

TROOP 65 LONG BEACH AREA COUNCIL



EMERGENCY EVACUATION PLAN

Protecting the safety of all Scouts and their families is the key purpose of this plan. In order to protect the safety of the Scouts, leaders, and families of Troop 65, emergencies must be handled in a safe and orderly manner. The emergency evacuation plan is to ensure that all persons are able to safely leave the structure and then be properly accounted for.

Evacuation Assembly Area – located directly across Sunfield Avenue on the grass by the school.

Emergency Coordinator and successors: Scoutmaster (Scouts), Committee Chairpersons (Adults), Mr. John Applequist & Mr. Fred Burks (as Senior Assistant Scoutmasters), Mr. Steve Alford, Mr. Mike Contreras, Mr. David Kahn, Mr. Kirk Erickson, Mr. Gordon Gow (Senior Crew Advisor), and all present Assistant Scoutmasters

All persons meeting DOWNSTAIRS are to immediately but calmly exit the basement via the closest safe set of stairs and quietly walk across the street to the grassy area at the school. Notification of an emergency such as a fire, severe earthquake, gas leak, electrical failure, or other significant and threatening issue will be by word of mouth or may be obvious by a significant event such as severe earthquake.

***If there is a fire in the kitchen, for example, exit using the front stairs, not the rear.

All persons meeting UPSTAIRS are to immediately but calmly exit the room(s) via the closest safe point of EXIT and quietly walk across the street to the grassy area at the school. Notification of an emergency such as a fire, severe earthquake, gas leak, electrical failure, or other significant and threatening issue will be by word of mouth or may be obvious by a significant event such as severe earthquake.

*** You will need to exit via the front or side doors. Please refrain from using the rear exit by the kitchen, as that is likely the Main Exit to be used by the Scouts. This would surely result in an obstacle to the safe & swift evacuation process.

Committee Chair will contact Emergency Services (911), using his or her own cell phone, neighbors' or Church's phone, and /or direct others to do the same, as they are exiting the building.

Scoutmaster will ensure that the basement is evacuated. Inspect the basement area to ensure that it is clear of all Scouts and adults, with help of Assistant Scoutmasters as necessary. They will then exit the basement, close the doors, and proceed to the evacuation assembly area.

Troop Quartermaster Advisor will assist Scoutmaster in clearing the basement and be ready to assist Emergency Services personnel with an inventory and locations of flammable/hazardous materials.

Outings Chair, Troop Treasurer, and Advancement Chairs or other adults as directed by the Committee Chair and Scoutmaster, will go to Sunfield Avenue to act as crossing guards. Their duties will include stopping vehicles to protect people crossing the street and to direct emergency vehicles to the area.

Troop Chaplain will assist and comfort Scouts and others as he/she sees the need.

Troop Secretary will maintain a running log of significant events and injuries, including name, time, etc. Names of injured must never be given to the news media without approval of the family.

Membership Chair and Scribe Advisor will coordinate contacting parents of Scouts whose parents are not in attendance and will coordinate with the Scoutmaster/SPL where/how those boys may be picked up

Senior Patrol Leader will form up the troop on the grassy area across the street and supervise the roll call of Scouts. If it is determined that a Scout is unaccounted for, SPL will immediately tell Scoutmaster or the nearest Assistant Scoutmaster/Patrol Advisor, who will alert the nearest Emergency Service personnel and Scoutmaster.

Senior Assistant Scoutmasters and Patrol Advisors will assist S.P.L. in his duties of forming up the Troop and maintaining order.

Assistant Senior Patrol Leader with the assistance of **Troop Librarian, Quartermaster & Historian** will assist the SPL in maintaining order within the Troop. They will pay particular care to younger Scouts to help reassure them and look after their well being if needed.

Troop Scribe and Chaplain's Assistant will assist the **SPL** in getting an accurate roll call of the Troop. If it is safe to do so, the scribe will take the scribe book with him when he evacuates the basement. HE WILL NOT ENDANGER HIMSELF IN THE LEAST TO GET THE SCRIBE BOOK.

Troop Scribe / Librarian / History /Patrol Advisors will assist the Scout Leadership in this function of properly accounting for and releasing the Scouts.

Patrol Leaders will line up their patrols in regular unit formations and conduct a roll call of Scouts and compare this against attendance rosters taken at beginning of Troop Meeting, to determine if anyone is missing or unaccounted for. **Patrol Advisors** will assist.

Patrol Advisors will not allow any scout to depart until the Scoutmaster /SPL has dismissed the Scouts and he is certain the Scout is in company of a responsible family member or other adult. Remember Youth Protection requirements. Keep track of all departures of all Scouts and who they left with.

**** This especially applies to those Scouts that may reside in the area directly adjacent to L.V.C.C. and may be prone to "head for home" in case of a crisis, prior to be accounted for and properly released.**

All adults are expected to conduct themselves in a calm and reassuring manner. They should be ready to assist anyone in need of help. Do not attempt to enter the basement to retrieve your son as this may endanger others who are attempting to leave.

Parents, you may join up and stay with your son. However, **DO NOT DEPART** the evacuation assembly area until the Scoutmaster, Senior Patrol Leader or their representatives have clearly dismissed all Scouts. This is to ensure that we have a complete and positive count of all members to ensure that none are missing. Do not interfere with the trained Adult Troop Leaders or others that are following these established procedures. If Scouts leave without having been accounted for, Emergency Services personnel may risk their lives in vain attempts to locate a missing Scout.

First Aid will be rendered as needed by qualified Scouts and leaders until Emergency Services personnel arrive to take over.

As soon as possible, the Emergency Coordinator will contact the **Council Executive**. If you do not have the after hours emergency number, begin by using the main Long Beach Council Office number, (562) 427-0911 to obtain the after hours emergency numbers.

NON TROOP MEETING NIGHTS

ALL SCOUTS, PARENTS AND LEADERS IMMEDIATELY EXIT THE CHURCH FACILITIES BY THE MOST DIRECT AND SAFEST ROUTE.

Leading adult will contact Emergency Services by calling 911 on cell phone, a neighbor's phone, or a church phone if it does not endanger them.

Senior Scout present, Patrol leader, project leader, etc. will hold formation with all boys across the street from the church. A roll will be taken to ensure that all boys are accounted for. The leading adult will act as the Emergency Coordinator and ensure that all adults are accounted for as well.

The Emergency Coordinator will keep track of all Scouts and leaders including when and with whom they departed.

Leading adult will immediately contact the Scoutmaster and Committee Chairpersons. Additionally, if there are any significant injuries, the adult leader will immediately contact the **Council Executive**.

If you do not have the after hours emergency number, begin by using the main Long Beach Council Office number, (562) 427-0911 to obtain the after hours emergency numbers.

TROOP 65 EMERGENCY PLAN SUMMARY



IN AN EMERGENCY, IMMEDIATELY EXIT THE BASEMENT, MEETING ROOMS, OR CHURCH AND GO ACROSS THE STREET TO THE GRASSY FIELD.

**LOOK FOR CARS AND EMERGENCY VEHICLES WHEN CROSSING THE STREET.
BE CAREFUL**

TROOP WILL FORM UP BY PATROLS ON THE GRASS AT THE SCHOOL.

PATROL LEADERS TAKE A ROLL CALL OF ALL YOUR SCOUTS AND DETERMINE IF EVERYONE IS PRESENT. REPORT TO THE SPL.

SCOUTS WILL HELP ANY INJURED AS BEST THEY CAN, USING GOOD FIRST AID PRACTICES.

NO SCOUT IS TO LEAVE UNTIL DISMISSED BY SPL

ALL JUNIOR LEADERS AND ADULT ADVISORS SHOULD READ THE EMERGENCY ACTION PLAN PRIOR TO AN EMERGENCY AND FOLLOW THE PROCEDURES

PARENTS-
DO NOT INTERFERE WITH THE EVACUATION OF THE SCOUTS FROM THE BASEMENT.
DO NOT REMOVE YOUR SCOUTS FROM THE SCENE UNTIL DIRECTED BY THE EMERGENCY COORDINATOR.

KEY EMERGENCY NUMBERS

FIRE – AMBULANCE – POLICE 911

SCOUTMASTER (562) 493-5254 home
Bob Colley (310) 612-9449 cell
(562) 493-7502 work

CHARTER REP- Wayne Sanders (562) 425-7391 hm

COUNCIL OFFICE – (562) 427-0911
COMMITTEE CHAIRS (562) 425-4964
Phil Rainier cell # (562) 746-3820
& Denise Rainier cell # (562) 746-3821
(562) 522-1293 cell (714) 347-8204 work

