

STANDARD OPERATING PLAN – DISASTER PREPAREDNESS PLANNING

US ARTILLERY RESERVE

REVISED (5/7/18) FINAL

SECTION 1 – GENERAL NOTES

The new reality of our reenacting hobby necessitates that we start to identify potential hazard events possible at an event and plan for these situations. Along those lines, the Artillery Reserve recognizes a need to prepare a standard operating plan document that will be used in case of an incident occurring while we are in the field. This document is intended to:

- Be clear and concise.
- Address several different types of scenarios.
- Reasonably ensure the safety of our members during an incident.
- Offer a consistent plan of action for member units in case of an incident.

It is strongly recommended that all commissioned officers receive the following training:

- ICS-100: Introduction to the Incident Command System
- ICS-700: National Incident Management System, An Introduction

OR

- G-402 Incident Command System (ICS) Overview for Executives/Senior Officials

These Federal Emergency Management Agency (FEMA) courses will familiarize the unit commanders with how to operate within the Incident Command system, which is the primary administrative structure used by all levels of law enforcement and emergency response agencies today. This training is free, and is meant to give individuals a broad overview of the terminology and “who does what” during an event. These trainings take about 45 minutes on line, and upon satisfactory completion of the end of training knowledge check, a certificate of completion is issued. These online courses can be found at <https://training.fema.gov/nims/>

The preparedness planning process outlined in this plan does not just involve the Artillery Reserve staff. As a para military organization, the chain of command we normally use should be followed during an incident. Unit Commanders report to Battery Commanders, who reports to the Artillery Reserve staff, who report to event leadership, who report to the agency handling the incident. Conversely, information flow should go the other way. Event leadership, to Artillery Reserve staff, to Battery Commanders, to Unit Commanders. Maintaining and using chain of command is VERY IMPORTANT for the accurate dissemination of information. Consistent implementation of this plan by the member units is crucial to its smooth operation and the safety of all involved.

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SECTION 2 – GENERAL SAFETY GUIDELINES FOR USE AT ALL EVENTS

- Situational awareness is an important component in this plan. Observe and report suspicious actions to your command structure. **If you see something, say something.**
- Artillery Park – Special attention should be given to anything out of the ordinary in the Artillery Park. Check under tarps that have been draped across any guns or limbers for suspicious items.
- Confrontation avoidance (verbal, physical, or otherwise). Do not give your attacker anything they can use against us or which will escalate any bad situation.
- Battery members should check in with a designated officer or NCO when departing and returning to camp, i.e., going to the sutlers, dance, etc. This is necessary in order to document where the unit members are at any given time, as well as assisting with reunification with members should they be out of camp when an evacuation is ordered.
- Unit members who have EMS, fire, or police background or training should report to the designated Artillery Reserve headquarters officer at the event.
- It is highly recommended that each unit should have a “Go Bag” with the following minimum equipment:

SOP (Standard Operating Plan) binder

Battery roster with cell phone numbers

Flashlight

Whistle

Hand crank radio

Safety reflective vest (for identification)

First aid kit

Map showing evacuation route and meeting location

This bag should be modern, and easily distinguishable from period gear for ease of identification in an emergency.

- Keep canteens filled and ponchos handy to be grabbed, if possible, at all times. There is no telling how long we may have to be out of camp and protection from dehydration, sun, or rain is a very good thing. Those that have must share with those that do not.
- If an incident occurs, assemble with your unit quickly, but calmly, and carryout the instructions of the command staff with as much unit integrity as possible.
- If you are away from camp when an incident occurs, you should attach to the closest cohesive Artillery unit first. If no Artillery unit is available, attach to the closet unit, and report to the officer in charge, until you can be safely reunified with your unit. Borrow or use your cell phone to call your unit commander to report your location and status. You can then rejoin with your unit at the rally point.
- Maps of evacuation areas will be distributed to all unit commanders on an event by event basis. Two rally points will be chosen per event, one closer to the event location, one farther away. If an incident occurs, you will be directed which rally point will be used based upon the situation. This map should be included in your “Go Bag” with the SOP binder.

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CHECKLIST – SEVERE WEATHER INCIDENT

- Limber chest locked.
- Orders from Battery/Unit commander regarding severe weather threat.
- Shelter in place - or evacuate based upon battery commander orders.

SHELTER IN PLACE

- Unit members report under the battery fly for roll call.
- Members out of camp contacted via cell phone.
- Members out of camp a short distance return to fly for roll call.
- “All present” reported to battery command from unit command.
- Members are directed to return to their tent to shelter in place, or en masse to some other location (barn/vehicle/trailer) as directed by Unit commander.
- Remain in your designated location for the duration of the incident.

EVACUATION

- Unit members report under the battery fly for roll call.
- Members out of camp contacted via cell phone.
- Members out of camp a short distance return to fly for roll call.
- Members too far to return fall in with other unit, or choose location to meet unit on the way to the rally point for pickup.
- “All present” reported to battery command from unit command.
- Decision is made by unit command as to how unit is moving to rally point, who is traveling with whom.
- Inform battery command unit is leaving for the rally point.
- Grab the Go Bag.
- Arrive at rally point – perform head count of unit members.
- Report to Battery Commander all present or accounted for, report location of unit members off site.
- Report name and unit of any non members traveling to the rally point with your unit to Battery Commander.

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CHECKLIST – BOMB THREAT INCIDENT

- Limber chest locked.
- Orders from Battery/Unit commander regarding bomb threat.
- Shelter in place - or evacuate based upon battery commander orders.

SHELTER IN PLACE

- Unit members report under the battery fly for roll call.
- Members out of camp contacted via cell phone.
- Members out of camp a short distance return to fly for roll call.
- “All present” reported to Battery Command from Unit Command.
- Members are directed to report to a location in camp to shelter in place.
- Members are released, one by one, to inspect their tents for anything out of place.
- If something is found, **DO NOT TOUCH IT**. Report suspicious item to your Unit Commander.
- Once tents are cleared, a unit member should be directed to inspect any supply tents and cook flies for suspicious items.
- Once tents are cleared, a unit member should be directed to inspect the unit field pieces and limbers for suspicious items and ensure that the limber chest is locked and secured.
- Only one individual should be away from the designated shelter area at any given time to inspect areas of the camp.
- Remain in your designated location for the duration of the incident.

EVACUATION

- Unit members report under the battery fly for roll call.
- Members out of camp contacted via cell phone.
- Members out of camp a short distance return to fly for roll call.
- Members too far to return fall in with other unit, or choose location to meet unit on the way to the rally point for pickup.
- “All present” reported to battery command from unit command.
- Decision is made by unit command as to how unit is moving to rally point, who is traveling with whom.
- Inform battery command unit is leaving for the rally point.
- Grab the Go Bag.
- Arrive at rally point – perform head count of unit members.
- Report to Battery Commander all present or accounted for, report location of unit members off site.
- Report name and unit of any non members traveling to the rally point with your unit to Battery Commander.

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CHECKLIST – MASS CASUALTY INCIDENT

(Example – Public Transportation, School Bus, Train, Etc.)

- Situational Awareness - take time to understand your surroundings and environment before an emergency occurs.
- Try to remain calm.
- Shield yourself as best you can by using available topography and resources.
- Check to make sure that you are not injured.
- While maintaining cover, check the participants in your immediate area for injuries.

IF INJURIES ARE DETECTED

- Stop the bleeding by applying a tourniquet or pressure to the wound.
- Do not move the injured party.
- Provide first aid to the injured party to best of your ability.
- Treat the injured party for shock to the best of your ability by laying the injured party prone and elevating their feet.
- If you are able to signal emergency services personnel safely, without risking harm to the responder or yourself, do so.
- Shelter in place until the all clear is given.
- After the all clear is given, stand by the injured party and signal emergency services for evacuation.
- After emergency services have evacuated any injured parties, return to your duty station if we are in the field on the gun line, or return to your unit's dining fly if we are in camp.
- Ranking unit officer will take roll call and report members present and any injuries, as well as any immediate needs to the battery command.

IF THERE ARE NO INJURIES

- Shelter in place until the all clear is given.
- After the all clear is given, return to your duty station if we are in the field on the gun line, or return to your unit's dining fly if we are in camp.
- Ranking Unit officer will take roll call and report members present and any immediate needs to the battery command.

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CHECKLIST – ACTIVE SHOOTER INCIDENT

- Situational Awareness - take time to understand your surroundings and environment before an emergency occurs.
- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When law enforcement reaches you, do not run at them or make sudden movements.
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter. Do not scream, yell, point, or wave your arms. Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Be quiet and compliant.
- Show the officers your empty hands and follow their instructions.
- Give the number of shooters, location and physical description of the shooter. Give the number and types of weapons if possible.
- If the event occurs in camp, report to the unit fly for head count when safe to do so.
- If the campsite has been compromised, when it is safe to do so, proceed to the rally point designated on the evacuation area map prior to the event.
- Perform head count of unit members.
- Report to Battery Commander all present or accounted for, report location of unit members off site.
- Report name and unit of any non members traveling to the rally point with your unit to Battery Commander.

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CHECKLIST – PARADE/ SIMILAR EVENT INCIDENT

- Unit Commanders should have the unit Go Bag with them at the event.
- Situational Awareness - take time to understand your surroundings and environment before an emergency occurs.
- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s) and/or rouge/attacking vehicle.
- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When law enforcement reaches you, do not run at them or make sudden movements.
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter. Do not scream, yell, point, or wave your arms. Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Be quiet and compliant.
- Show the officers your empty hands and follow their instructions.
- Give the number of shooters, location and physical description of the shooter. Give the number and types of weapons if possible.
- Proceed to the rally point designated on the evacuation area map prior to the event.
- Perform head count of unit members.
- Report to Battery Commander all present or accounted for, report location of unit members off site.
- Report name and unit of any non members traveling to the rally point with your unit to Battery Commander.