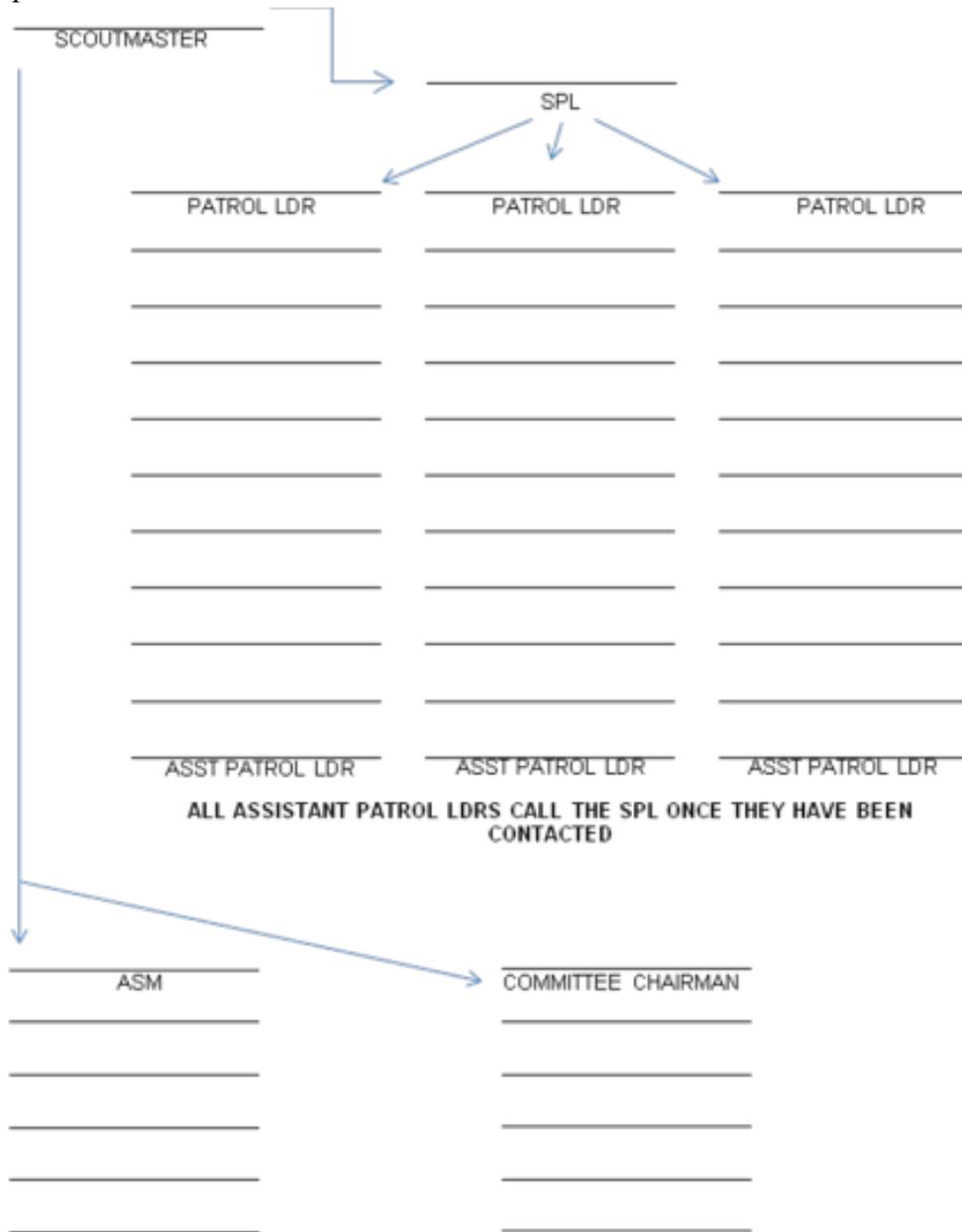
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- (1) roll of adhesive tape
- (1) CPR one-way valve face shield
- (1) moleskin 3"x6"
- (1) antiseptic pad/tube

### Annex B to Troop 794 Mobilization Plan

#### Troop 794 Telephone Tree





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### Annex C to Troop 794 Mobilization Plan

#### Important Contacts

##### **Littleton Police Department**

2255 W. Berry Avenue

Littleton, CO 80120

☎ Phone: 303-794-1551 (non-emergency)

☐ Web site: <https://www.littletongov.org/city-services/city-departments/police-department>

☐ eMail: [lpdte@littletongov.org](mailto:lpdte@littletongov.org)

##### **South Metro Fire Department**

2702 E Dry Creek Rd

Centennial, CO 80122

☎ Phone: 720-989-2000 (non-emergency)

☐ Web site: <https://www.southmetro.org/>

☐ eMail:

##### **Local Hospital**

7700 S Broadway

Littleton, CO 80122

☎ Phone: 303-730-8900

☐ Web site: <http://www.mylittletonhospital.org>

##### **American Red Cross**

444 Sherman St

Denver, CO 80203

☎ Phone: 303-722-7474

☐ Web site: [redcross.org](http://redcross.org)

##### **Local Boy Scout Council, Boy Scouts of America**

10455 W 6th Ave #100



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Lakewood, CO 80215

© Phone: 303-455-5522

□ Web site: <https://www.denverboyscouts.org/>

### **Annex D to Troop 794 Mobilization Plan**

#### Mobilization Script

The Scoutmaster or acting Scoutmaster will use this format to create a script for troop mobilization drills and exercises.

A blank script (copy of this page) is recommended for use by troop members subject to participation in these exercises to facilitate accurate information passing.

#### **TROOP 794 MOBILIZATION SCRIPT**

Identify yourself to the party called and determine who has answered the phone: This is \_\_\_\_\_ calling from Troop 794. To whom am I speaking? \_\_\_\_\_  
Thank you, do you have paper and pencil to take a message?

The purpose of this call is to inform you that Troop 794 is activating its mobilization plan to:

- Pass information
- Conduct a mobilization DRILL that DOES or DOES NOT require the troop to muster
- Respond to an actual situation requiring the troop to muster.



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Specific information to be passed:

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If the mobilization requires the troop to muster pass the following:

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The troop will muster at:

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The time of the muster is: \_\_\_\_\_

The uniform for the muster is: \_\_\_\_\_

You ARE or ARE NOT asked to bring your personal mobilization pack.

Please bring the following equipment:

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Do you have a troop phone tree and know who you are supposed to call?

If the person does not have a phone tree, tell them the name and phone number of the next person they are to call.

Finally, ask the person to read back to you the message that they intend to pass. Make corrections as required.

Record this information for accountability and after action evaluation purposes: I called

(name of scout) \_\_\_\_\_ at (time) \_\_\_\_\_