**YYYYMMDDHHmm 5-PP Order- \*\*\*Title of event\*\*\***

1. **Situation**

|  |  |
| --- | --- |
| 1. **General Terrain/Orientation**
 |  |
| 1. **Weather**

(include research as attached pages) |  |
| 1. **Friendly Units** in AO (*people supporting our mission*)
 |
| 1. Other Sea Scout Ships
 |  |
| 1. Paid Security
 |  |
| 1. Other
 |  |
| 1. **Opposing Units** in AO (*people against our mission or possibly hostile*)
 |  |
| 1. **Hazards**
 |  |
| 1. **DDR (any drugs or alcohol in area)**
 |  |
| 1. **Obstacles**
 |  |

1. **Mission**

|  |
| --- |
| 1. **Who** (*who will be attending, including Rampart personnel and expected non Rampart attendance*)
 |
| 1. **Priority of Event** (*highlight the appropriate selection*)
 |
| 1. Required (*5pp must be signed off by Skipper* ***9 months*** *prior to event start*)
 |
| 1. Optional or Normal (*5pp must be signed off by Skipper* ***one month*** *prior to event start*)
 |
| 1. Special Group (*specify*):
 |  |
| 1. **Attendance** (*provide expected attendance, number only, no names*)
 |
| 1. Essential RA(s):
 |  |
| 1. Non-Essential RA(s):
 |  |
| 1. Sea Scouts:
 |  |
| 1. All other attendees:
 |  |
| 1. **Other units or organizations:**
 |  |
| 1. **What**
 |
| * 1. Provide narrative description about what we will be doing below:
 |
|  |  |
| * 1. Detail fireworks, amusement rides or other dangerous activities
 |  |
| * 1. What fitness group or test is required to participate in activity?
 |  |
| 1. **When** (*attach detailed schedule of events if appropriate*)
 |
| 1. Report (*show up time*)
 |  |
| 1. Event start (*Sea Scouts start work*)
 |  |
| 1. Event end (*SS may still be working*)
 |  |
| 1. Dismissal/ Parent pick-up
 |  |
| 1. **Where** (*address and/or location and site information*)
 |
| 1. Drop off location
 |  |
| 1. Event location (if different)
 |  |
| 1. Pick up location
 |  |
| 1. **Why** (*why are we doing this event? What are our goals*?)
 |  |
| * 1. Do we expect a donation? $ or items? List items with estimated value.
 |  |
| * 1. Note expected donations >$500 and notify paymaster
 |  |
| * 1. What awards can Sea Scouts earn?
 |  |

3. **Execution**

|  |
| --- |
| 1. **Details:** State the concept of operations (*write a detailed narrative plan for the event in the space below*)
 |
|  |  |
| 1. **Mitigation:** How will mitigation measures be used?
 |
|  |  |
| 1. **Travel plans:** How will Sea Scouts get to and from event (carpool, bus, parents, etc.)? If carpool or bus, detail meetup location and departure and estimated return time. (There **must** be a minimum of 1 RA/gender and minimum 1 RA/vehicle in every vehicle, 2-deep rule required)
 |
|  |  |
| 1. **Tasks:** provide specific tasks to be completed
 |
| * 1. **Sea Scouts** (*add tasks as needed*)
 |
| * + 1. All Sea Scouts
 | Buddy system will be enforced at all times.Stop any unsafe activity. |
|  |  |
|  |  |
| * 1. **Registered Adults** (*add tasks as needed*)
 |
| * + 1. All RA
 | Check for safe area and/or course. Make known concerns both verbally and in writing. Stop unsafe activity.Follow “2 deep rule”. |
| * + 1. RAIC
 | Ensure event checklist is complete.Ensure 1:10 ratio.Provide a pre-event briefing.Ensure signed “5PP Order” is followed. |
|  |  |
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|  |  |
| * 1. **Other** (*identify any other tasks and who will be executing them*)
 |
|  |  |
| 1. **Coordinating Instructions**
 |
| * 1. Uniform of the day
 |
| * + 1. **RA Staff**
 |  |
| * + 1. **Sea Scouts**
 |
| * + - 1. Basic
 |  |
| * + - 1. Apprentice+
 |  |
| * + 1. **Other**
 |  |

1. **Administration**

|  |
| --- |
| 1. **Costs**
 |
| * 1. Unit
 |  |
| * 1. RA usually $0
 |  |
| * 1. Sea Scouts
 |  |
| * 1. Non-essential staff/parents
 |  |
| * 1. Guests
 |  |
| 1. **Food**
 |
| * 1. Will the SS establish a kitchen?
 |  |
| * 1. How will food be cooked? Who will provide cooking equipment?
 |  |
| * 1. What will the SS be cooking?
 |  |
| * 1. How will hydration be handled?
 |  |
| * 1. Will the venue provide food?
 |  |
| * 1. Who will procure food & water?
 |  |
| 1. **Supplies**
 |  |
| * 1. Medical (binder, first aid kit, etc.)
 |  |
| * 1. Training
 |  |
| * 1. Operations (fire suppression, color guard, etc.)
 |  |
| * 1. Public relations (handouts, displays, camera, etc.)
 |  |
| * 1. Support
 |  |
| * 1. Special equipment not listed above
 |  |
| * 1. Personal safety equipment (PPE) (is a fitting required)
 |  |
| 1. **Insurance and records**
 |  |
| * 1. Needed permits or other documents
 |  |
| * 1. Any legal concerns
 |  |
| 1. **Support Staff**
 |  |
| 1. **Restroom and facilities**
 |  |

1. **Command and Signal**

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| --- |
| 1. **Signal**
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| * 1. Cell phones functional in AO?
 |  |
| * 1. Primary method to notify of injury
 |  |
| * 1. Primary method to notify emergency services of emergency?
 |  |
| * 1. Other communication needs and detailed orders (*radio frequency, call-signs, challenges and passwords, etc.*)
 |
|  |  |
| 1. **Command** (*with communication information*)
 |
| * 1. RAIC (*with contact info*)
 |  |
| * 1. A-RAIC (*with contact info*)
 |  |
| * 1. SSIC (*with contact info*)
 |  |
| * 1. A-SSIC (*with contact info*)
 |  |
| 1. **Emergency**
 |
| * 1. Emergency escape route & plan
 |  |
| * 1. Emergency response agencies
 |  |
| * + 1. Police/Security (onsite?)
 |  |
| * + 1. Emergency medical (onsite?)
 |  |
| * 1. Sickbay location (***required***)
 |  |
| * 1. Emergency contact info:
 |  |
| * 1. Back Up contact info:
 |  |
| 1. **Other information**
 |  |
|  |  |