# Mackinac Island Honor Troop 168

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HONOR TROOP
168
PORT HURON, MICHIGAN



## Honor Guard Duty

# Introduction

- What is Honor Guard Duty?



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# Flag Duty & Scout Etiquette

- **Most colorful part of your duties on Mackinac Island**
  - **Job requires respect and discipline**
- **Correct formal flag procedures MUST be performed**
  - **Flag duty and marching performance will be closely monitored and evaluated by the Scout Coordinator**
  - **The Troop must be able to march in unison and raise and lower the flags sharply and in synchronized harmony**



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# Scout Etiquette cont.

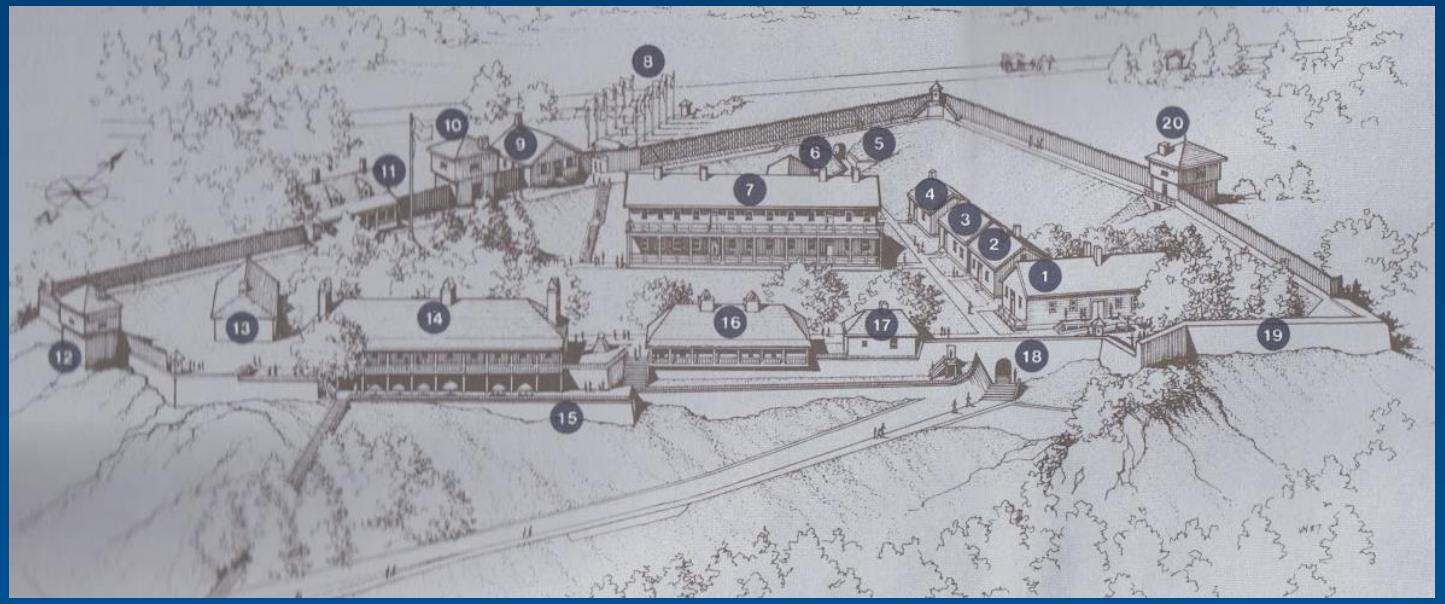
- **ALWAYS march to and from flag stations**
- **Horses have the right-of-way**
  - **When encountering any horse, stop marching**
  - **Move to the side and remain silent and still until the horse passes**
  - **Always look away from an oncoming horse**
- **Allow extra time to arrive at your flag station on time**



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# Fort Mackinac




1 Post Commissary (Theater)
2 Post Headquarters
3 Quartermaster Storehouse
4 Post Bathhouse
5 North Sally Port
6 Restrooms
7 Soldiers Barracks (Museum Store)
8 Avenue of Flags Ent.
9 Schoolhouse
10 North Blockhouse
11 Officer Hill Quarters
12 West Blockhouse
13 Post Hospital
14 Officer Stone Quarters
15 Tea Room Restaurant
16 Post Canteen
17 Guard house
18 South Sally
19 Gun Platform
20 East Blockhouse

# Flag Locations

- **22 Flag duty locations**
  - — Locations are well attended by visitors during ceremonies
  - — BE ON TIME! Allow for 15 min. before ceremonies

- **Downtown Locations:**
  - — Biddle House – 50 Star American Flag – 2 Scouts
  - — Dr. Beaumont Museum – 50 Star American Flag – 2 Scouts

Biddle House





Dr. Beaumont Museum

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# Flag Locations cont.

- **Downtown Locations cont.**
  - — Mackinac Art Museum– 50 Star American Flag – 2 Scouts
  - — Governor's Residence – 50 Star American Flag & State Flag 2 to 4 Scouts
  - — Visitor's Center Signal Flags 2 to 4 Scouts

Mackinac Art Museum




Governor's Residence





Visitor's Center

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# Flag Locations cont.

- **Fort Mackinac Locations**
  - — 5 Locations throughout the Fort
    19 Different Flags
  - — Fort Main Flag Pole
    3 Different Flags
    Weather Conditions dictate flag to be flown
  - — South Sally Ramp
    8 Different Flags
    16 Scouts required

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South Sally Ramp
(Looking Southwest)





South Sally Ramp
(Looking Northeast)

# Flag Locations cont.

- **Fort Mackinac Locations Cont.**
  - — **Avenue of Flags**
    **8 Different Flags**
    **16 Scouts required**



**Avenue of Flags**



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# Flag Locations cont.

- **Additional Stations**
  - — Post Cemetery – 50 star American Flag – 2 Scouts Always half-staff
  - — Fort Holmes – 50 star American Flag – 2 Scouts
  - — Scout Barracks – 50 star American Flag – 2 Scouts

Post Cemetery




Fort Holmes





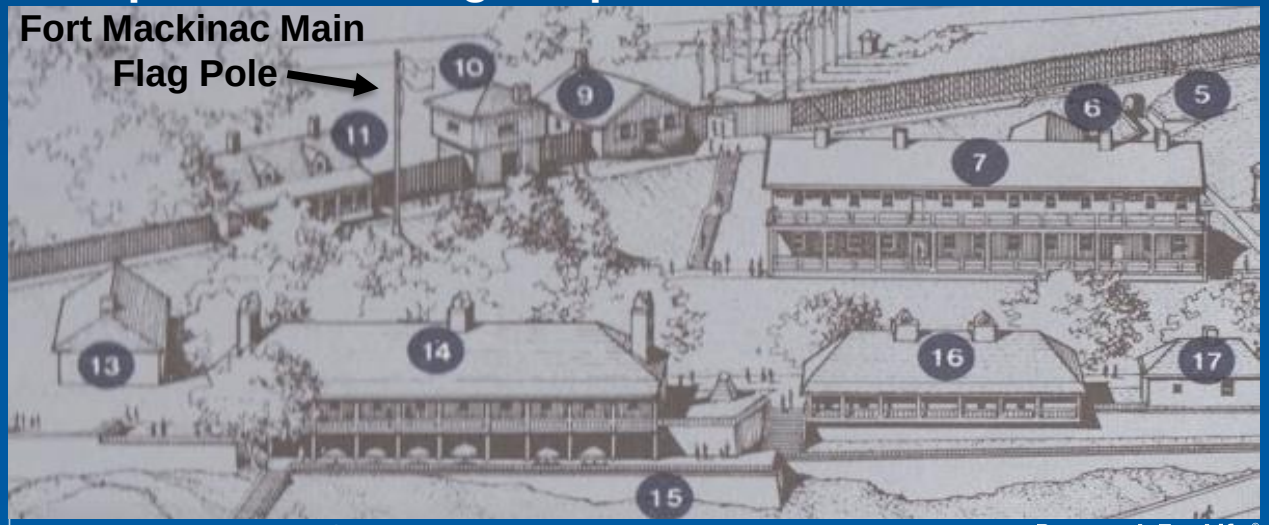
Scout Barracks

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# Flag Locations cont.

- **Fort Mackinac Detail**
  - — 1 Main Flag Pole
  - — 3 Different Flags, flow based on weather conditions
    - Garrison (20'x 36', 38 Star Flag)
    - Fort Main (10' x15', 38 Star Flag)
    - Fort Storm (4'x8', 38 Star Flag)
  - — When the Main or Storm Flags are flown, ropes shall be wrapped around the pole before tying to prevent ropes from hitting the pole



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# Fort Flag Details cont.

- **Garrison Flag**
  - — Flown only in excellent weather conditions
  - — Special care must be taken, especially around nearby trees
  - — Six Scouts required for raising and lowering
  - — Sixteen Scouts are required for folding – done in the parade grounds



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# Garrison Flag cont.

- Flag should be changed to suit weather conditions
- Always protect from rain and winds
- Better to lower flag on false alarms to ensure no damage to flag
- Special care must be taken, especially around nearby trees
- Any question on which flag to fly, consult the Scout Coordinator



# Fort Flag Details cont.

- **Fort Main Flag**
  - — Flown on normal weather days
  - — Four to Six Scouts required for raising and lowering
  - — Folding done in the parade grounds
  - — Any question on which Fort Main flag to fly, consult the Scout Coordinator
- **Fort Storm Flag**
  - — Flown on windy, rainy, or when threatening weather is predicted

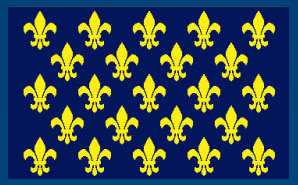
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# Fort Flag Details cont.

- **South Sally Ramp**
  - — 8 Different Flags
    - French 23 Fleur de Lis
    - 1707-1801 British Union
    - British Red Ensign
    - British Union
    - Star- Spangled Banner
    - 1895 American Flag – 44 Stars
    - State of Michigan
    - American 50

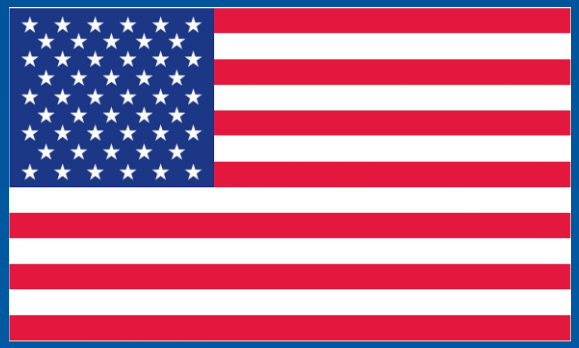







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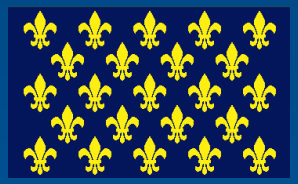






# Fort Flag Details cont.

- **Avenue of Flags**
  - — 8 Different Flags



**4 Right Side from road to fort**
- State of Michigan
- French 3 Fleur de Lis
- British Union
- Star- Spangled Banner – 15

**4 Left Side from road to fort**
- 1895 American Flag – 44
- State of Michigan
- American 50







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# Flag Duty Details

- **General**
  - — All flags will be flown when Fort is open
  - — Some Evening Events may require flags to stay up during evening hours
  - — Flags must be raised and lowered by Scouts
  - — Only American flags and the Star-Spangled Banners are to be folded in the triangular shape
  - — All others are folded rectangularly





# Flag Duty Details

- **Scouts Barracks**
  - — Troop raises and lowers the Scout Barrack flags with the entire troop
  - — Ceremony starts promptly at 8:50 A.M.
  - — Flag lowering is at 6:50 P.M.
  - — Troop announcements shall be performed immediately after flag raising and lowering

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# Flag Duty Details

- **Morning Flag Raising**
  - — An automatic bugle recording of “Reveille” will start immediately at 9:30 A.M
  - — All Scouts should come to attention and raise flags briskly at the first note of Reveille and the sound of cannon
  - — Flags must be raised uniformly and synchronized

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# Morning Flag Raising cont.

— When “Reveille” is completed, the bugler will play “To the Colors”

— Scouts will hold salute from the beginning of “Reveille” to the completion of “To the Colors”

— Flags MUST reach the top of the poles simultaneously.



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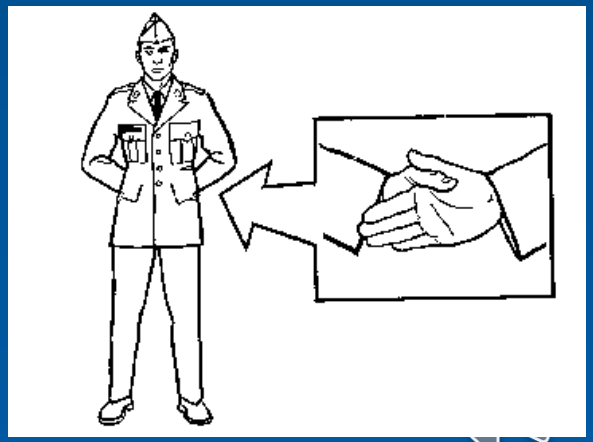
# Flag Duty Details cont.

- **Evening Retreat and Flag Lowering**
  - — An automatic bugle recording of “Retreat” will play twice at 6:30 A.M.
  - — All Scouts should remain at parade rest throughout Retreat

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# Evening Retreat cont.

— The Scout Cannoneer will fire a single gun salute

— Bugler will play “To the Colors” after gun salute

— Flags will descend respectfully, reaching the bottom of the poles as the bugler finishes

— Flags Downtown will be lowered at 6:30 along with all other flags



# Flag Raising/Lowering Details

- **All flags MUST be raised and lowered in unison on the Ramp and on the Avenue**
- **Flags going up are raised quickly**
- **Flags going down are lowered slowly**
- **One flag on the Ramp and one flag on the Avenue shall be selected as the guide flag**
- **The guide flag shall be watched and used to time all other flags for raising and lowering in unison**
- **Two scouts shall handle the halyards (ropes) when raising and lowering flags**
  - One Scout will raise and lower the flag, the other scout will act as a brakeman to control the speed of the flag as necessary to stay in unison with the guide flag.
  - This takes some practice to get it right



# Half Staff Procedure



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- **Post Cemetery**
  - — Post Cemetery flag is always flown at half staff.
  - — First raise the flag to the top of the pole
  - — Pause for a three second salute, then respectfully lower the flag 1/3 the length of the pole
  - — Flag should be equal distance from the top and bottom of the pole
  - — To lower a half staff flag, the procedure is reversed

# Half Staff Procedure cont.

- **Fort Main**
  - — First raise the flag to the top of the pole
  - — Pause for a three second salute, then respectfully lower the flag 1/4 the length of the pole
  - — Flag should be lowered just above cedar trees
  - — To lower a half staff flag, the procedure is reversed

- The MSHP and Scout Coordinator will inform troop when flags are to be flown half staff
- Fort Main, Governor's, Scout Barracks, downtown buildings, Mackinac Art Museum, and the two flags at the bottom of South Sally ramp are only flags to be lowered

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# Cannoneer

— Troop 168 Adult will handle and fire signal cannon (morning signal)

— Troop's Cannoneer will be trained
Will have signed cannon procedure provided by Scout Coordinator

— Cannoneer will be at each flag raising and retreat

— Cannoneer will fire cannon each evening

— The Cannoneer and Scout Leader ensure the cannon receives the respect as a lethal weapon



# Conclusion

— Honor Guard Duty is a prestigious responsibility

— Procedures must be uniform and synchronized

— Treat the duty with respect at all times

— Represent Mackinac Island Honor Troop 168 with PRIDE!

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