

TSGB DECK WATCH STANDING ORDERS

&

WATCHSTANDING POLICY

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PREFACE

The following document is presented to deck cadets as a training document. It explains, instructs and clarifies order meaning, which you would not normally find in a set of standard industry *Standing Orders*. Thus, they are extremely long and necessarily verbose because they serve as a semi-textbook in how to conduct watch functions (although no cargo tasks are included - which you would normally find). Embedded in these training explanations are the actual operational instructions for the training ship required by the Captain and Chief Officer. Read and re-read them carefully.

SECURITY PLAN & REGULATIONS

These orders should be followed with respect to security awareness and policies unless superceded by new orders that will be promulgated soon to account for the new ISPS and MTSA regulations and the ship's new security plan. Once these new procedures and policies are in place, either partially or in whole, those orders concerning security matters should supercede these orders with respect to pier and vessel access.

GENERAL

1. Follow all instructions outlined in the Student Handout and Regulations Governing the Corps of Cadets unless superseded by the following. Follow all night orders and posted signs in the watch station.
2. THE CADET NIGHT MATE IS RESPONSIBLE FOR THE CONFORMANCE TO THE FOLLOWING ORDERS, ANY ATTACHED DIRECTIVES OR NIGHT ORDERS, AND POSTED SIGNS. JUST BECAUSE YOU LEAVE INSTRUCTIONS WITH WATCH PERSONNEL DOES NOT RELIEVE YOU FROM YOUR OBLIGATION TO MAKE SURE THAT STRICT ORDERS ARE COMPLIED WITH. IF WATCH PERSONNEL DO NOT CONFORM, YOU MAY BE PLACED ON REPORT FOR EITHER IRRESPONSIBILITY OR FAILURE TO PERFORM ASSIGNED DUTY, OR YOU MAY BE REQUIRED TO STAND A MAKE-UP WATCH ! REMEMBER, IF IT HAPPENS ON YOUR WATCH, YOU ARE RESPONSIBLE – EVEN IF IT IS NOT DIRECTLY YOUR FAULT. THIS INCLUDES: SECURITY BREACHES, VANDALISM, THEFT, OR DESTRUCTION/LOSS OF SHIP'S PROPERTY. NEVER HESITATE TO CALL SOMEONE FOR ADVICE IF FACED WITH ANY NON-ROUTINE MATTER. CALL THE ONBOARD STUDENT RA FOR NOISE AND OTHER DISRUPTIVE BEHAVIOR PROBLEMS CAUSED BY RESIDENT STUDENTS. IF ANYTHING OUT OF THE ORDINARY FOR THE SHIP HAPPENS, CONTACT THE NIGHT FACULTY SUPERVISOR WHILE ONBOARD STILL ONBOARD. IF THE NIGHT SUPERVISOR OR A SENIOR OFFICER IS NOT STAYING ONBOARD, CALL THE CHIEF MATE DAN LINTZ FOR MOST MATTERS OTHER THAN WHAT THE STUDENT RA CAN HANDLE. IF THE PROBLEM IS AN IMMEDIATE EMERGENCY, CALL CAPTAIN LEYDA OR CAPTAIN KEEVER IF CAPTAIN LEYDA IS UNREACHABLE, BUT KEEP CALLING ON THE PHONE

TREE UNTIL YOU GET SOMEBODY. THE CADET WATCH IS NOT PERMITTED TO REPORT INCIDENTS TO OUTSIDE ORGANIZATIONS OR AGENCIES WITHOUT THE EXPRESS PERMISSION OF THE CAPTAIN OR CHIEF OFFICER! The exception to this is 911 for a known fire situation.

C/M Lintz home	707-748-7486	Capt. Leyda home	707-644-9377
C/M Lintz cell	707-342-3141	Capt. Leyda cell	707-592-4266

The Night Mate is responsible for ensuring that watch standers in their section are in proper uniform and present a good appearance. We receive many approved visitors, and the first impressions they get are the cadets standing at the gate (if any) or at the gangway. Night Mates unwilling to enforce the uniform policy will be placed on report.

- Whoever mans the podium at the head of the gangway (CWO, QM or 4/C Security) will be standing AT ALL TIMES. Standing a watch means just that – standing and not sitting in the watch station. There will at all times be a designated member of the watch section **STANDING** at the rail or podium. No chairs will be taken out of the watch station and placed anywhere on deck. Rotate watch personnel as necessary to ensure that someone is always standing at the gangway. The Night Mate will ensure that this instruction is strictly enforced. No chairs are allowed at the gangway.
- Follow any special instructions stated in the Chief Mate’s night order book. Night Mate & CWOs should initial the night order book that you have read and understand both these standing orders and any orders left in the night order and work order books.

THESE ORDERS, ALL LISTS (INCLUDING THE LIGHT SWITCH LIST), DIRECTIVES, AND INFORMATION SHEETS CONTAINED IN THIS BINDER ARE TO REMAIN IN THE WATCH STATION ! DO NOT TAKE THIS BINDER OR ANYTHING CONTAINED HEREIN OUTSIDE ON DECK, AT THE PODIUM, OR AROUND THE SHIP.

CHAIN-OF-COMMAND

- It is very important for everyone associated with watch standing to follow the prescribed chain-of-command. When faced with problems, concerns, or doubt, every watch member should seek advice and guidance from the next superior position. For example, if the security cadets have a problem, they should inform the Quartermaster; if the Quartermaster has a problem or decides to pass on the information from the security personnel, then they should inform the CWO and not skip over the CWO to the Night Mate unless the problem is immediate. The CWO should keep the Night Mate informed on all matters, even minor or routine things, **especially visitation**. The cadet Night Mate should be aware of **EVERYTHING** that is going on aboard the vessel, status of residents and their visitors, even significant engineering matters or system status. If the Night Mate has a concern or wishes to pass information up the chain-of-command, then they should contact the faculty supervisor OR any senior officer that may be aboard. If neither is present, then call the C/M. If unable to contact the C/M, call Capt. Leyda. Normally, you should **NEVER** go around the chain-of-command. In an emergency, if persons in the normal chain-of-command cannot be contacted, then go to the next highest level in the chain. Normally, the C/M should only get calls from the Night Mate or the Night Engineer. If you cannot get a hold of C/M by cell or home number, go to the next senior officer on the emergency list; i.e., Captain Leyda or C/E. Find out if the night supervisor will be staying overnight or not.

RESIDENCE

- 5a. The ship is now being used to house students, and occasionally staff members. The watch should always be aware of when those residents are aboard and strictly follow the visitation policy contained in the addendum to these orders or posted under plexiglass at the watch station. **YOU MUST NOT PERMIT A BREACH OF THE SHIP'S SECURITY!** New regulations will require that each incidence of a security breach must be reported to national authorities, but only the Ship or Company Security Officer is permitted to do this. No guests are allowed to remain aboard past midnight. All guest bags or packages **MUST** be searched.

SECURITY

6. The gangway watch is responsible for the physical security of the Training Ship, gangway, pier, CMA small craft, and boat basin area. This now include the M/V Freedom, her brow and moorings. Also, frequent visual checks should be made on our barge when mooring to the Morrow Cove buoy, especially in rough or windy weather. You should also check that both the barge and buoy solar-powered lights are working and visible.
7. Since September 11, we are under a MARAD directive for heightened security awareness. Soon, the vessel will have a certified VESSEL SECURITY PLAN. All watch standers will be required to strictly obey and conform to the provisions and requirements contained in that plan. This will require denying access to the vessel for anyone not specifically authorized to be onboard. It is expected that a computerized ID card swipe system will be instituted soon and the watch will be required to follow strict procedures using this system. In the meantime, verify the identity of all who wish access and keep a very careful log of their presence on the ship. It may also require the screening and searching of personnel and/or baggage, depending on the current national MARSEC level. The Chief Officer is the designated Ship Security Officer and both deck and engine watches must confirm to whatever instructions that they promulgate.
8. Beginning in Fall 2003, students will be housed on the ship. This will require extra vigilance on the part of the watch to meet both of these requirements. Visitation is allowed but all must be checked in with the watch station (see the attached addendum for shipboard rules and room list). The N/M or CWO is authorized to search oncoming and off going bags if they have suspicions about the contents. This doesn't mean that all bags must be checked, but if the watch has reasons or observations that would cast doubts about the contents of bags or packs, they are authorized to check them. No alcohol of any kind is allowed onboard....period. This includes student residents. You should also keep an occasional lookout on the offshore side of the ship for suspicious craft.
- 8a. The biggest mistake in gangway security is not stopping persons at the head of gangway and politely challenging their reason for being onboard and then verifying their identification and that they have permission to be onboard. This is especially true with visitation of guests allowed by residents living onboard. Rather, the watch believes their function is just to just blindly log people onboard as they walk past instead of denying entry to vessel until their authorization to be onboard is confirmed. This is not true.
9. Include any and ALL small craft moored in the boat basin and the pier/waterfront area in your security rounds. This includes any brows rigged and the bilges of the M/V Freedom (until a bilge alarm is fitted) When going aboard the FREEDOM, use the ladder feet under the wood bar on deck and rig the rung lashings before transiting the ladder. Check that the house is locked. After leaving the vessel, lower ladder back down to the deck of the vessel using the tag line. Also, check that the boathouse is locked – call security if it is not. Visually check boat bilges, mooring line security, and

potential fendering / chaffing problems. Dewater small craft unless there is any oil in the bilges. Do not use any electrical system without the engine running. **DO NOT LEAVE THE BATTERY SWITCH ON WHEN FINISHED!** Include the pier, boats and floats into your physical rounds. Add more fenders if you need to and look for line chaffing.

10. The four-hour security watch personnel shall conduct complete (interior & exterior) security rounds of the ship as per the approved security round routes. Route A should be completed on one hour and route B should be on the following hour. Rotate the routes each hour. Follow the instruction in the legend. Security rounds must be in **CADET PAIRS**. Ensure that all secure areas and storerooms are locked, including cabins and the galley.

When checking cabins, **DO NOT JUST WALK IN !** Knock first. Several staff members stay onboard overnight as well as cadets on the 02 aft and 01 fwd. Security is not allowed in staff cabins during routine rounds, only report those doors not locked.

If you observe or smell smoke, contact the Night Mate immediately. Keep all interior (exclusive of magnetically held fire doors) and **exterior weather doors and hatches** closed at all times. They are crucial as fire screen doors. No hatch (interior or exterior), weather door, or non-magnetic interior doors should be wedged or tied open under any circumstances without the permission of the C/M. It is the Master's order that no door should be held open with line, wedges, stopper, or any other obstructions except as tagged by the C/M.

Before assuming the watch in the afternoon, both the Night Mate and the Night Engineer (preferable together) shall go to the Bridge and examine Pyrotronics fire detection systems to verify status. All zones should be enabled unless otherwise noted in the night order book. The Night Mate should clarify with the C/M, PDO or senior cadet the status of this and the Wormald systems before assuming the watch.

The Night Mate is now required to make mandatory thorough rounds of the interior and exterior portions of the vessel. This is in addition to normal security rounds made by underclass, and shall be conducted **SEPARATELY** from them ! You are strongly encouraged to make at least one of these rounds in the company of the Night Engineer. These rounds shall occur (at a minimum):

- A. Immediately after returning from dinner
- B. Before retiring
- C. Prior to being relieved at 0700.

These rounds are conducted to ensure underclass compliance with the provisions of these orders with respect to security, doors found open, shades not closed, gear found adrift, forward flood light found on, etc.

11. Do not slack any **SHIP** mooring lines without the Chief Mate or Master's express permission ! Call us if concerned. If you observe any line that parts or if you feel additional mooring lines are necessary, contact the Night Mate **IMMEDIATELY**, who should then contact the faculty supervisor. If no faculty supervisor, then contact me immediately.
12. Keep gangway (accommodation ladder or brow) and net secure. It binds sometimes, especially when it is windy or at high tide. Ensure that the steel plate is under the roller and that no lines or gear become fouled. Keep gangway area well lit and tripping hazards clear. Change bulbs as required.

13. Know the room and phone numbers of the Cadet Night Mate, senior officer, guest rooms, and the faculty supervisor. Be familiar with all emergency phone numbers attached hereto or posted in watch station. Call campus security via telephone if needed.
14. While the ship is moored at CMA and out of service, it is permissible to ignore audio alarms emanating from the upperclass mess, officer's mess, and engineering cabins. These are engineer call alarms and are triggered on a routine basis as daily work is conducted in the E.R. This should not be taken to ignore other security considerations of those spaces or other alarms and alarm sources.
15. The Night Mate is responsible for any keys issued or assigned to the watch station (e.g. boat keys). Sometimes I will leave cabin keys for someone. Be sure all boat keys are returned. Night Mates relieving each other should check this key changeover. The Night Mate is to leave the N/M parking pass on the C/M's door before leaving the vessel. Failure to do so will result in disciplinary action.
16. In case of a known fire situation, immediately inform faculty watch supervisor, Night Mate, and Night Engineer. Because of the residence living situation now, ring the general alarm bell for more than 10 sec. Then dial 911 on the gangway phone. The entire ship's watch, including any maintenance watch personnel present, will immediately form themselves at the hatch area into an emergency squad with the faculty supervisor as commander. All other residents and their visitors should be immediately evacuated to the pier and mustered with the gangway log book. The emergency squad is authorized to utilize equipment in emergency squad #1 (located on the 01 deck stbd. side just aft of the Chief Mate's office). Use the key under glass if necessary. If circumstances warrant, personnel should attempt to mitigate the fire situation by best possible means, but do not expose personnel to hostile areas without first donning adequate personal protection equipment. **YOUR FIRST RESPONSIBILITY IS TO EVACUATE RESIDENTS AND GUESTS LIVING OR STAYING ONBOARD.** Obviously, if a local extinguisher or hydrant can be utilized to immediately extinguish the fire, then by all means do so. One of the security watch personnel should be left at the gangway to direct oncoming response personnel and man the phone. When you sound the general alarm bell from the bridge to alert any sleeping personnel aboard, also trip the bridge fire screen door switch. Make a PA announcement and shut down ventilation stops on the engine console on the bridge (two large red push button mushroom switches. Charge the fire main from the pier by opening the valve on the dock, and then open the international shore connection valve located on the main deck (stem up is open). As soon as practical, contact by best means (see emergency phone list):

Chief Mate	Captain Leyda
Campus Security	Chief Engineer

If you ever need to call 911, inform security as soon as practical.

17. Remember, the Night Mate, Night Engineer, and the MAA are all first-class 24-hour watches though you may be in class or elsewhere on campus and not actually on watch aboard the ship. If you are on campus and hear the signal "victor," three short and a long (. . . ____) blasts on the ship's whistle anytime during the day, come-a-runnin ! The first class serving in the above watch billets may NOT leave campus except by permission of the Captain, Chief Engineer, or Chief Mate. The Night Mate and the Night Engineer may not be absent from the ship at the same time from 1630-0730 Monday through Friday and ALL weekend. They must relieve each other for meals and to shower. Absences from the vessel MUST be kept to an absolute minimum and for very short duration only. Except for meals and showers, neither should be absent from the vessel without direct and explicit permission to do so. This includes going to the dorm, library, and working on

cars in the parking lot or anything else. When either Night Mate or Night Engineer is leaving the vessel, they should inform the other face-to-face. This policy includes weekend watches. No TVs are permitted in the Night Mate or Night Engineer cabins.

18. Restricted areas of the vessel include all staterooms or cabins unless you have an emergency need to be there. The same applies for storerooms and offices, although you should always sniff around the door jams for smoke or burning smells on your rounds. **New regulations will include new restricted areas as evidenced by door signs. No unauthorized persons may be in these restricted compartments or it represents a breach in security.** Unnecessary lights in the interior of the vessel should be turned off. *EMPHASIS:* Be sure all exterior windows are closed and dogged in unoccupied rooms, but be careful about entering staff or student cabins that may be occupied.
19. Inform C/M (via discrepancy form) on any secure compartments or cabins found to be open. **PLEASE USE COMPARTMENT NAME, NOT NUMBER !** No equipment or material, other than trash or personal gear of authorized persons sleeping onboard, is/are to be removed from the vessel without the expressed permission of the Captain, Chief Engineer, Chief Mate, or a licensed faculty member. Leave me a note in the Night Order book of anything that is removed from the vessel (except trash & obvious gear). Except for book bags and tool boxes, no cadet watch stander has any business bringing large duffle bags or backpacks on board that could be potentially used to remove material from the ship. Only the Night Mate or Night Engineer are permitted this privilege because they stay overnight.
20. Pick up and secure any loose gear or equipment left on deck or throughout the vessel. Put gear adrift away using Night Supervisors key. Keep this material in watch station if you do not have access to proper stateroom. This includes lines, tools, trash or any other materials left adrift, especially on decks. Basically, if something is NOT in its normal storage location, it is adrift. **ANYTHING** left lying on the deck is adrift, including lifeboat frapping lines. Ensure winch and machinery covers are on and properly secured. You may ignore contractor's gear.
21. Provide the C/M with a list of extinguished lights found during security rounds and not corrected. Use compartment names, NOT numbers. Change whatever bulbs you can. Check with faculty supervisor if you need bulbs.
22. During times of inclement weather or after wash down activity, greater diligence and attention to detail is required. Wind can cause damage. I cannot list everything that you should look for – use common sense though. Remember, during high winds and rain, Night Mates and CWOs should check the entire ship for potential problems. Keep things out of the rain and undercover, even if you have to get a tarp and some line. Check lashing lines for chafing and grommets. Keep all weather doors, windows, hatches and scuttles closed and tightly dogged. **Check under hatches and scuttles for leaks.** Swab or wet-vac up any water from leaks. You may have to borrow a key from the faculty supervisor to check under scuttles in locked storerooms. Normally, weather deck vent and overflow containment boxes (pans that are under overflow vents) should be unplugged. If there is any oily residue in them, temporarily plug them and have the Night Engineer use sorbent pads to remove the residue before draining. **ALSO, CHECK THAT LIFEBOAT PLUGS ARE OPEN !!**

BOAT BASIN SECURITY

23. Generally, all movement of any vessel, either within or to/from the boat basin, should be logged in the remarks section of the log. Description of vessel(s), names, CF number, times, and number of persons (if possible) should be included. No unauthorized private craft or vessels are allowed in the boat basin, except if they are in genuine distress. If the latter occurs, contact **C/M** immediately. See the attached instruction for sailing team and sailing club activities.
24. No fishing is allowed from any portion of the main pier. Cadets may fish from shore or the floating dock in front of the boathouse. Public may fish from shore, but must not park anywhere in the waterfront area. **NO ONE IS PERMITTED TO FISH FROM THE CAUSEWAY TO THE HEAD LINES.** If fishing from shore to the east, they **MUST** be **WELL** beyond the headlines. If they will not leave, call security. Discourage fishing in the vicinity of any mooring line, either from a boat or from shore. The lines are becoming foul with numerous hooks.
25. No bicycles are allowed on the pier. They should be parked at the head of the pier. Cadets living onboard are permitted to store their bikes in their cabins only.
26. Normally, no vehicles are allowed on the pier. Occasionally, contractor work vehicles are permitted. Check with the watch supervisor if unsure who should be permitted, but never cadet or public vehicles are allowed on pier. **New security regulations may soon require the installation of a security gate. Once that occurs, the watch will be responsible for the monitoring of that access point.**

PHONE & RADIOS

27. To phone ship or campus numbers just dial the extension. To dial off campus, dial “9”, wait for dial tone, then the number. The gangway phone is never to be used for off-campus personal calls by anyone or tied up with personal campus or frivolous BS sessions. This applies to both **INCOMING** as well as outgoing calls. In addition to the deck watch, the N/M should not allow anyone from the engine watch to tie up this phone either. **EXCEPT IN AN EMERGENCY, THERE SHOULD NEVER BE A TIME WHEN THE PHONE IS NOT MANNED.** I can think of no reason why someone is not there to answer the phone. If so, it must mean that the watch is absent from the gangway. If you need to use the phone, make your calls brief. Remember, I will receive the monthly bill for this number that itemizes by time and date. Watch personnel will be held accountable for any misuse of the phone. The gangway phone is 707-654-1359. This also rings in the Mate’s office.
28. The watch station is now equipped with both a UHF base station and marine VHF. Other UHF base stations are in the EOS and on the Bridge. The deck channel is 2 and the engineering channel is normally 1. Security also carries the same type of radios. Our channel #1 is their channel #2. You do not need a license to use these radios. However, you do need a license to transmit on the VHF. It was installed to monitor local operations of the sail club. The designated channel is channel 68 which they may use to contact the watch if they need assistance. Only the licensed N/M may transmit on this radio. The mic is kept in my office. The watch should monitor channel 68 whenever there are CMA sailboats out. If Tx required, N/M only may use a bridge VHF unit if no mic available.

VISITORS

29. Only authorized visitors are permitted onboard (see Security Section). The Night Mate will at all times be responsible to keep the visitor log accurate and up to date. **THE NIGHT MATE IS RESPONSIBLE FOR AUTHORIZING AND KNOWING EACH AND EVERY SOUL ABOARD AT ANY GIVEN TIME !!** Night Mates cannot leave this fundamental watch function purely to CWOs. Failure to know this could result in failing the watch. EACH PAGE ENTRY OF THE VISITORS LOG SHOULD INCLUDE: date, time, name, division or organization, purpose, time-in, and time-out. Follow the instruction in the addendum for housing rules concerning number of guest allowed and checking them in at the gangway. ONCE AGAIN, YOU MUST KNOW AT ALL TIMES **EVERY** SOUL ONBOARD in case of a fire emergency. Individual guest summaries should be included on the watch summary report.
30. Only designated watch section personnel, resident students, night faculty supervisors, or authorized guests are permitted to stay onboard overnight. I will leave a list of any additional guests permitted to stay overnight in the Night Order book or by posted sign. The President, Captain, Chief Engineer or MARAD representatives are always permitted to board or stay on the ship at their pleasure. Occasionally, a licensed faculty or staff member may wish to stay overnight in their assigned rooms. This is OK, but be sure that EVERYBODY staying onboard is logged in the visitor's log at the gangway with his or her room and phone numbers in case they need to be contacted during an emergency. Campus janitorial is permitted aboard from 0400 on in order to clean public areas.
31. Generally, the ship is closed to the general public for visitation except as arranged through the Outreach office. However, this does not apply now to resident students and their authorized guests, **but you must verify identity**. Licensed *and Staff Officers*, faculty, MARAD reps, the President, or official cadet escorted tours from outreach are permitted and may visit the ship in authorized areas. Nobody should remove anything from the vessel as they leave other than personal materials. **NON-WATCH CADETS ,OTHER THAN GUESTS OF RESIDENT STUDENTS, ARE NOT ALLOWED ABOARD THE VESSEL PAST 2400 HOURS** unless specifically authorized by the Captain, C/E or myself.
32. Naval Sea Cadets of the O'Kane Division are permitted to conduct weekend drills onboard the vessel once a month, usually the 2nd weekend of the month. Their students and staff are permitted to stay overnight but the watch **MUST** keep track of who is onboard at all times. Their staff is permitted to use a C/M assigned cabin as an office. The Night Mate is responsible for conducting safety and evacuation briefings when these groups check in.
33. Authorized non-licensed staff to stay overnight:

F. Murray	Cabin 24
Suzanne Dolan	Cabin 307
MAROPS Staff	Assigned Cabin (see list posted in watch station)

The Night Mate must make proactive efforts to determine which staff might be staying overnight. They will not come up to you and let you know when they arrive. The same applies for officers staying overnight, especially senior officers. You should **ALWAYS** know when senior officers are onboard.

LOGBOOKS

NORMALLY, ONLY THE NIGHT MATE OR THE CWO_s SHOULD MAKE ENTRIES IN THE SMOOTH LOG. BECAUSE OF THE NUMBER OF LOG ENTRY ERRORS, NIGHT MATES ARE TO ENSURE CORRECT VERBIAGE AND SPELLING, NEAT LEGIBLE PRINTING, AND ERROR-FREE ENTRIES. N/M IS TO ENSURE ACCURACY IN WATCH CALCULATIONS. HOW YOU DO THAT IS UP TO YOU. The N/M is to actively train underclass in log writing, especially what is considered log worthy. If not sure, contact me.

34. Log on and off all residents and visitors permitted aboard via the visitor's log formatted as specified in paragraph #29. During watch hours, ALL PERSONS (every soul) will be logged on and off the ship (by the deck watch only). This includes watch personnel, officers, residents, authorized visitors -- everybody ! The visitor log is the single source of information in the event we need to evacuate the ship. A summary of large groups can be logged via a separate roster sheet. N/Ms are to ensure all watch personnel aboard sign the watch sign-in sheet and deliver to PDO by 0800 on weekdays.
35. Drafts should be logged at 0700 & 1800 daily. If the calculated mean draft exceeds 30' 09" or if the list either changes by or exceeds 2°, contact the faculty duty officer or myself immediately by best possible means. The person who reads the after draft by going out on the finger pier MUST be wearing a lifejacket. Use jackets provided at the end of the pier. Use fwd draft marks and mid-fantail quarter marks to calculate mean. Log mid-ships draft projection marks only if you can physically see them; i.e., not under fender. Round off draft readings to either either odd or both even. Each draft mark is four digits, feet & inches. If draft marks are not legible, so note in the logbook.
- 35a. Log the drafts of the M/V Freedom in the remarks section of the log book every day at 0700 & 1800. Also log M/V Freedom bilges visually inspected.
36. The 20x24 CWO should calculate both local tides and currents from the provided NOAA tables for the next day beginning at 2400. The QM can watch and assist, but the CWO should actually do and log it and post the form. Please use the provided forms. Discard all previous daily calculations. Also, calculate the local zone time of sunrise and sunset using the nautical almanac. These calculations should be posted in the bulletin board at the gangway watch station and signed by the CWO. Sunrise and sunset should also be logged. Do not forget daylight savings time when applicable.
37. Bilge wells and certain void spaces should be visually checked and condition logged at 0600 & 1800 daily. Inform Night Mate if significant water is observed. The bilge wells are located at:
 - a. **Transducer Trunk** – just outside the Bosun's tool locker. Do not climb down ladder to enter. Observe from main deck.
 - b. **Forward Sonar Trunk** (4-47-0) – open small hatch and look down. Do not enter space.
 - c. **Emergency Fire Pump Space** (4-65-2) – Do not climb down. Observe for water from main deck.
 - d. **Lower Mission Navigation Well Space Bilge** – Inspect bilge wells fore, aft and athwartships of space.
 - e. **After Sonar Trunk** – in aft lower mission space, is usually kept locked and need not normally be inspected.

If d. or e. are locked, simply insert “/” in the log.

38. The log book lists seven void spaces in the daily sounding section to be sounded at 0600 & 1800. Unless specified otherwise, **discontinue** sounding SWB tanks 6-E-0 and 5-15-0. Sound only the void spaces. The sounding locations are painted yellow. If tapes are used to sound SWB tanks, they must be unwound completely, rinsed in fresh water and wiped completely dry with a CLEAN rag removing all chalk paste and rust. Void sounding tube locations are painted yellow and SWB tubes on deck are green. Do not use any sounding tape if it even appears like it might break or if it is stiff to wind. Immediately inform watch supervisor or myself if more than six (6) inches of liquid is observed or if ANY oil or oily residue is discovered in any **VOID** space. **DO NOT ATTEMPT TO SOUND A TANK IF THE SOUNDING TUBE APPEARS TO BE OBSTRUCTED.** We have lost sounding tapes in tubes due to carelessness. If using a tape, wind the tape on AND off slowly and carefully with the crank only. If using a sounding line instead of a tape, makes sure that the line around both the bob and the T-wood is not frayed. **NO MATTER WHAT YOU ARE USING, DO NOT LOSE THE BOB AND LINE/TAPE DOWN A SOUNDING TUBE !**

The watch may be directed to sound ballast tanks (sounding tube locations painted green). Use provided forms and provide C/M with results. You will have to get a sounding tape from me to do this. Take as many readings as you need to get two that agree. CWOs should do this with assistance from the QM or security. Sounding error is a significant problem. If there is standing water along the deck edge and over the sounding cap, then use the screw-on sounding extension. If you cannot get an accurate sounding as directed, call your faculty supervisor or me for advice or help.

39. Weather observations shall be made by the CWO every two hours beginning at 1800 and ending at 0600 Mon – Fri and around the clock on weekends. CWO should instruct QM on observing but not delegate it. Enter cloud amount and type code as per NOAA book. Also include weather symbol as per posted sheet. If any weather observation is unobservable, enter a “-“ in that column. Course section should be left blank while alongside.
40. Each CWO will sign the deck log for their watch and the Night Mate will sign the deck log at the bottom of the page for the day the watch is assumed. Avoid using more than one log book page per day if possible. **BE GENTLE WITH THE LOG BOOK; OTHERWISE, THE PAGES WILL COME OUT.** In addition, the MAA and Night Mate will read and sign the nightly work log. **THE NIGHT MATE IS RESPONSIBLE FOR ENSURING THAT THE MAA COMPLETES A THOROUGH LOG ENTRY IN THE NIGHT WORK LOG FOR ALL WORK COMPLETED.** The 20x24 CWO will log how many CCs come aboard and the exact times they begin and end their watch. This is in addition to the visitors log. I will hold Night Mates responsible for errors made by CWOs in the log book. Each CWO and the Night Mate will sign the Chief Mate’s Night Orders. The nightly (M-Th) work log serves to pass work instructions to the MAA from the C/E or myself. As mentioned, it is to be filled out by the MAA briefly stating specifically what work was accomplished during the evening maintenance watch, supplies or materials consumed, and any problems encountered or messages to be passed to the Chief or myself. CWOs are to log the hours that the night maintenance watch is aboard in the DECK LOG. N/M’s are to ensure that they do it.

FLAGS & LIGHTS

41. Ship flags should be retired in the evening at sunset (retreat). The ship’s flags should be raised at either 0700 or sunrise, whichever comes first. The campus flags are normally raised and lowered by MMR Monday through Friday and stored in galley. Campus flags are raised and lowered by the watch on Friday night Saturday, and Sunday. Observe half-mast of flags if authorized. STATE

FLAG IS FLOWN FROM OUTBOARD PORT HALYARD ON SHIP AND JACK FROM INBOARD JACK HALYARD. Be sure flags are free and not twisted and are completely two-blocked. Inform C/M when flags need replacing. When raising flags, be sure there are no twists in the halyard and they are completely “two-blocked.”

42. ANY INTERIOR OR EXTERIOR LIGHTS FOUND EXTINGUISHED AND NOT CHANGED SHOULD BE NOTED IN ON THE PROVIDED DISCREPANCY FORM. Replace bulbs from bulk store if required (use supervisor’s key). The light location list is laminated and in the standing order binder. This list is not; repeat NOT, to be removed from the binder ! Instead, write down the list location and take them with you if you are unsure where they are or use the extra copies made.

UNTIL FURTHER NOTICE, DO NOT TURN ON FOREDECK FLOOD LIGHT. IT INTERFERES WITH PILOTS COMING DOWN THE STRAITS.

MEDICAL

43. In the case of a serious medical situation to any member of the campus community, which occurs on the ship, in small craft, pier, or boathouse, follow the attached procedure. Call SECURITY at 1176 immediately and then inform me as soon as practical.

CLEANING

44. The designated duty/watch section restrooms on the ship are the labeled “men’s” and “women’s” heads opposite the underclass mess deck located on the main deck. The 0000-0400 watch will be responsible to clean these restrooms each day including weekends, and to ensure that they are adequately stocked. The Night Engineer is to ensure that the restroom across from the C/E’s office is cleaned each night and properly stocked. Night Mate to pass this instruction to Night Engineer. *NEW:* Campus janitorial now clean the classrooms and two heads on the 3rd deck daily M-F. ALL OTHER HEADS ARE OFFLIMITS TO CADETS.

45. While at CMA, the following are normal locations to obtain cleaning gear:

01 fwd laundry	general cleaning supplies
main dk aft cleaning lkr (by S.T. 4)	general cleaning supplies
main dk port	waxing supplies
Upperclass Mess	stripping & buffing machines
Officer Ward rm lkr	carpet machine & supplies
02 aft house cleaning locker	general cleaning supplies for student residents

The 02 aft laundry is authorized to be used by student residents, but only this laundry. Exterior cleaning supplies are kept in the stbd. deck locker (under boat #1). Do not use interior supplies for exterior jobs and vice versa. These are the only authorized spaces for cleaning gear for ship’s ops., night maintenance watch, or anyone else. Leave me a note on the watch summary form or in the work log if they need to be resupplied. ALL OTHER CLEANING GEAR LOCKERS, LAUNDRIES, LINEN LOCKERS, HOTEL STOREROOMS, BAGGAGE LOCKERS AND FOUL-WEATHER GEAR LOCKERS ARE SECURED AND OFF LIMITS !

46. Do not use interior cleaning brooms and foxtails for exterior cleaning nor exterior gear in stbd. deck cleaning gear for interior. Put cleaning gear back IN ITS PROPER STORAGE LOCATION.

47. The 0000-0400 gangway watch is responsible for cleaning out the exterior cigarette butt cans and trash cans shipwide. They are also to foxtail the 01-deck entrances to both houses from the hatch area daily. Shake out the interior deck mats near these entrances. Then put them back. If there is not a rubber-backed entry mat at every weather deck entrance, let me know. When weather deck edges are not wet, the 2000 x 2400 watch should foxtail weather deck edges along entire 01 deck and main deck wings. Clean debris from scupper grates.
48. If the night maintenance watch does not remove office and messdeck trash from the ship, then the 2000-2400 watch is responsible for collecting and emptying trash from around the ship. This includes packing material, boxes, and other trash cans both interior and exterior about the vessel. Check that maintenance watch has emptied office trash, otherwise do it.
49. Both the upperclass messroom, galley, and the Officer's ward room should be locked at all times (unless being utilized by proper authority). The underclass messroom will remain open, but no coffee supplies will be supplied by the ship. The 02 aft lounge will be equipped with coffee service, a refrigerator and a micro-wave, but is the official lounge for ship residents. Only micro-wave cooking is permitted by residents.
50. Night Mate and Night Engineer are responsible for cleaning their provided staterooms daily. They may not defer this responsibility to the watch. This includes wet mopping and cleaning/stocking the cabin heads. Night Mate is responsible for compliance.

COMPUTERS, WATCH EQUIPMENT, & STUDY MATERIAL

51. After careful consideration, I have decided that cadet deck watches are not permitted to take PC computer equipment to watch.
52. Study textbooks and other study materials are permitted as long as they do not interfere with basic watch standing vigor. Recreational books and magazines are never permitted by gangway watch. Night Mate may have this material in their cabin.
53. The Bridge, Chartroom, and all other shipboard computers are strictly OFF LIMITS unless specifically given permission to use them. This includes the computer lab on the ship. However, there will be two or three computers put into the 02 aft lounge for use by residents only, not watch personnel.
54. The Chief Mate's office is not to be used as a casual supply center for anyone, including the watch ! No materials or supplies (including pencils, pens, etc.) should be taken out of my office without C/M explicit permission. If permission is granted, the Night Mate will leave C/M a note of what was taken from C/M office (borrowing is the same as taking). However, if the watch needs something for an emergency, the entire ship is at their disposal.

WATCH ACCOUNTABILITY

55. Watch personnel are to use the established chain-of-command. N/Ms should know what faculty supervisory personnel or senior officers are around or aboard and use that resource if you have any questions or concerns. Know who is aboard. Know whom to call. Keep the C/M informed for all non-routine occurrences via the chain-of-command. There is nothing wrong with a courtesy call or just a simple sit-rep !

56. As previously stated, the Night Mate is responsible for the outcome of their watch, whether they delegate tasks to others or not. Any non-conformance with these orders or other problems with the watch will be directly attributed to the Night Mate including: proper logging, watch calculations required, security rounds / problems detected, gangway watch sleeping, etc. The Night Mate will be responsible for the proper keeping and storage of all watch equipment, supplies, and logs. This includes the material in this standing order book. **DO NOT ALLOW ANY WATCH PERSONNEL TO REMOVE WRITTEN MATERIALS OR LISTS FROM POLICY BOOK** – including light list locations. Have watch copy the information down instead. Except for the visitor log, ALL logs and books to be kept in the watch station...period. Incidentally, keep watch station clean and orderly; no coffee drinking near log area.
57. The watch station is neither a lounge nor a place for visitation by non-watch personnel. The watch room **IS NOT TO BE USED FOR A WATCH LOUNGE** in lieu of the podium area. The Night Mate is responsible for the enforcement of this and to prohibit non-watch personnel from excessive visitation in watch area. Cadets found lounging, loitering unnecessarily, sleeping, etc. in this compartment should be placed on report by the Night Mate. CWOs are permitted occasional study time in the watch station if they are not abusing the privilege by parking themselves in the watch station for extended periods of time. Keep watch station clean and orderly.

MEAL & RELIEFS

58. The Night Mate should ensure timely meal reliefs by having ship watch personnel relieve each other in groups. Night Mate and Night Engineer relieving each other for meals has been previously discussed.
59. If someone does not show up for watch, attempt to contact the Corp C/M, Corp C/E or Division Commander to obtain a stand-in. You should not go “short” on any watch position. If necessary, the N/M can adjunct any 4-hour watch position but you are not permitted to go short.
60. If a person is five minutes or less late, then whether or not the person is “pinked” is up to the N/M. If the person is five to thirty minutes late, then they are automatically placed on report and may explain their tardiness to the CRB. Over thirty minutes is considered a missed watch. Night Mates and Night Engineers are not allowed to leave ship until properly relieved by a ship’s Officer. No exceptions !
61. The senior cadet responsible for placing a cadet on report for any watch violation is:
- | | |
|----------------|---------------------------------|
| Night Mate | Deck watch and engine observer. |
| Night Engineer | Engine watch and deck observer. |
| MAA | CC watch personnel. |

DOUBT & INITIATIVE

- 62. IF YOU ARE IN DOUBT OR UNSURE ABOUT SOMETHING, FACING SOMETHING OUT OF THE ORDINARY, THEN CALL SOMEONE !** If you are faced with a situation that makes you consider in your mind whether or not you should call someone or not, you are experiencing doubt. There is now a cadet RA onboard while there are students residence onboard. Know who that is and what cabin they occupy. The N/M should use them to handle noise and other disruptive behaviors. If the situation is such that it is not covered in these orders and it is not of a routine nature or something that the RA can't handle, the night supervisor or C/M should probably know about it. If you ask yourself, "if the Capt. or C/M showed up right now, would I be in trouble?" then you are probably experiencing doubt. There is nothing wrong with a courtesy call to let us know what is going on, even if you have the solution. **WE WANT TO KNOW WHAT IS HAPPENING ON THE SHIP AND WATERFRONT.** Calling us does not mean that you cannot necessarily handle the situation – you folks are our eyes and ears when we are not there.

MAKE IT A HABIT TO SCAN NIGHT ORDER BOOK FOR PAST NIGHTLY ORDERS THAT ARE STILL APPLICABLE BUT NOT YET CODIFIED IN THE STANDING ORDER BOOK.

Approved,

Captain Paul Leyda (By Direction)