**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. |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| * 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**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Signal** | | | |
| * 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** | | |  |
|  |  | | |