



# TROOP 325 MOBILIZATION PLAN

(As of February 2010 by Kabir Loomba)

This is our plan for “mobilizing” Scouts for emergency action or response. Called the T325 MOBILIZATION PLAN, this is the communication tool for disaster/urgent situations. **THIS PLAN IS NOT IMPLEMENTED FOR TYPICAL COMMUNICATION TO SCOUTS**

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- ◆ When implementing this plan, call it the T325 MOBILIZATION PLAN, to let Scouts know of its urgency.
- ◆ The troop will hold occasional practices of the plan – called a “T325 Mobilization Plan Drill.”
- ◆ The purpose of having a plan is to try to alleviate the possibility that some Scouts are not notified, and that the correct message is given to everyone.
- ◆ Because of the importance/urgency of these messages, it is required that everyone write down the message they are to send on or receive.
- ◆ Those Scouts who are in positions where they could be called upon at anytime to implement the Mobilization Plan must always have access to a current roster (printed from Troop325.com website). When new rosters are updated on the website, parents should download it for their Scout.
- ◆ Part of the Mobilization Plan involves feedback on notification. It will be different, depending upon the need and the emergency. Please follow the directions and communicate or respond appropriately and in a timely fashion.

## HOW TO IMPLEMENT THE PLAN

### **SCOUTMASTER (alternate – Committee Chairman)**

1. He will determine that the troop needs to be mobilized, & arrange for someone to man a “base phone.”
2. The Scoutmaster will write a scripted message which is to be delivered to each Scout, including any necessary response or feedback to him and reminder to receive permission from parents for the action.
3. He will call the Senior Patrol Leader (SPL) to implement the plan.
4. If he cannot reach the SPL, he will leave the scripted message, adding that he will pass the message on. The SPL, if he receives that message, will just respond according to what the troop has been asked to do (NOT MAKE CALLS). The Scoutmaster will then call the first\* ASPL and either ask him to implement the plan or leave the same scripted message, in which case he will call the second\* ASPL. (\*The order for contacting ASPL is decided in the alphabetical order of ASPL’s last names.) If unable to reach any of them, the Scoutmaster will be responsible for notifying all the Patrol Leaders.
5. The Scoutmaster will let the SPL know what to report back to him when he has finished his notifications – usually either by phone or by email.
6. The Scoutmaster will also see that the information is sent out via email and placed on the Troop website as soon as possible, and updated as necessary.

### **SENIOR PATROL LEADER (alternate – ASPLs)**

1. The SPL will call all the Patrol Leaders to implement the T325 MOBILIZATION PLAN. He will first ask them to write down the message, and then give them the scripted message they are to pass on.
2. If the SPL cannot reach a specific Patrol Leader, he will leave the scripted message, adding that he will pass the message on. The Patrol Leader, when he receives the message, will just respond according to what the troop has been asked to do (NOT CALL HIS PATROL). The SPL will then call the Assistant Patrol Leader, and either ask him to implement the plan or leave the same scripted message, adding that he will pass the message on. If unable to reach either of them, the SPL will be responsible for notifying everyone in that patrol.
3. The SPL will tell the Patrol Leader (or APL) if he needs to report back to the SPL or the Scoutmaster when he has finished his notification.
4. The SPL will report back to the Scoutmaster (as directed) when he has finished the notification.

### **PATROL LEADER (alternate Assistant Patrol Leader)**

1. When a Patrol Leader hears that the T325 MOBILIZATION PLAN is being put into action, he will write down the exactly message to tell his patrol members.
2. He will call everyone in his patrol, either speaking to them or leaving a message with all the needed information, including whatever reporting system is put into place.
3. The Patrol Leader will report back as directed after his notifications have taken place.

### **INDIVIDUAL SCOUT**

1. Each Scout will be notified that the troop is implementing the T325 MOBILIZATION PLAN.
2. He will write down the message, so he is clear on what is required and can tell his parents the exactly procedure for this mobilization.
3. Once he receives approval from his parents, he will act according to the instructions given.
4. Families are encouraged to check email and the Troop website for updates.