



QUARTERDECK WATCH STANDARD OPERATING PROCEDURES

1. Senior staff will enter the building through door #6 immediately upon arrival using the key card issued by the school. The first person in will immediately sign in on the clipboard in the custodian's area and check the alarm control to make sure the alarm is disabled; if not, the alarm will be disabled manually, following the posted instructions. Other personnel will wait outside the door until the quarterdeck is established (or immediately inside in inclement weather).
2. The Quarterdeck Watch will consist of one senior cadet assigned by the LPO as Petty Officer of the Watch (POOW), and one junior cadet assigned by the LPO as Messenger of the Watch (MOW).
3. The Executive Officer/Operations Officer will be assigned as Officer of the Deck (OOD).
4. **All personnel entering the building through our quarterdeck will be asked to show a photo ID.** If they refuse to do so, the OOD or CO should be summoned. Under no circumstances will the watch attempt to physically restrain someone from entering the building.
 - a. **Division personnel** will be checked in by the POOW on the Attendance and Quarterdeck Log only after they have shown their ID. If they do not have their ID with them, the OOD should be summoned and he will issue that cadet a temporary ID for the drill. The cadet will then display this temporary ID to the POOW, who will then check them in.
 - b. **Visitors with an NSCC ID** should be recorded under the Visitors section of the log, including rank and home unit. Phone numbers should only be recorded if the visitor desires a follow-up phone call. Cadets will be escorted to the LPO, who will welcome the visitor and, if they are in uniform, allow them to fall in with the division. The OOD or CO will be summoned to welcome any visiting officers.
 - c. **Visitors to the division** (i.e. potential recruits/parents) without an NSCC ID should be recorded under the Visitors section of the log. Phone numbers should only be recorded if the visitor desires a follow-up phone call. After recording the visitor(s) in the log, they will be issued a name tag and the OOD or CO will be summoned to welcome the visitors and escort them to the Ship's Office to meet with the CO.
 - d. **Parents/families of division cadets** will be recorded in the Visitors section of the log and issued a name tag, then allowed to proceed to the Ship's Office or muster location as appropriate.
 - e. **Other persons entering the building** for another program will be recorded in the log, including their name and the program they are entering for.
5. The MOOW will start the Colors CD, playing First Call at 0840, and will make a count of cadets, officers, & visitors present at morning muster/colors for entry in the log.
6. The watch will secure the door at 0930, convey the Log to the Ship's Office and make a report to the XO or CO, then join the division for PT. They will re-establish the quarterdeck from 1445 – 1500. The quarterdeck & door will be secured at all other times. Parents wishing to attend the final muster should arrive at 2:45 pm.
7. If a parent needs to pick up their cadet or get into the building at another time due to a family emergency, they can contact the C.O. at 847-558-3970.
8. At the end of drill, all gear will be properly stowed. A final inspection of all areas used will be made by the Senior staff. If there are others still in the building, and the clipboard by the alarm control shows someone signed in but not out, the final log entry will indicate "Aurora Division clear of building, but alarm not enabled because XXXXX is still in the building." If the clipboard indicates someone is still in the building but Senior staff suspects that is an error, a sweep through the building will be made to verify the other individual's presence. Once established that the Aurora Division is the last persons in the building, the alarm will be enabled, following the posted instructions. Everyone must then exit the building within 60 seconds.
9. **Standard Log Entries:**
 - a. Time and name of first person in the building.
 - b. "0830 Quarterdeck established by XXXXX. POOW Cadet XXXXX, MOOW XXXXX."
 - c. "0845 Morning colors conducted with XX cadets, XX officers, and XX visitors present."
 - d. "0930 Door secured, log to Ship's Office."
 - e. "0930 Quarterdeck watch assumed by XXXXX." (CO or XO will make this entry)
 - f. "1445 Quarterdeck watch assumed by POOW Cadet XXXXX & MOOW XXXXX."
 - g. "1500 Door secured, watch to muster. Final muster conducted with XX cadets, XX officers, and XX visitors present."
 - i. "XXXX All areas inspected and secure. All personnel clear of building. Alarm enabled." (see #7)