

MArdet #1381

(**Mar**ine **D**isaster **E**mergency **T**eam)

Updated Aug. 20th 2015

Contents Page

Mission Statement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **MS 01**

Command Structure\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CS 01-11**

Uniform Regulations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**UR 01-05**

Gear and Weapon Regulations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**GWR 01-02**

Training & Member Handbook\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



MArdet #1381

1/8 Golf Co.

(**Mar**ine **D**isaster **E**mergency **T**eam)

Updated Aug. 20th 2015

Mardet mission Statement

**Mission:**

To provide supplies needed to Sustain life in a critical incident /disaster, to continue all training to be prepared to assist other agencies in any clime and place that abides by our Constitution and local Laws.

Members of the MARDET are Marine Corps League Members who join together for the purpose of preserving the traditions and promoting the interests of our local community, Texas, and the United States that they may effectively promote the ideals of American freedom and democracy, voluntarily aiding and rendering assistance to all Marines, law enforcement Officers, first responders and Citizens of our community.

**Vision:**

Proactively assist other agencies to protect and serve citizens of Texas and the United States.

**Goals**:

1. Enhance Emergency Management.
2. Further prevent loss of life, Injuries, and property damage.
3. Maximize services to the public and assistance to other agencies.
4. Optimize Emergency incident management.
5. Protect public and State assets. MARDETHQ.MS080115 pg.MS 01



MArdet #1381

(**Mar**ine **D**isaster **E**mergency **T**eam)-JUST AN IDEA-

Updated Aug. 20th 2015

MARDETHQ.CS080115

Command Structure

NOTE\* Old School Marines work off of a rule of three. Each Marine has 3 things to worry about. This is a work in progress with the KISS concept. (Keep It Simple Stupid)

**Fire Team -** consist of at least 3 MARDET Members with a fire team leader.

**Squad -** consist of 3 fire teams lead by a Squad Leader.

**Platoon –** consist of 3 Squads

**Company –** consist of 3 Platoons lead by Commandant of Detachment

**Battalion**— currently we have 1 battalion for the State. We can add additional Battalions if needed.

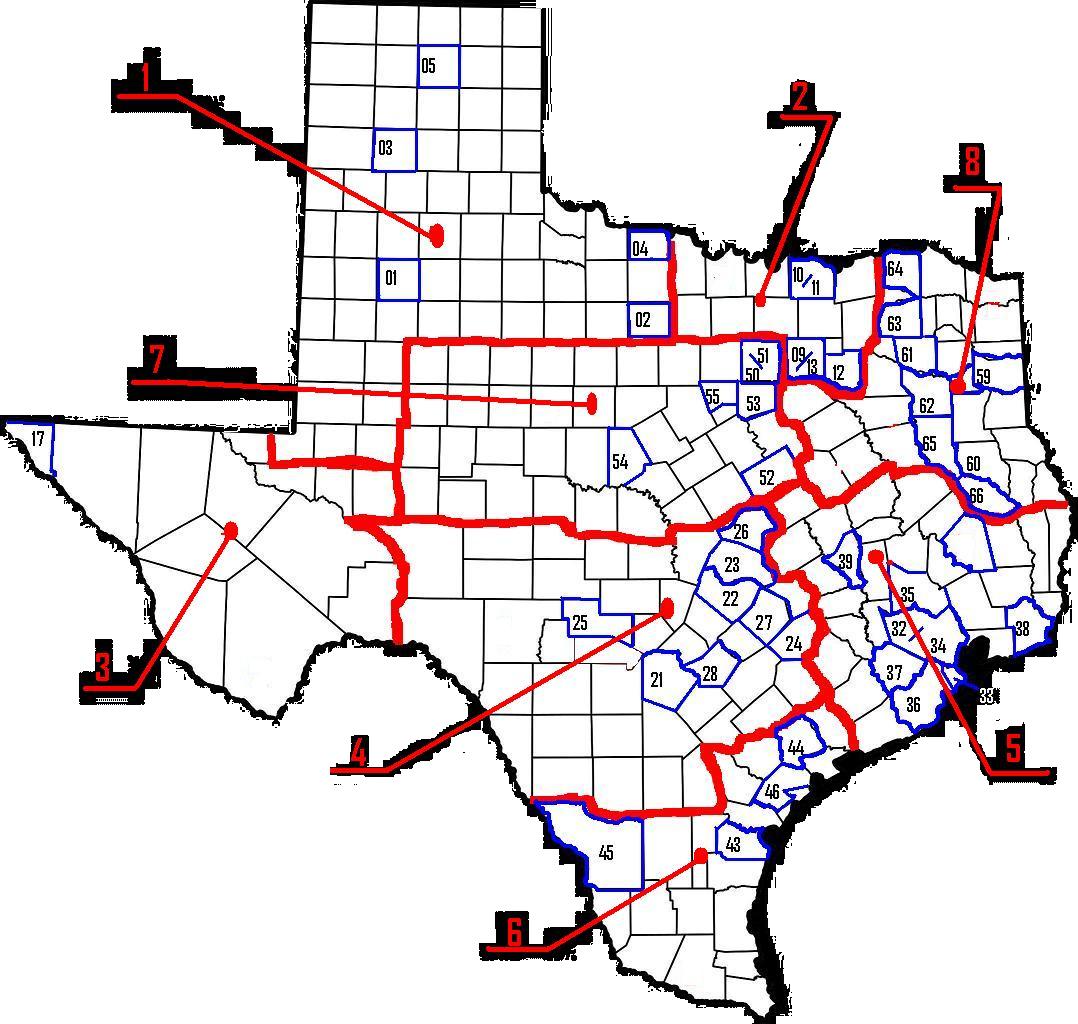
**Division** - consist of one or more Companies.

**MARDET** – has 8 Divisions in the State of Texas based off of the MCL 8 dist.

**MEU** – (MarDet Expeditionary Unit) for special operations outside of County

MARDETHQ.CS080115 pg.CS 01

MARDET Division Map



Work in progress nothing definate!!!

MARDETHQ.CS080115 pg.CS02

MARDET DIVISIONS  
1st Battalion  
DIV 1  
Dist Vise -

**Key       Detachment/Web                   City                  County                                Social Media**

1. - Alfa Co -------[South Plains # 519](https://www.facebook.com/pages/Hawthorne-Detachment-Marine-Corps-League/143081765704383)---------Lubbock---------Lubbock County  
2.- Bravo Co ----- [North Texas # 862](http://www.mcleague.com/mdp/userpages/NORTH_TEXAS-284.php)--------- Graham--------- Young County  
3. - Charlie Co ----[Roan Creek](http://www.roancreek.org/) # 992-----------Amarillo-------Potter & Randall Counties  
4. - Delta Co -----[Red River Marines #997](http://www.mcleague.com/mdp/userpages/RED_RIVER_MARINES-780.php) -- Wichita Falls -- Wichita County  
5. - Echo Co -------Hawthorne #1349-----------Stinnett ---------Hutchinson County------------[Face Boo](https://www.facebook.com/pages/Hawthorne-Detachment-Marine-Corps-League/143081765704383)k  
6. - Foxtrot Co ---Open  
7. - Golf Co ---Open  
8. - Hotel Co ---Open

DIV 2  
Dist Vice -

9.- --Alfa Co ------- [Big "D" #316](http://www.bigdmcl.org/) ----------------- Dallas ------Dallas County  
10.- Bravo Co ----- [Texoma #929](http://www.mcleague.com/mdp/userpages/TEXOMA-172.php) -------------------Dennison -- Grayson County  
11.- Charlie Co --- [LCpl Jacob R. Lugo #1300](http://www.lcpl-jacob-r-lugo-detachment-1300-mcl.com/www.lcpl-jacob-r-lugo-detachment-1300-mcl.com/LCpl_Jacob_R._Lugo_-_Home_Page.html) -- Dennison -- Grayson County  
12.- Delta Co ----- [Terrell #1338](http://www.terrelltoysfortots.org/) -----[TFT](http://www.terrelltoysfortots.org/)----------Terrell ----- Kaufman County  
13.-Echo Co------- [Capt. John Yancy # 631](http://www.johnyanceymcl.com/)--------Dallas ------ Dallas County  
14.-Foxtrot Co--- Open  
15.-Golf Co--- Open

16.-Hotel Co--- Open

DIV 3  
Dist Vice -

17.-Alfa Co--- [Dean Hawkins #323](http://www.deanehawkinsmcl.org/) ----------El Paso -----El Paso County  
18.-Bravo Co--- Open  
19.-Charlie Co--- Open  
20.-Delta Co--- Open MARDETHQ.CS080115 pg.CS03  
DIV 4  
Dist Vice -

21.- Alfa Co ------ [Alamo #315](http://www.alamodetachment315mcl.org/) -------------------- San Antonio --- Bexar County  
22.- Bravo Co ----[Cen-Tex #318](http://www.mcleague.com/mdp/userpages/CEN-TEX-81.php)---------------------Austin----------Travis County------------[Face Book](https://www.facebook.com/mcl.centexdetachment)  
23.- Charlie Co ---[Williamson #1022](https://sites.google.com/site/mcltx1022/)-------------Georgetown-----Williamson County-----[Face Book](https://www.facebook.com/WilliamsonCountyMCL)  
24.- Delta Co ----[Colorado Valley #1028](http://www.mcleague.com/mdp/userpages/COLORADO_VALLEY-811.php)---------La Grange-------Fayette County  
25.- Echo Co -----[Hill Country #1051](http://www.mcleague.com/mdp/userpages/HILL_COUNTRY-834.php)--------------Kerrville--------Kerr County  
26.- Foxtrot Co ---[Lewis Wayne Qualls #1249](http://www.mcleague.com/mdp/userpages/LOUIS_WAYNE_QUALLS-1076.php)----Temple---------Bell County  
27.- Golf Co -----[Lost Pines #1384](http://www.mcleague.com/mdp/userpages/LOST_PINES_LEATHERNECKS-1204.php)------------------Bastrop---------Bastrop County  
28.- Hotel Co -----[Teufelshunde #1392](http://teufelshundeoftexas.weebly.com/)---------New Braunfels--Guadalupe/Comal-----[Face Book](https://www.facebook.com/pages/Marine-Corps-League-Teufelshunde-of-Texas-1392/201177066637086)  
29.- India Co ---Open  
30.- Juliett Co ---Open  
31.- Kilo Co ---Open

DIV 5  
Dist Vice -

32.-Alfa Co---[McLemore #324](http://mclemoremarines.com/)-------------------Houston---------Harris County  
33.-Bravo Co---[Galveston County #668](http://www.mclgalveston.com/)------------Galveston--------Galveston County  
34.-Charlie Co---[AA Avalos #671](http://www.mcleague.com/mdp/userpages/ALBERTO_ANGEL_AVALOS-715.php)-------------------Houston---------Harris County  
35.-Delta Co---[EASTEX #779](http://www.mcleastex.com/)---------------------Conroe----------Montgomery County  
36.-Echo Co---[Brazoria County #982](http://www.mcleague.com/mdp/userpages/BRAZORIA_COUNTY-765.php)--------------Angleton--------Brazoria County  
37.-Foxtrot Co---[Sgt J R Tijerina #1295](http://www.usmcmarine1.org/)--------------Katy-------------Fort Bend/Harris/Waller  
38.-Golf Co---[1st Sgt Joyce Venable #1382](http://www.texasareamarines.org/index.php/337-marine-corps-league----1stsgt-joyce-venable-detachment-1382)--------Port Arthur-------Jefferson County  
39.-Hotel Co---[Brazos Valley #1391](http://www.brazosvalleymcl.org/)----------------Bryan------------Brazos County  
40.-India Co---Open  
41.-Juliett Co---Open  
42.-Kilo Co---Open

DIV 6  
Dist Vice -

43.-Alfa Co-----[Coastal Bend #430](http://www.coastalbendmcl.com/)-----------------Corpus Christi-------San Patrico  
44.-Bravo Co---[Jack Ringel #540](http://www.mcleague.com/mdp/userpages/JACK_RINGEL-213.php)-------------------Victoria--------------Victoria  
45.-Charlie Co---[Larado #895](http://www.mcleague.com/mdp/userpages/LAREDO-341.php)-----------------------Larado---------------Webb  
46.-Delta Co----[Mike Loosemore #1167](http://www.mcleague.com/mdp/userpages/MIKE_N._LOOSEMORE-1168.php)----------Woodsboro---------Refugio  
47.-Echo Co---Open  
48.-Foxtrot Co---Open  
49.-Golf Co---Open

MARDETHQ.CS080115 pg.CS04

DIV 7  
Dist Vise -

50.-Alfa Co------[Tarrant County #731](http://www.tarrantcountydetachmentmcl.us/)---------------Ft Worth-------------Tarrant County  
51.-Bravo Co-----[Bluebonnet #817](http://www.texasareamarines.org/index.php/78-marine-corps-league---bluebonnet-detachment-817)-------------------Ft Worth--------------Denton  
52.-Charlie Co---[Heart of Texas #975](http://www.mcleague.com/mdp/userpages/HEART_OF_TEXAS-758.php)----------------Waco-----------------McLennan   
53.-Delta---------[Longhorn #1069](http://www.mcllonghorn.org/)--------------------Crowley--------------Tarrant/Johnson  
54.-Echo Co-----[Pecan Valley #1170](http://www.mcleague.com/mdp/userpages/PECAN_VALLEY-961.php)-----------------Brownwood-----------Brown  
55.-Foxtrot Co---[Comanche Peak #1297](http://www.cpd1297.com/)--------------Grandbury------------Hood------------[Face Book](https://www.facebook.com/cpd1297)---[Twitter](https://twitter.com/cpd1297)   
56.-Golf Co---Open  
57.-Hotel Co---Open  
58.-India Co---Open

DIV 8

Dist Vise – Bill (Top) Hamby

P.O. Box 573

Jacksonville Texas 75766

59.- Alfa Co.---[Longview #959](http://www.mcl959.com/)----- -----------------Longview---------------Gregg/Harrison

60.-Brovo Co---[Pineywoods #1189](http://www.pineywoodsmarines.org/)------------------Nacogdoches------------Nacogdoches

61.-Charlie Co---[LCpl Shane L Goldman #1278](http://mcldet1278.com/)------Mineola-----------------Wood

62.-Delta Co.---[Rose City #1354](http://www.mcleague.com/mdp/userpages/ROSE_CITY-1125.php)--------------------------Tyler--------------------Smith

63.-Echo Co.---[Hopkins County #1367](https://sites.google.com/site/mclhopkinscountydet1357/)-------------Sulfur Springs--------------Hopkins

64.-Foxtrot Co.---[Sgt Jay Hoskins #1364](http://www.mclhoskins.org/)----------------Paris---------------------Lamar

65.-Golf Co.---[Jacksonville Texas #1381-](http://www.marinesjvilletexas.com/)-----------Jacksonville---------------Cherokee-------[Face Book](https://www.facebook.com/MCLeagueJacksonvilleTexasDet.1381)

66.-Hotel Co.---[Lufkin #1362](http://www.mcleague.com/mdp/userpages/LUFKIN-1196.php)----------------------------Lufkin------------------Angelina

67.-India Co---Pending----------------------------Palestine----------------Anderson

68.-Juliett---Open

69.-Kilo Co---Open

MARDETHQ.CS080115 pg.CS05

Example:

8th Division

**1st Bat. 8th MARDET Golf Co.1st Plt.**

**Golf Company. -Commandant**

1st Squad leader-

1st Fire Team Leader - \_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Fire Team Leader - \_\_\_\_\_\_\_\_\_\_\_\_\_

3rd Fire Team Leader - \_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Squad Leader -

1st Fire Team Leader - \_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Fire Team Leader - \_\_\_\_\_\_\_\_\_\_\_\_\_

3rd Fire Team Leader - \_\_\_\_\_\_\_\_\_\_\_\_\_

3rd Squad

1st Fire Team

2nd Fire Team

3rd Fire Team

MARDETHQ.CS080115 pg.CS06



MArdet #1381

(**Mar**ine **D**isaster **E**mergency **T**eam)

Updated Aug. 20th 2015

MarDet Uniform Regulations - MARDET.UR.080115

MCL Commandant will set the uniform of the day/season/Mission.

The MarDet has 3 Duty uniforms -- O.D. Green, Woodland and 3 color Desert = "Field Utilities”.

If you earned certain badges, while on active duty, i.e. Jump wings, combat air crew, presidential badge or diving bell they are authorized for all uniforms (it is optional). Badges will need to be verified by your DD214

**The new digital camouflage pattern “MARPAT” on any part of the Utility uniform is not authorized in the MARDET.**

1. Marines do not salute unless they are wearing a Cover.
2. Marines do not wear covers indoors, unless they are "under arms", carrying a weapon or wearing a duty belt.
3. Marines "blouse" their boots on all uniforms. That is, they roll the cuffs of their trousers back inside and tighten them over the boots with a cord or blousing cord.
   1. Marines do not tuck trousers into the boots.
4. Marines wear O.D. green Tee Shirts known as "skivvy shirt" or undershirts with all uniforms, No White Tee’s
5. MARDET Marines do not wear any rank insignia. Only Team leaders for civilian communication.
6. Marines when wearing The Utility /field / working uniforms, most commonly referred to as "Cammies", are not to be worn outside of training or duty assignment.
   1. You may stop for gas and or emergency supplies at convenience gas stations. Unless under orders.
7. Marines that earned the title of U.S. Marine may wear the EGA only, on left breast pocket and front of Cover.
   1. No MARDET Marine will wear USMC on any uniform. (copyright issue)
   2. All Marines are allowed to wear the MARDET patch (in development).

You can get all uniforms at TacticalGear.com except 8 point covers, they are at amazon.

3 color field jackets are hard to find.

MARDET.UR.080115 pg. UR01

**Charlies are only required uniform at the present time.**

MARDET Authorized Uniforms

|  |  |  |  |
| --- | --- | --- | --- |
| **Uniform** | **Description** | **Occasions for Wear** | **Leave/Liberty** |
| **Service “A”**  **Garrison Summer Uniform** | **O.D. green coat and trousers**  **O.D. green undershirt.**  **Eight point or boonie O.D. green cover**  **Belt Tan. Boots Tan.**  **O.D. green field jacket as needed**  **(badges optional)** | **Only when set as uniform of the day/event** | **no** |
|  |  |
|  |  |
| **Service “B”**  **Garrison**  **Winter**  **Uniform**  **“Optional”** | **O.D. Green sweater (Wooly Pulley)**  **w/green trousers. Eight point or boonie O.D. green cover. Belt tan Boots Tan.**  **O.D green field jacket as needed**  **(badges optional)** | **Only when set as uniform of the day/event** | **no** |
| **Service “C”** | **O.D. Green combat shirt.**  **O.D. Green Trousers, Eight point or boonie O.D. green cover. Belt kaki, Boots Tan. O. D. Green skivvy shirt.**  **O.D green field jacket as needed**  **(badges optional)** | **Only uniform required at the present time** | **no** |
| **Service “D”**  **Utility/Field**  **“Cammies”**  **Uniform** | **Woodland / 3 color desert coat and trousers. O.D. green undershirt. Eight point or boonie in woodland or 3 color desert.**  **Woodland combat shirt. Boots Tan.**  **Field Jacket same color as needed** | **Working/field uniform only (woodland during summer**  **3 color desert during winter season or as needed due to environment) MARDET HQ uniform of the day / operation.** | **No** |
| **“D1”** | **Woodland/Tan Combat Shirt** |
| **Physical Training Uniform**  **“PT GEAR”** | **Olive green undershirt, Woodland/3 color desert shorts, O.D. green sweatpants/shirt with a black MARDET logo on the upper left trouser leg and over the left breast of the sweatshirt.** | **Physical training (PT), field day, and limited leave and liberty occasions** | **Yes** |

MARDET.UR.080115 pg. UR02

Service “A” & “C” Primary Uniform O.D. Green

Propper cotton rip stop





“A” Coat: $29.99 “A”B”C” Pants: $29.99 “C” Boonie: $9.99 “C” Boonie $12.97 “A””B” 8 point





Field Jacket W/Liner Combat Shirt Kaki Belt $7.99 Boots Tan any stile “B”Sweater$89.00

“A”B”C” $82.99 “C” $49.95 ALL All $84 to $250

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Utility Field Cammies Service “D” Summer Woodland

Propper cotton rip stop







“D” Coat: $29.99 “D”&“D1” Pants: $29.99 “D1” Boonie: $9.99 “D” 8 point at Amazon







Field Jacket W/Liner Combat Shirt Kaki Belt $7.99 Condor Shemagh Boots Tan any stile

“D” & “D1”$82.99 “D1”$49.95 ALL As Needed OD/Blk $7.95 All $84 to $250

MARDET.UR.080115 pg. UR03

Utility field Cammies “D” winter 3 color desert

Propper cotton rip stop





Field Jacket W/Liner Coat: $29.99 Pants: $29.99 Condor Shemagh Combat Shirt

Hard to find Tan/Blk $7.95 $49.95



Kaki Belt $7.99 8 point at Amazon Boonie: $9.99 Boots Tan any stile

$84 to $250

Patches

Under construction!

MARDET.UR.080115 pg. UR04



MArdet #1381

(**Mar**ine **D**isaster **E**mergency **T**eam)

Updated Aug. 20th 2015

Gear and Weapons Regulations MARDET.GWR.080115

Under construction

Digital Camo is authorized for all MarDet gear

**WEAPONS**

1. All Firearms are to be concealed (if you have a CHL) **NO OPEN CARRY OF ANY FIREARMS IN PUBLIC** wile in MARDET UNIFORM until **officially Deputized/Activated** by County Sheriff or City Chief of Police. (even after Jan 1st 2016)
2. MARDET Members are required to have a “GO BAG” (this will carry your weapons and tactical vest. And uniform)
3. Primary Weapons are:
   1. .45 acp, 9mm, Min of 20 rnds
   2. 5.56 (223), 308, 30.06 Min of 100 rnds
   3. 12 gage 20 rnds /bean bag rnds
   4. K-Bar Knife or equivalent
   5. Other wpns need to be authorized by Company CO

MARDET.GWR.080115 pg. GWR 01

**GEAR**

1. Tactical vest 8. Folding Knife
2. E-Tool 9. Safety Glasses Sun/clear
3. Poncho w/liner 10.
4. Gloves 11.
5. Go Bag (accommodate wpn) 12.
6. Camel bak (drinking water) 13.
7. Small day back pack 14.





Leapers UTG 547 Law Enforcement Tactical Vest Hydration Carrier any size. Green, Tan or camo

Digital woodland $59.97 at tacticalgear.com from $28.99 to $200.00



Leatherman, folding knife or equivalent

Starting at $30

MARDET.GWR.080115 pg. GWR 02



MArdet #1381

(**Mar**ine **D**isaster **E**mergency **T**eam)

Updated Aug. 20th 2015

Training

1. Crowd Control
2. First Aid
3. Food and Water Distribution
4. Gun Control
5. Radio Verbiage/Usage
6. Deputized Member/ Legal Liability
7. Local and Federal Agency’s
8. City and County Law Enforcement
9. Fire Department
10. Water and Electric Co.
11. Military
12. Fema

MARDET

PROGRAM OPERATION

&

MEMBERS HANDBOOK

TABLE OF CONTENTS:

Section 1

MISSION STATEMENT

Vision

Motto

Level of authority

Section 2

OBJECTIVES

RESPONSIBILITIES

SELECTION PROCESS

EQUIPMENT

UNIFORMS

Section 3

Stakeholder

Analysis

Communication Planning

Evaluation

Budget

Data

Section 1

***Mission***

To provide supplies needed to sustain life in a critical incident / disasters, to continue all training to be prepared to assist other agencies in case of Terrorism foreign or domestic.  
  
Vision:

Proactively assist other agencies to protect and serve citizens of Texas and the U S and State Constitution.

Level of authority:

must be approved by sponsor, Obtained approval by the Sheriff / Chief or his designee for implementation, staffing, equipment, training, program procedures and mission parameters.

**Motto:  
Semper fidelis**

{always faithful}

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATING PROCEDURES**  **HANDBOOK**  Section 2 | | | | | | | | | | |
|  | | | | | | |  | |  |  |
|  | | | | | | |  | |  |  |
| **SUBJECT** | **Marine Disaster Emergency Team #1381** | | | | | | | | | |
|  | | | | | | | | | | |
| **DATE ISSUED** | | |  | |  | | | **EFFECTIVE** | | |
| **09/5/2015** | |  |  |  |  |  | | **DATE** | **09/05/2015** | |

|  |
| --- |
| PURPOSE:  To establish the mission and general duties of the MARDET  OBJECTIVES:  1. To Enhance Emergency Management.  2. Further prevent loss of life, injuries, and property damage during a critical incident.  3. Maximize service to the public and assistance to other agencies.  4. Optimize emergency incident management.  5. Protect public and state assets.  RESPONSIBILITIES  1. To work as a team with other agencies, keeping up with training, familiar  with area roads, mile markers and local resources. Keeping personal/unit  equipment up.  PROCEDU SELECTION PROCESS:  1. Apply with the appointed member by the Commandant of Detachment  2. Approval by Sheriff/Chief of his designee.  3. Must have a clean police record.  EQUIPTMENT:  1. All equipment for members must be purchased by members and must be authorized equipment. Any exceptions must be authorized in writing by the Commandant of Detachment or designee.    2. Vehicles and all accompanying equipment shall be distinctly marked as outlined the Commandant of Detachment of designee.    3. Inspections will be performed as directed by the Commandant of Detachment or designee.    4. Preventive Maintenance, cleaning and safety checks, shall be performed no less than once a month.  UNIFORMS:  1. Uniforms shall be worn in accordance with MARDET uniform policy, any exceptions must be authorized in writing by the Commandant of Detachment or designee.    2. MARDET units shall wear the below listed, approved equipment when operating in the field.  a) MARDET approved uniform  Members assigned as MARDET may provide escorts while on-duty under the following conditions:  1. When requested by incident commander.  2. When public safety will be compromised without such escort.  PUBLIC SAFETY PERFORMANCE OBJECTIVES  1. Mission tactics and strategies will be determined by the incident commander, if incident commander is unavailable the lead unit will handle, for faster response. |
|  |
|  |
|  |

**Stakeholder Analysis**

Section 3

|  |  |  |
| --- | --- | --- |
| **Customers** | **Their Expectations** | **Strategy** |
| **Citizens of Texas** | **Improve public safety, Work closely with allied agencies** | **Increase public safety By Rapid response.** |
| **Organizational** | **Their Expectations** | **Strategy** |
| **Commandant of Detachment or designee** | **Meet goals / objectives produce measurable results, enhance public image of MARDET.** | **Ensure Proper program management, specific mission parameters outlined.** |
| **Political** | **Their Expectations** | **Strategy** |

**Stakeholder Analysis Strategy**

**How clear is their understanding of our work and our role? (Project)**

**The public’s understanding of the MARDET mission is clear.**

**How do they influence us?**

**Public opinion of MARDET influences funding and manpower increases which dictate effective performance.**

**What do we need from them?**

**Communicate who, what, why, and when consistently.**

**How important are they to our success?**

**Tremendously, the media has the ability to reach out to the whole community.**

**How can we win them to our side? What can they take back?**

**Our efforts will be forwarded to the public in real time. Together by communication and serve to the Public.**

**Stakeholder Communication Planning**

**Elevator or Hallway Speech**

**Audience Analysis**

|  |  |  |
| --- | --- | --- |
| **Who?** | **Priorities, Interests, Needs** | **What do you want them to know or do?** |
| **Sponsors**  **(Dept Chief)** | **Program implementation and budget authority** | **Know: Mission**  **Do: Approvals** |
| **Core Team**  **(Supervisor/Manager)** | **Equipment, training, data analysis, mission, tactics, strategy** | **Know: Expectations**  **Do: Equipment and logistics.** |
| **Extended Team**  **(Media)** | **Deployments, targeting a safer deployment to areas needed, tactics in our deployments. control by early warning.** | **Know: Data, intentions**  **Do: Inform public** |
| **Stakeholders**  **(Program membe** |  | **Know: Job Duties**  **Do: Perform duties as outlined by Command** |

**Project Team**

|  |  |  |  |
| --- | --- | --- | --- |
| **Roles and responsibilities** | **Skills and abilities knowledge needed** | **When Frequency** | **Name** |
| **Supervisor: program development, project management, data research/comparison, meetings** | **Strategy, tactics, schedules, personnel, equipment** | **n/a** | **Project Manager:** |
| **Manager: approvals, chain of command link** | **Guidance, support, influence, policy/procedures** | **Weekly** | **Core team:** |
| **Performance, feedback** | **Field Operational expertise** | **Daily** | **Extended team:**  **Team Members** |
| **Commander: Project/program implementation, mission, goals, objectives.** | **Authority** | **Monthly** | **Project support:** |

Project Budget Estimate Worksheet

|  |  |
| --- | --- |
|  | Cost |
| Equipment |  |
| Hardware (vehicles) |  |
| Software |  |
| Project staff time |  |
| Other staff time |  |
| Consultants |  |
| Staff Development (training) |  |
| Overhead |  |
| Travel (fuel) |  |
| Hospitality |  |
| Consumables |  |
| Contingency (vehicle maintenance) |  |

**Data Collection Plan**

|  |  |  |
| --- | --- | --- |
| **What data do I need** | **How will I gather the data** | **How will I display my data** |
| **Current incident data comparison by month/day/beat/sector** | **Statistic gathered from Fire Department, area Law Enforcement and Weather Agencies** | **Spreadsheets/graphs** |
| **Equipment Costs** | **Budget declining balance spreadsheets** | **Spreadsheets** |
| **Monthly Activity** | **members End of month reports,** | **Spreadsheets** |
|  |  |  |
|  |  |  |
|  |  |  |

**Project Evaluation Plan**

|  |  |  |
| --- | --- | --- |
| **Formative Evaluation** | **Evaluation Method** | **Success Measurement** |
| **Benchmarking: compare with other agencies** | **agencies, model what works** | **SOP completed** |
| **Process Evaluation** | **Evaluation Method** | **Success Measurement** |
| **How process operates** | **member feedback, data** | **Outlined, approved** |
| **Output Evaluation** | **Evaluation Method** | **Success Measurement** |
| **Counting results of process** | **Raw data** | **Accumulation graphed** |
| **Outcome Evaluation** | **Evaluation Method** | **Success Measurement** |
| **Reduction in injuries to Rescuers.** | **Continuous Data** | **Reduction graphed** |

**Project Phases**

|  |  |
| --- | --- |
| **Phase** | **Estimated elapsed time** |
| **Initiating: Program Policy, Procedures, Mission** |  |
| **Planning: Personnel / Equipment / Strategy / Media** |  |
| **Implementing: Equipment, Training, Data Collection, Tactics, Data Analysis, Reporting, Media** |  |
| **Closing: Project Report** |  |
|  |  |
|  |  |
|  |  |

**Project Milestones or Events**

|  |  |
| --- | --- |
| **Milestone** | **Estimated date** |
| **1) Start up = Mission, Implementation, personnel selection.** |  |
| **2) Development = Budget: Equipment allocation and personnel training {if any}** |  |
| **3) Mission Strategy = Data, SOP, Goals, Objectives, strategy, tactics, media exposure** |  |
|  |  |
| **4) Refinement = Mission, SOP, performance, scheduling** |  |
| **5) Evaluation = Data, Project report** |  |

**Reviews and approvals needed**

|  |  |  |
| --- | --- | --- |
| **Interim Deliverable** | **Review by whom** | **Estimated date** |
| **SOP** |  |  |
| **Mission Statement** |  |  |
| **Equipment** |  |  |
| **Training Certifications** |  |  |
| **Enforcement Activity** |  |  |
| **Crash Analysis Results** |  |  |
| **Project Report** |  |  |

**Project Progress Communication Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Who** | **Needs to know what** | **When/frequency** | **In what form** |
| **Sponsors:** | **Milestones** | **Monthly** | **email** |
| **Core Team:** | **Logistics** | **Weekly** | **In person/ email** |
| **Extended Team:** | **Unit deployments** | **Daily/weekly** | **PIO** |
| **Stakeholders:** | **Tactics, Strategy, Duty Assignments** | **Daily** | **In person** |

**Action Planning**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Time** | **Start/Finish** | **Who** | **Resources** |
| **Refer to Gantt Chart** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

NOTES