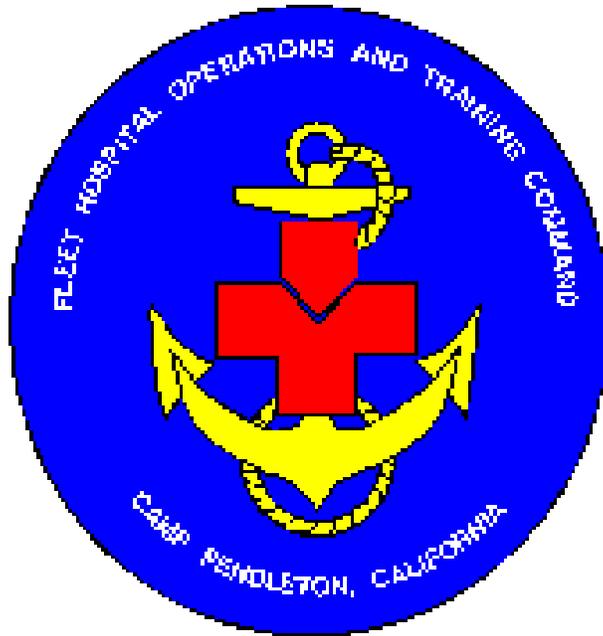


Naval Operational Medicine Institute  
Detachment  
Fleet Hospital Operations and Training  
Center



**STANDARD OPERATING PROCEDURES  
FOR  
STUDENT WATCH STANDERS**

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## **ESTABLISHMENT OF WATCHES**

1. Student Commanding Officers will establish the following watches:
  - a. Student Officer of the Day (SOOD)
  - b. Student Junior Officer of the Day (SJOOD)
  - c. Generator Watches
  - d. Fire and Security Watch (F&S)

## WATCH DESCRIPTION AND DUTIES

### 1. FHOTC Officer of the Day (OOD)

- a. The Fleet Hospital Operations and Training Center OOD is the Officer In Charge direct representative and as such will make final determination on all questions involving incidents and situations occurring during the watch.
- b. The duty day will begin at 0730 and end at 0730 the following morning.

### 2. Student Officer of the Day (SOOD)

- a. The SOOD is the direct representative of the Student Commanding Officer (SCO), and as such is responsible for the safety, security, operation and maintenance of good order and discipline of the student command after normal work hours. The SOOD should be an enlisted E7 or officer O1-O3. The SOOD duties consist of, but are not limited to the following:
  - (1) Advise the FHOTC OOD and SCO of all situations not of a routine nature
  - (2) Be available for the entire period of the watch to provide direction and guidance to the Student Junior Officer of the Day. The SOOD will attend all classes during the scheduled training day.
  - (3) Present the Duty Log to the SCO each morning for approval. Guidelines for maintaining the Duty Log are included on page 5.
  - (4) Be familiar with the location of the FHOTC OOD, operation of the PA system, radios, and standing orders for all watch standers.
  - (5) Conduct a tour of the lower compound to ensure all Integrated Standard Organization (ISOs) and containers, equipment, and off-limit areas are secure.

### 3. **Student Junior Officer of the Day (SJOOD)**

- a. The SJOOD is directly responsible to the SOOD and will apprise the SOOD of all situations not of a routine nature. The SJOOD should be an enlisted E5 or E6. The SJOOD duties consist of, but are not limited to the following:
  - (1) Be readily available for the entire period of the watch to provide direction and guidance to the junior watch standers. The SJOOD will attend all classes during the scheduled training day.
  - (2) Maintain a sleep-in watch in the Student Admin tent after 2200.
  - (3) Ensure the cleanliness of the Admin tent, classrooms, cantina, bleacher areas and all head facilities.
  - (4) Be familiar with the duties and responsibilities of the SOOD.
  - (5) Periodically make rounds of the lower compound to ensure proper security of spaces, and when diesel generators are in operations, that they are checked properly and the generator logs are properly maintained.
  - (6) Ensure all off-limits areas are secure. Record all violators in the Duty Log by name, rank, SSN and location.
  - (7) Receive the Hut Leader's muster report, make appropriate log entries, and inform the FHOTC OOD of status.
  - (8) Maintain the Duty Log as directed by the SOOD.

### 4. **Generator Watch**

- a. The Construction Electricians or the FHOTC staff personnel will monitor the generators from 0730 until the end of the training day. After the training day ends and until 0730 the following day, a Generator Watch (consisting of the main body E-4 and below personnel) will be posted. The Generator Watch is directly responsible to the SJOOD. He/she will stand the watch from the end of the training day until 0730 the following day. After 2200, the duration of the watch should be kept to two hours per watch standers. The Generator Watch will be accompanied by the Fire and Security Watch when monitoring the generators. The Generator Watch will be posted whenever 100kw diesel generators are in operation. The duties of the watch consist of, but are not limited to, the following:
  - (1) Ensure all generators are functioning properly by checking the oil level, coolant, temperature, and oil pressure.
  - (2) Record amperage readings, voltages, hour meter, and percent of power (kw) on the generator log sheet.

- (3) Start a new log sheet at 2400 to include the unit number, time, the date the unit was initially started, and the current date. The old log sheet will stay on the clipboard until collected by the duty CE.
- (4) Report all discrepancies and malfunctions to the SJOOD.

5. **Fire and Security Watch (F&S)**

- a. The Fire and Security watch reports to the SJOOD and is responsible for the security of the lower training site from the end of the training day until 0730 the following day. The F&S duties consist of, but are not limited to, the following:
  - (1) Tour the lower training site every 30 minutes. Record all conditions/discrepancies in the Duty Log.
  - (2) Ensure spaces and ISO's are secure and safe. Personnel found in out-of-bounds areas (i.e. berms, outside FHOTC compound perimeter) will be escorted out of these areas and turned over to the SJOOD. The incident will be logged into the Duty Log with the name, rank, SSN of the personnel involved, as well as the location in which they were found.
  - (3) Ensure all fire extinguishers are fully charged and safety seals are intact. Report any extinguisher that needs charging to the SJOOD.
  - (4) Be vigilant and aware of the safety and security of the command. In case of fire or breach of security, notify all hands that may be in immediate danger and take action to report the situation to the SJOOD.
  - (5) Wake up the on-coming F&S and Generator Watches.
  - (6) At 0530, the F&S will announce over the PA system: "Reveille, Reveille, all hands heave out and trice up, now. Reveille."
  - (7) After 2200, the duration of the F&S watch should be limited to two hours per watch stander.

# DUTY LOG

INTRODUCTION: The day-to-day events of the command are recorded in the Duty Log. Since events recorded in the log may be of historical, training, or legal value, the facts and circumstances describing them must be **complete and accurate** and the entries must be **neat and legible**. Duty personnel are responsible for maintaining and properly recording all information in the Duty Log. This section is designed to assist watch standers in maintaining the log. An example of the format is listed below::

## 1. MAINTENANCE PROCEDURES

- a. The SOOD is responsible for all entries in the Duty Log.
- b. The SJOOD will make entries as directed by the SOOD.
- c. The SOOD will review and sign the Duty Log prior to submission for Student CO approval.
- d. The Duty Log will be maintained in the Admin Tent.
- e. The Duty Log will be retained by FHOTC personnel for a period of two years and retired in accordance with current instructions.

## 2. FORMAT FOR LOG ENTRIES

- a. Log entries for the oncoming watch will begin on the next available line, at the left margin. A lined border will separate time and entries.
- b. No lines are skipped.
- c. Only common abbreviations are permitted.
- d. Only black ink will be used.
- e. Errors will be lined out with a single line, initialed, and the correct entry made above or immediately following the error.

## 3. MANDATORY ENTRIES

- a. Date (day, month, year)
- b. Name and rank of duty personnel (SOOD, SJOOD)
- c. Statement of assumption of duty and familiarization with the watch bill instructions, followed by signature of the SOOD and the printed names and Rank/Rates of the SOOD and SJOOD.
- d. Students injured, hospitalized, or dropped from the FHOTC course.
- e. All security rounds should record any discrepancies with the compound or equipment.
- f. Accidents with or without injury or equipment damage recording facts and circumstances (who, what, when, where, how).
- g. Any significant or unusual event may be considered to be of command interest, or where a permanent record may be required. Watch standers are expected to use good judgement and common sense in making this determination.
- h. Statement of proper relief by oncoming SOOD.
- i. Signature block for SOOD submitting the log and a prepared signature block for Student CO approval.

# SAMPLE LOG

FLEET HOSPITAL FIELD TRAINING 08-15 APRIL 2000  
MCB, CAMP PENDLETON, CA 92055-5223  
STUDENT COMMANDING OFFICER: (Name, Rank, MC/MS/NC/DC, USN(R))

## 08 APR 2000

- 0730 Assumed the duties as SOOD. I have read and understand the instructions pertaining to this duty.  
(Signature)  
SOOD (SOOD's name)  
SJOOD (SJOOD's name)
- 0735 Morning muster held. All present or accounted for.
- 0750 Training day (1) begins.
- 1015 Received report that UT3 Armstrong, J., 551-00-0000, USN injured right hand at approximately 0930. SNM caught his hand in the galley door. FHOTC staff notified of incident and SNM transported via duty vehicle to 52-Area Clinic for M.O. evaluation. Accident/Injury report being initiated at this time.
- 1215 UT3 Armstrong returned to site. M.O. reports no fracture noted. SNM returned to full duty.
- 1800 Training day ends. Generator and Fire and Security Watches set.
- 1830 Rounds of grounds and equipment made. All spaces locked and secured. All conditions normal.
- 1900 Rounds of grounds and equipment made. All conditions normal.
- 1930 Generator watch reported Power Group 1 generator low on oil. Notified Duty Mechanic. Four quarts of oil added at 1920. All other conditions normal.
- 2000 Rounds of grounds and equipment made. All conditions normal.
- 2030 Rounds of grounds and equipment made. All conditions normal.
- 2100 Rounds of grounds and equipment made. All conditions normal.
- 2130 Cantina secured. Area cleaned up by assigned personnel. Rounds of grounds and equipment made.
- 2200 Taps, SOOD to berthing. Rounds of grounds and equipment made. All conditions normal.
- 2230 Rounds of grounds and equipment made. All conditions normal.
- 2300 Rounds of grounds and equipment made. F&S watch found a LT J. DOE, 012-34-5678 in the galley reefers. When questioned, the LT stated he was hungry and wanted some food. F&S informed the LT that the galley spaces are out-of-bounds and only authorized personnel are allowed in this area. The LT was escorted to his tent.
- 2330 Rounds of grounds and equipment made. All conditions normal.

## 09 APR 2000

- 0001 Rounds of grounds and equipment made. All conditions normal.
- 0030 Rounds of grounds and equipment made. All conditions normal.
- 0100 Rounds of grounds and equipment made. All conditions normal.
- 0130 Rounds of grounds and equipment made. All conditions normal.
- 0200 F&S Watch reported a snake by the Base Camp Heads. Notified FHOTC OOD who responded to the problem. The snake was captured and released outside the training site. All conditions normal.
- 0230 Rounds of grounds and equipment made. All conditions normal.
- 0300 Rounds of grounds and equipment made. All conditions normal.
- 0330 Rounds of grounds and equipment made. All conditions normal.
- 0400 Rounds of grounds and equipment made. All conditions normal.
- 0430 Rounds of grounds and equipment made. All conditions normal.
- 0500 Rounds of grounds and equipment made. All conditions normal.

0530 Rounds of grounds and equipment made. All conditions normal.  
0600 Rounds of grounds and equipment made. All conditions normal.  
0730 Properly relieved by RMC W. IRVING

SUBMITTED:

Printed Name

Rate/USN(R)

Signature

APPROVED:

CO's Name

(Rank, MC/MSC/NC/DC, USN(R))

Signature

## STANDING ORDERS FOR THE WATCH

1. **Preparing to accept the watch.** The on-coming SOOD & SJOOD will muster with the off-going SOOD and SJOOD at 0700 to ensure pertinent information and duty logs are passed, and that duty spaces are clean, presenting an orderly appearance.
2. **Initial Inspections.** At the end of the training day, the SOOD will make an inspection of the lower compound. The inspection will consist of the following:
  - a. Ensure all tents, medical shelters and ISO containers are locked and/or secured.
  - b. Ensure all Civil Engineering Support Equipment (CESE) vehicles are parked on the line if not in use; windows are rolled up; lights turned off; and wheel chocks are in place.
  - c. Check for any tools or material left unsecured or exposed to the weather.
  - d. Check for damage to security/safety lights, portable heads, shelters and tents.
  - e. Check general appearance of the lower compound, noting excessive trash.
  - f. Ensure the generators are being monitored and log entries are recorded onto the generator log sheet.
  - g. Ensure off limits areas are secured, i.e. galley and food preparation tents, upper level areas and other areas as directed. The maintenance and storage tents and the classroom must be secured before taps. The laundry may be in operation after the training day, but must be secured before Taps.
  - h. At the discretion of the SOOD, any other discrepancies noted during the initial inspection are serious security/safety discrepancies; the FHOTC OOD will be notified.
3. **Cleanliness.** The watch is responsible for the cleanliness of the administrative spaces, the classroom, bleachers and the heads. He/she will ensure that the spaces are kept neat and clean for the entire period of the watch.
4. **Operation of Equipment.** After the training days ends, no equipment (CESE) will be operated without the approval of the FHOTC OOD and Student Transportation Chief.
5. **Visitors.** Students are not allowed visitors while training at FHOTC. In the event visitors come on board, they will be escorted to the FHOTC OOD. Under extenuating circumstances, and on a case-by- case basis, the FHOTC OOD and/or the FHOTC Training Officer will make the decision as to whether the student may receive his/her visitor.