

2011 Edition

SEA CADETS

**TRAFAGLAR EVENTS 2011
ACCOMMODATION / SECURITY TEAM STANDING ORDERS**

VERSION: 01 – JULY 2011



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ACCOMMODATION/SECURITY TEAM STANDING ORDERS

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ACCOMMODATION/SECURITY TEAM STANDING ORDERS

OFFICER IN CHARGE ACCOMMODATION / SECURITY TEAM:	The OiC Accommodation / Security Team will be appointed by the MSSCHQ Events Officer, prior to the event. The OiC Accommodation / Security Team is to appoint himself/herself as an OOW.
ELIGIBILITY:	<p>He / she is responsible to the OiC Training Venue for the administration and discipline within the unit during non-working hours and to support and advise the Officer of the Watch (OOW) as required.</p> <p>This officer/Senior Rate should be aware of the orders for the Officer of the Watch, Accommodation Staff, Duty Medic and Security Team. They are responsible for assuring command and control of any situation until properly relieved.</p>
TOUR OF DUTY:	The period of duty will be promulgated on Daily Routine Orders.
REPORTING FOR DUTY:	<p>Personnel are to report to the CRSM in the HQ Building at the start and end of each watch.</p> <p>He/she is to collect and hand in the Accommodation / Security Team Standing Orders Pack and Occurrence Log and complete. Responsible for the issue & return of radios.</p> <p>The occurrence log is to remain in the Duty Office at all times.</p>
DRESS:	No. 3Cs / No. 3Ds
CONTACT AND ESCALATION OF ISSUES ARISING:	<p>Is to ensure that he / she may be contacted by the OOW throughout their period of duty.</p> <p>They are to ensure that the OOW is aware of their location at all times and the location of their sleeping quarters.</p> <p>He/she is to contact the OiC Training Venue immediately in the following circumstances:</p> <ol style="list-style-type: none">Death or serious injuries affecting any personnel on Camp.On outbreak of fire or any similar incident.Any unusual incident affecting personnel on, camp especially if it is likely to attract media attention.Any further occurrence which he considers to be of sufficient importance and urgency.Serious disciplinary offences, should be acted upon ASAP.Is to contact the OiC Training Venue immediately in any case where SIB, RMP, MPGS or MOD Police are involved.

ACCOMMODATION/SECURITY TEAM STANDING ORDERS

DUTIES AND RESPONSIBILITIES:

1. To organise the watch bill and submit it the CRSM ASAP.
2. To brief and de-brief all Duty Staff at the start and end of duty.
3. He/She is to ensure the Routine Office is manned throughout the tour of duty and kept clean and tidy at all times.
4. Is to report all incidents and accidents to the CRSM at the end of his/her Watch.
5. To brief the accommodation staff on the hand back/march out routine of the training venue.
6. To muster personnel on defaulters.
7. To ensure the Galley is manned by Duty Staff during all meals and ensure that the meal is satisfactory and suitably served. Any complaints are to be noted, together with action taken, in the Occurrence Log.
8. To conduct a tour of accommodation blocks at irregular intervals.
9. To ensure that they are acquainted with Unit Fire Orders.

CONSUMPTION OF ALCOHOL:

All personnel charged with Duties and Responsibilities are forbidden to consume alcohol during the period of their duty.

ACCOMMODATION/SECURITY TEAM STANDING ORDERS

OFFICER OF THE WATCH:	4 x Officer of the Watch will be appointed by the OiC Accommodation / Security Team, prior to the event.
ELIGIBILITY:	<p>He / she is responsible to the OiC Accommodation / Security Team for the administration and discipline within the unit during non-working hours and to support and advise the Accommodation / Security Team as required.</p> <p>This officer/Senior Rate should be aware of the orders for the Officer of the Watch, Accommodation Staff, Duty Medic and Security Team. They are responsible for assuring command and control of any situation until properly relieved.</p>
TOUR OF DUTY:	The tour of duty will be propagated on Daily Routine Orders
REPORTING FOR DUTY:	<p>Is to report to the OiC Accommodation / Security Team in the HQ Building at the start and end of each watch.</p> <p>He/she is to collect and hand in the Accommodation / Security Team Standing Orders Pack and Occurrence Log and complete.</p> <p>The occurrence log is to remain in the Duty Office at all times.</p>
DRESS:	No. 3Cs / No. 3Ds
CONTACTING:	<p>Is to ensure that he / she may be contacted by the Accommodation / Security Team throughout their tour of duty.</p> <p>They are to ensure that the Accommodation / Security Team is aware of their location at all times and the location of their sleeping quarters.</p> <p>He/she is to contact the OiC Accommodation / Security Team immediately in the following circumstances:</p> <ul style="list-style-type: none">g. Death or serious injuries affecting any personnel on Camp.h. On outbreak of fire or any similar incident.i. Any unusual incident affecting personnel on, camp especially if it is likely to attract media attention.j. Any further occurrence which he considers to be of sufficient importance and urgency.k. Serious disciplinary offences, should be acted upon ASAP.l. Is to contact the OiC Accommodation / Security Team immediately in any case where SIB, RMP, MPGS or MOD Police are involved.

ACCOMMODATION/SECURITY TEAM STANDING ORDERS

DUTIES AND RESPONSIBILITIES:

The OOW is responsible for disciplinary control of the Unit after duty hours and for dealing with all matters which are presented to him/her during his/her tour of duty.

He/she is to familiarise himself/herself with the instructions enclosed in the Accommodation / Security Team Standing Orders Pack and act upon them if necessary.

No exchange of duty will be allowed without the authorisation of the CRSM.

The OOW is to carry out the following duties during his tour:

1. The OOW with the Accommodation / Security Team is to conduct Barrack Room Inspections and complete the Occurrence Log.
2. The OOW is to visit all accommodation and make sure all the facilities are clean and tidy, and liaise with the Accommodation / Security Team. To ensure lights out at 2250 hrs and to conduct a final head count and is to be noted in the occurrence book. The duty female is to visit all female blocks and make sure all the facilities are clean and tidy, and liaise with the OOW.
3. The OOW is to ensure that the NAFFI is cleared of cadets at the correct time.
4. To ensure the main galley is manned at all times, during all meals.
5. All Unit personnel who are in the Medical Centre will be visited by the OOW.
6. Ensuring entries in the Occurrence Log are appropriate and actioned.
7. Ensure that all cadets are in the correct accommodation blocks.

CONSUMPTION OF ALCOHOL:

All personnel charged with Duties and Responsibilities are forbidden to consume alcohol during the period of their duty.

OFFICER OF THE WATCH REPORT:

The OOW is to complete the Occurrence Log, before the end of duty and return all radios.

Once the OOW has completed the Occurrence Log he/she is to report to the OiC Accommodation / Security Team on completion of his/her period of duty.

ACCOMMODATION/SECURITY TEAM STANDING ORDERS

ACCOMMODATION / SECURITY TEAM:

12 x Accommodation / Security Team will be appointed by the OIC Accommodation / Security Team, prior to the event.

Breakdown of CFAVs

8 x SCC CFAVs = 3 x Male & 5 Females

2 x ACF CFAVs = 1 x Male & 1 x Female

2 x ATC CFAVs = 1 x Male & 1 x Female

The Accommodation / Security Team will be split into 4 watches, A, B, C & D. An OOW will be appointed to each watch (Officer of the Watch).

The duty watch is denoted in **BLACK**. The **RED** denotes the Stand – by watch. The Stand – by watch will be stood down by 2000hrs each evening if not required.

The Security Team will be A & B watches and the Accom Team will be C & D.

A & B Watches will be stand down by 2000hrs on Saturday if not required as they will be leaving early Sunday morning to travel to Trafalgar Square.

C & D Watches will carry out the “March Out” routine and hand back all accommodation and offices on the Sunday Morning and then disperse to home units.

	0001-0600	0600-1200	1200-1800	1800-2359
Thursday	N/A	A, B, C, D Training / Briefs	C A, B, D	A D
Friday	B	C A, D	D A, C	B C
Saturday	A	D B, C	B A, D	C A
Sunday	D	C	N/A	N/A

ACCOMMODATION/SECURITY TEAM STANDING ORDERS

ELIGIBILITY:	<p>He / she is responsible to the OOW for the administration and discipline within the unit during non-working hours and to support and advise the Accommodation / Security Team as required.</p> <p>Senior Rate should be aware of the orders for the Officer of the Watch, Accommodation Staff, Duty Medic and Security Team. They are responsible for assuring command and control of any situation until properly relieved.</p>
TOUR OF DUTY:	<p>The tour of duty will be promulgated on Daily Routine Orders.</p>
REPORTING FOR DUTY:	<p>Is to report to the OOW in the HQ Building at the start and end of each watch.</p> <p>He/she is to collect and hand in the Accommodation / Security Team Standing Orders Pack and Occurrence Log and complete.</p> <p>The occurrence log is to remain in the Duty Office at all times.</p>
DRESS:	<p>No. 3Cs / No. 3Ds</p>
CONTACT AND ESCALATION OF ISSUES ARISING:	<p>Is to ensure that he / she may be contacted by the OOW throughout their tour of duty.</p> <p>They are to ensure that the OOW is aware of their location at all times and the location of their sleeping quarters.</p> <p>He/she is to contact the OOW immediately in the following circumstances:</p> <ol style="list-style-type: none">Death or serious injuries affecting any personnel on Camp.On outbreak of fire or any similar incident.Any unusual incident affecting personnel on, camp especially if it is likely to attract media attention.Any further occurrence which he considers to be of sufficient importance and urgency.Serious disciplinary offences, should be acted upon ASAP.Is to contact the OOW immediately in any case where SIB, RMP, MPGS or MOD Police are involved.

ACCOMMODATION/SECURITY TEAM STANDING ORDERS

DUTIES AND RESPONSIBILITIES:

The Accommodation / Security Team is responsible for disciplinary control of the Unit after duty hours and for dealing with all matters which are presented to him/her during his/her tour of duty.

He/she is to familiarise himself/herself with the instructions enclosed in the Accommodation / Security Team Standing Orders Pack and act upon them if necessary.

No exchange of duty will be allowed without the authorisation of the CRSM.

The Accommodation / Security Team Standing Orders Pack is to carry out the following duties during his tour:

1. The Accommodation / Security Team is to conduct Barrack Room Inspections and complete the Occurrence Log.
2. The Accommodation / Security Team is to visit all accommodation and make sure all the facilities are clean and tidy. To ensure lights out at 2250 hrs and to conduct a final head count and is to be noted in the occurrence book. The duty female is to visit all female blocks and make sure all the facilities are clean and tidy, and liaise with the OOW.
3. The Accommodation / Security Team is to ensure that the NAFFI is cleared of cadets at the correct time.
4. To ensure the main galley is manned at all times, during all meals.
5. Ensuring entries in the Occurrence Log are appropriate and actioned.
6. Ensure that all cadets are in the correct accommodation blocks.
7. Ensure that Cadets are washed and dressed by 0700 hrs daily.

CONSUMPTION OF ALCOHOL:

All personnel charged with Duties and Responsibilities are forbidden to consume alcohol during the period of their duty.

ACCOMMODATION/SECURITY TEAM STANDING ORDERS

SECURITY TEAM:	8 x Security Team will be appointed by the OiC Security Team, prior to the event.
ELIGIBILITY:	He / she is responsible to the OiC Security Team for the administration and discipline during the Parade and advise the MSSCHQ Events Officer as required. Officers and Senior Rates should be aware of the Main Events List.
TOUR OF DUTY:	The tour of duty will be promulgated in the Main Events List
REPORTING FOR DUTY:	Is to report to the MSSCHQ Events Officer on arrival at Trafalgar Square.
DRESS:	No. 4 (Setting up the Square) No.1Bs (for the Parade)
CONTACTING:	Is to ensure that he / she may be contacted by the MSSCHQ Events Officer throughout their tour of duty.
RESPONSIBILITIES:	<ul style="list-style-type: none">• Ensure the security and safety of all personnel and equipment on The Square for the duration of the Event.• Ensure that only authorised personnel and invited guests gain entry to The Square, during the event.• To liaise with GLA Wardens as required.• Set up chairs and other items as directed and to de rig on completion.• Ensure the cleanliness of The Square during and after the event.

ACCOMMODATION/SECURITY TEAM STANDING ORDERS

