



OHIO MILITARY RESERVE

807.00

Standing Operating Procedure

STANDARDS FOR DUTY AT 200th RHS, OHANG, CPANGS

Headquarters, Ohio Military Reserve
Deputy Chief of Staff, Training and
Operations (G3)
1000 Lawrence Road
Camp Perry Training Site
Port Clinton, Ohio
43402-2921

01 January 1998

OHIO MILITARY RESERVE
Deputy Chief of Staff, Training and Operations, G-3
Camp Perry Training Site, 1000 Lawrence Road
Port Clinton, Ohio 43453-9578

OHMR-G3

01 Jan 98

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standards for Duty at 200th Rapid Engineer Deployable Heavy Operations Repair Squadron, Engineering (RED HORSE), OHANG, Camp Perry Air National Guard Station (CPANGS), SOP 807.00

1. REFERENCES:

FM 19-10, Military Police Operations
"Standards for Duty at 200th RED HORSE Squadron, OHANG, Camp Perry Training Site, Port Clinton, Ohio, SOP 807.00", OHMR-I-C (S-3), dtd 09 Apr 97

2. SUPERSEDES

This SOP supersedes OHMR-I-C (S-3) "Standards for Duty at 200th RED HORSE Squadron, OHANG, Camp Perry Training Site, Port Clinton, Ohio, SOP 807.00", dtd 09 Apr 97 and previously distributed, as well as any local OHMR SOP which may address conduct of the same operation.

3. GENERAL

This SOP establishes standards for the performance of Charge of Quarters (CQ)/Security Support (SS) duty at the 200th RED HORSE Squadron (RHS), OHANG, CPANGS.

4. PURPOSE

The purpose of this SOP is to establish uniform standards for the performance of support duty at RHS which will make units more effective in their role as MP; provide better service and support to the RHS; reflect well on the skill and professionalism of the soldiers of the OHMR. It identifies the components of the duty and details the requirements of both the OHMR and the RHS for all aspects of duty on that post.

5. SCOPE

This SOP is applicable to any unit or element under the command and control of the OHMR while performing CQ/SS duty at the RHS.

6. RESPONSIBILITY

Operations/training officers and commanders at all echelons are responsible for the implementation of this SOP through training and application.

7. EXECUTION

a. Concept of Operation

Military police will provide charge of quarters and security support to the 200th RED HORSE Squadron at Camp Perry with a minimum of four shifts, each staffed by not less than three persons, covering the period of 1800 Friday through 0700 Saturday in two shifts and 1800 Saturday through 0700 Sunday in two shifts (Shift A1 - 1800 to 2400 and Shift A2 - 0001 to 0700 the first day; Shift B1 - 1800 to 2400 and Shift B2 - 0001 to 0700 the second day). One person, preferably the NCOIC, will arrive before 1600 preceding Shift A1 to secure keys, notebook, etc. Each shift must consist of a minimum of an Sergeant/E5 and two other enlisted personnel. Officers will not be assigned CQ or MP duties, however, an officer may assume the supervisory role. Although this may serve as the monthly

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drill period for the unit performing duty, personnel will rotate through the duty period, reporting for duty, serving their duty shift and, in most instances, going home. Units will not arrive *en masse* and remain for the weekend. It would represent an excess of personnel on hand and would overtax the facilities made available to the CQ/SS force by the RHS.

b. Procedures

(1) Duty Roster - OHMR Form 200-02-97 (See Annex A)

(a) Officer in Charge (OIC) for the duty period must be listed, with emergency contact phone numbers.

(b) The Duty Roster must be completed and initialed by the individual signing up for duty.

(c) A three person team will be required to be scheduled for each duty shift. The NCOIC and/or OIC is not included in that number and may or may not be present during a specific shift.

(d) NCOIC/OIC for the duty period should be on site for at least half of the shifts and must leave emergency contact numbers where he can be reached at all times should he leave the base.

(e) Each individual performing duty will receive a copy of the duty roster NLT four (4) days prior to the start of the first shift of the duty period. A copy of the completed duty roster will be sent to the RHS Logistics Officer so as to arrive prior to the start of the duty period.

(f) A contingency plan must be in place in case of no-shows.

(2) Charge of Quarters

(a) At least one member of the first duty shift (A1 - 1800-2400), preferably the NCOIC, must report NLT 1630 to Bldg 220 to secure the NCO of the Day/OIC Notebook (with NCOD/OIC Master Key) from RHS operations personnel, two handheld radios, key to Building 23, key to OHANG vehicle, and any special orders for the weekend.

(b) Remaining first shift team members must be on post and ready for duty NLT 1700 preceding Shift A1.

(c) Upon arrival each team member must sign off in the NCOD/OIC Notebook.

(3) NCOD/OIC Notebook Event Log

(a) Entries must be legible.

(b) Use sample pages in notebook for format reference.

(c) Discrepancies and the time discovered must be entered, i.e. "unlocked door", as well as their resolution, i.e. "door secured". These entries should be made the individual or a member of a patrol that found and/or resolved the discrepancy (see Annex B for example).

(d) Billeting problems should be entered, i.e. "lost keys" or "hand receipt items missing".

(e) At the rear of the notebook are found a map of the base with building numbers, emergency phone numbers, the order in which calls should be made, and other special information.

(f) At the end of each day's 0001-0700 shift the notebook and keys will be returned to Bldg 220 (refer to Annex C for Operations POC). At this time, a brief report of any serious discrepancies found on the previous two shifts should be made to the OHANG recipient of the notebook.

(4) Billeting 200th RHS personnel:

(a) Check listing of individuals with assigned billets; this list will be left on the desk in Bldg 23.

(b) Male personnel will be billeted in Bldg 24, Bldg 26 and/or Bldg 32; female personnel in Bldg 30. Specific requirements of RHS may dictate a change in normal male/female billeting.

(c) Individuals must personally sign for their key; no one may sign for someone else's key. Complete alpha/numeric code on key must be entered by OHMR personnel on a hand receipt titled Services Billeting Issue (see Annex D).

(d) Bedding (sheet, pillowcase and blanket) will be issued on the same hand receipt.

(e) Individual must complete all portions of the hand receipt and sign.

(f) If in doubt about an individual's identity, issuer may ask to see his/her military identification card.

(g) Completed hand receipt for key and/or bedding are placed in slot from which key was retrieved.

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(h) Individual's name is then entered on billet board with grease pencil.

(i) Upon return of all items on hand receipt (key and/or bedding) the hand receipt is given to the individual and their name is removed from the billet board. Shortages should be noted in the NCOD/OIC Events Log with the individual's name.

(j) Under normal operating conditions Bldg 30 is off limits to male personnel. In all cases, visitors may not visit the quarters of persons of the opposite gender.

(5) Billeting for OHMR personnel:

(a) Male team members will be billeted in Bldg 24.

(b) Female team members will be billeted in Bldg 30.

(c) Keys and bedding will be issued in the same manner as described above for RHS personnel.

(d) Under normal operating conditions Bldg 30 is off limits to male personnel. In all cases, visitors may not visit the quarters of persons of the opposite gender.

(6) Security Support

(a) Three complete foot patrols of the post must be completed in the course of each duty shift. During two of the patrols, all buildings and compounds (except those signed "KEEP OUT") will be unlocked, entered and checked, then secured again. During each of these checks, the log books located in Bldgs 9 and 21 must be signed by the senior patrol member. During the remaining patrol, buildings and compounds need only to be checked for exterior security. It is recommended that the sequence of these checks be varied.

(b) MP brassards will be worn and one hand held radio will be taken by patrol team.

(c) All buildings, gates, doors, windows, and fences must be checked on each patrol. Doors and gates should be physically checked to ensure lock is secure.

(d) West gate on SR358 (Niagara Road) should remain closed at all times.

(e) Building or compounds found unsecured will be entered and checked, then secured. All adjacent buildings and compounds should be entered and checked as well.

(f) Checks boilers and furnaces to ensure that gauges are within safe ranges which are clearly marked on gauges.

(g) If lights have been left on in a building, note it and turn them off unless building is occupied.

(h) Computer terminals found to be left on should be left on.

(i) Discrepancies and resolutions (i.e. "door to Bldg 20 unlocked - door secured") should be noted by the patrol on their note pad and must be indicated in the NCOD/OIC Notebook Event Log upon return to Bldg 23.

(j) MP will not attempt to rectify discrepancies unless they hold a specific qualification for fixing them, i.e. boiler or generator problems. **LEAVE THEM ALONE.**

1. During duty hours: Each building has posted on an entrance door the name and phone number of who to contact during duty hours in case of an emergency. Forward that information to the shift supervisor who will contact the designated party if immediate action is required. Non-emergencies should be reported to the RHS when giving the duty report to RHS Ops in Bldg 220 and the end of the 0001-0700 duty shift. Make sure they are aware that these problems were noted and left as is.

2. After duty hours: If facilities emergencies are identified, report the problem to the shift supervisor who will contact the OHANG Base Civil Engineer at home at the telephone number provided in the NCOD/OIC Notebook. Non-emergencies should be reported to the RHS when giving the duty report to RHS Ops in Bldg 220 and the end of the 0001-0700 duty shift. Make sure they are aware that these problems were noted and left as is.

(k) Areas designated as restricted by signs which read "KEEP OUT" will not be entered unless they are found unlocked. The area will be checked, secured and the activity noted in the events log and reported to RHS Ops at the end of the shift.

(l) Outer perimeter fence will be checked twice per shift and discrepancies noted accordingly. OHANG vehicle, with an authorized driver, may be used for these checks.

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(m) Traffic Enforcement - drivers who drive recklessly or with excessive speed may be warned to observe posted speed limits and safe operating procedures. If the infraction is severe or if the driver fails to take the warning seriously, MP may request their military ID and include name and rank of the offender in their report.

(n) Rules of Engagement

1. MP will not engage armed offenders or offenders which are suspected of being armed. The area will be secured; bystanders evacuated or protected. The Ohio State Highway Patrol is the civil authority which has jurisdiction at CPANGS and they will be immediately contacted at 9-734-1952 (Sandusky Post). Immediately following that call, OHANG Security Police at the 180th FW will be contacted. The suspect will be kept under observation from a safe distance until armed OHANG or civil authorities arrive. When in doubt, use handheld radio to request back-up before investigating. Emergency phone numbers for outside assistance are in the NCOD/OIC Notebook.

2. Trespassers, if not suspected of being armed, will be approached and questioned to establish identity and reason for being on the base. While MP have the authority to detain trespassers for turnover to OHANG or civil authority, MP should not in doing so expose themselves to physical harm. In most cases, trespassers will simply be escorted off the base after identifying information has been collected for the incident report.

3. MP will not apprehend military personnel for infractions but will simply secure identification for inclusion in the incident report to RHS Opns. In the case of excessively violent or threatening behavior, MP will secure the area, evacuate other personnel, and contact OHANG security for instructions. The individual will be kept under observation from a safe distance until OHANG or civil authorities arrive or until instructions to physically restrain the individual are received from OHANG security.

4. MP will remember that they are there to assist OHANG personnel and maintain the general operating efficiency of the base. To that end, minor problems will be dealt with in a manner that corrects them, not exacerbates them. For example, airmen returning from a night on the town and having a bit too much to drink will be safely put to bed rather than being detained for drunkenness.

5. In all cases, MP will retain the right of self defense against physical harm and the defense of others who are threatened with physical harm and may execute that right using the lowest level of force required to effect it.

8. SERVICE SUPPORT

a. Material and Services

(1) Supply

(a) Class I

1. RHS mess hall is open for use by OHMR personnel only on Saturday from 1130-1230 and Sunday from 0630 to 0730. Meals are provided to OHMR personnel who are working at no charge. This is available to the three persons working the proceeding shift and the one or two persons who may be staying over. The maximum number to be served should not exceed six persons at any one meal.

2. For meals which are not provided by the RHS, there are several options available for troops:

a. MRE rations may be drawn through normal OHMR supply channels in advance - be sure to plan sufficient lead time for this process (NOTE: there will be OHMR MRE rations stored at the base for emergency use only [snowstorm, inability to leave post, etc.] which are NOT to be used for normal consumption);

b. Individuals may "brown bag" fully prepared items;

c. Individuals may purchase meals at their own expense. Food will be available at the CPTS snack bar during regular hours and off post. (NOTE: in the event that a shift is undermanned, troops will not be permitted to leave the base during duty hours.)

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(b) Class II

1. All necessary records and property will be taken to CPANGS.
2. Individuals planning to stay overnight in the billets may draw keys and bedding (sheets, blankets and pillowcases), or may bring sleeping bags. Individuals must provide their own wash cloth, towel and personal hygiene items.

(c) Class III

Fuel will not be available at the CPANGS or CPTS. It is available off-post at own expense.

(d) Class IV (omitted)

(e) Class V

1. No weapons (except MP clubs) will be taken to CPANGS. Regardless of their civilian training or status, MP will not carry PR-24 batons or Asps.
2. Unit radios may be brought to CPANGS to supplement those which are drawn from the RHS.

(f) Class VI

Alcoholic beverages are prohibited in all areas of CPANGS. Any alcoholic beverages found will be confiscated by MP and turned over to RHS Opns. MP are prohibited from consuming alcoholic beverages for eight hours prior to going on duty.

(g) Class VII (omitted)

(h) Class VIII

Limited to emergencies.

(i) Class IX (omitted)

(j) Class X (omitted)

(k) Water

Water is available at mess hall, latrines, billets, and several points on the post.

(l) Transportation

1. Personnel, unless otherwise assigned, will travel to and from CPANGS via POV at their own expense.
2. Only personnel holding a current and valid military driver's license, a current and valid civilian driver's license, and who are at least 18 years of age with a good driving record may drive an OHANG vehicle. Vehicle may not leave the post (except to perform outer perimeter fence checks.)
3. Military driver's licenses will be issued to qualified personnel by the RHS for on base operations only. Applicant must complete the application (Annex E) at home station which will be submitted by the OHMR Operations Officer to the RHS Logistics Officer. Military license will only be valid for performance of duties in connection with the RHS.

(2) Services

(a) Base phones are for emergency use only. Personal calls are prohibited. Limited commercial phone service will be available from the pay phone located in the front entrance of Bldg 200.

(b) In the event of an emergency at home, the Duty Desk in Bldg 23 may be reached by calling (419) 635-2813 direct.

b. Medical, Evacuation and Hospitalization

(1) Services

Only first aid will be available. Emergency services are available locally and can be accessed by calling 911 (if using a base phone, dial 9 first to get an outside line).

(2) Evacuation and Hospitalization

(a) Duty officer will authorize and coordinate evacuation of personnel whose injury or illness requires it.

(b) Line of Duty determination will be completed prior to departure from CPANGS unless situation is life-threatening.

c. Personnel

(1) Maintenance of Unit Strength

Strength reports will be prepared IAW individual unit policy.

(2) Uniform

a) Uniform for duty at CPANGS will be Class C with bright insignia as directed by the unit commander. Duty belt, MP brassard, hand irons and flashlight will be worn. The wear of organizational berets is optional.

b) Boots will be black leather or nylon/leather jungle boots; highly polished.

c) Field jacket, poncho or rain jacket, black leather gloves with or without OG wool inserts, OG knit cap and scarf may be worn if required by weather.

d) Civilian clothes will be worn off duty off post.

e) Personal kit items (shaving kit, toothbrush, etc.) required if staying longer than one shift.

f) All personnel assigned to a given shift will wear the same class of uniform.

g) Individuals who do not meet appropriate visual physical fitness standards, i.e. those that are in violation of OHMR weight standards, require a brace, cane or crutch (other than for a temporary recovery period) or have artificial limbs which are visible when in uniform will not be assigned duty at the RHS.

h) Individuals who do not meet U.S. Army grooming standards for either hair or facial hair will be sent home if the situation cannot be corrected on the spot.

(3) Development and Maintenance of Morale

Commanders at all levels are responsible to see that troops do not trespass or damage private or military property and that they, at all times, project a professional image of the OHMR which encourages admiration and respect.

d. Civil-Military Cooperation

Emergency Phone numbers are as follows:

Ohio Highway Patrol	9-734-1952 (Sandusky Post)
Ottawa County Sheriff	911
EMS	911
Fire	911
U.S. Coast Guard SAR	911
Poison Control	9-1-800-589-3897
Toxic Chemical/Oils Spills	9-1-800-424-8802

e. Miscellaneous

(1) Points of contact with the RHS - see Annex C.

(2) Nuclear Emergency Plan - See Annex F.

(3) Severe Weather Warning - See Annex G.

(4) Smoking is not permitted in any building on the base at any time. Smoking is only permitted outside in designated areas. Smoking on duty is permitted only with the supervisor's permission and only in a designated outdoor smoking area.

(5) Commanders' after action reports will be due to local S-3 and to Chief, Plans and Operations - G-3 Section, HQOHMR, within thirty days of the end of the assigned duty.

9. COMMAND AND SIGNAL

a. Signal

(1) CEOI/SOI will not be used.

(2) Authorized OHMR frequencies are 143.175 MHz and 143.850 MHz. However, handheld radios drawn from the RHS may be used on their preprogrammed frequencies. If required, National Weather Service is found at 162.550 MHz. If handheld radios are reprogrammed, they will be reprogrammed to their original frequencies before being turned in.

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(3) Call Signs:

- | | |
|----------------|-------------|
| Security Desk | Bravo One |
| Duty Officer | Bravo Six |
| Mounted Patrol | Mike One |
| Foot Patrol | Foxtrot One |
- (others may be assigned as required)

(3) 38.5 MHz will not be used at any time.

b. Command

(1) Normal chain of command in effect.

(2) Staff visits from Corps staff may be expected during operations to answer questions, assist and provide direction to ensure that all procedures meet the requirements of this SOP and the RHS. All visitors must arrive in proper uniform. Staff personnel have no command authority and will only be there to offer advice and suggestions to the unit commander/duty officer.

10. POINT OF CONTACT

The point of contact for questions regarding these operations is the OHMR Liaison to 200th RHS. Refer to Annex C, Points of Contact, for that individual's name, address and phone numbers.

Annexes:

- | | |
|--|----------------------------|
| A - Duty Roster, OHMR Form 200-02-97 | Colonel, GS, OHMR |
| B - Sample NCOD/OIC Events Log | Deputy Chief of Staff, G-3 |
| C - Points of Contact | |
| D - Hand Receipt (Services Billeting Issue) | |
| E - Military Driver's License Application Form | |
| F - Nuclear Emergency Plan | |
| G - Severe Weather Warning Plan | |
| H - Base Map | |
| I - Legend Details for Base Map | |

DISTRIBUTION:

- OHMR-CG
- OHMR-DC (O)
- OHMR-DC (A&S)
- OHMR-CS
- OHMR-CSM
- OHMR-IG
- OHMR-G1
- Chief, R&R, G-1
- Chief, Mil Pers, G-1
- OHMR-CH
- OHMR-PM
- OHMR-CE
- OHMR-G3
- Chief, Tng, G-3
- Chief, Plns & Opns, G-3
- Chief, NBC, G-3
- OHMR-G4
- Chief, Plns & Opns, G-4
- Chief, Proc, G-4

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Chief, Maint, G-4

OHMR-SJA

OHMR-EEO

OHMR-G5

Cdr, HHD

Cdr, Med Det

Cdr, 1st Bde

Cdr, 2d Bde

Cdr, 4th Bde

Cdr, 5th Bde

All Bn Cdrs (thru Bde Cdrs)

200 RHS/LG, OHANG

200 RHS/DO, OHANG

OHMR Liaison to 200th RHS

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200th RED HORSE Squadron CQ/Security Duty Roster

OFFICER IN CHARGE _____ IN CASE OF EMERGENCIES, MAY BE REACHED AT _____

DUTY DATE(S): Enter Duty Date(s) and time frame as shown in example (eg. 1800 15NOV96 - 0700 16NOV96; 1800 16NOV96 - 0700 17 NOV96)

DUTY SHIFTS: Indicate Duty Shifts by (1) marking the available shift(s) with an "X" and then (2) entering the corresponding date.

<input type="checkbox"/> *1800-2400 (Shift A1) _____ <input type="checkbox"/> 0001-0700 (Shift A2) _____ <input type="checkbox"/> 1800-2400 (Shift B1) _____ <input type="checkbox"/> 0001-0700 (Shift B2) _____	*OHMR NCOIC _____ PHONE NUMBER(S) _____ <small>Must leave at least 2 numbers for contact.</small>
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(*At least ONE person MUST be on site by 1600 to get keys, notebook, etc.)

LAST	FIRST	M.I.	RANK	SSN	INDIVIDUAL'S INITIALS & CONTACT NUMBER(S)	UNIT	DUTY CHOICE(S) Letter (i.e. A1)	FOLLOW-UP	
								SHOW	ACTION TAKEN

Annex B (Sample NCOD/OIC Events Log) to SOP 807.00 (Standards for Duty at 200th RED HORSE Squadron, OHANG, CPANGS)

EVENTS LOG				DATE	Page			
FACILITY				20 JUNE 1997	1 of 2 Pages			
200 RED HORSE Squadron, Camp Perry ANG, OH				REVIEWED BY				
NAME	INITIALS	TIME		NAME	INITIALS	TIME		
		ON	OFF			ON	OFF	
SUPERVISOR								
ISGT	AB	1830	0830					
CA	AKA	1430	0030					
SGT	CAW	1730	0830					
CPL	MP	1730	0720					
SGT	JEY	2130	0720					
CPL		2345	0720					
TIME	RECORD OF EVENTS							
1430	CPL on post for duty; received keys to BLDG 23, NCOD Master key & truck. Set up area in Bldg. 23. Ready for duty. MSG stated that the number of individuals on post this weekend would be small. Also, because of CONIF & Youth Camp on Camp Perry, radios will not be available until Sat.							
1730	SGT on post for duty.							
1830	ISGT on post for duty.							
2005	SGT & CPL on patrol.							
2120	SGT & CPL returned. Discrepancies as follows: 2025 hrs. Bldg 32 door not secure; door was locked because Guard Youth Counselors have billets there; 2030 Bldg. 21 door from office into supply warehouse unlocked; enter checking both areas and signing log in warehouse the door was locked; 2100 Bldg. 7 door on north side (west end) locked but not shut tight, also, after entering bldg. Office area door locked but not shut tight. Secured all doors; Bldg. 9 - signed log, and bldg. was secure.							
2130	Information: SGT on post for duty. /// nothing follows							
2255	SGT White & CPL on patrol ///							
2350	Return from patrol. CPL arrived for duty. Discrepancies as follows: 2305 hrs found gas grill outside of Bldg 6 stored next to two cans of diesel fuel (at back of Bldg)							
	2310 Bldg 9 secure / log signed; 2340 Bldg 21 building secure and							

AF FORM 1924, AUG 84 (EF) PREVIOUS EDITION WILL BE USED.

Page 2 of 2 Pages			
<p>Light is out and there is left fires/wheels !!!</p> <p>ON DUTY</p> <p>DISCREPANCIES - ELECTRIC POLE #427</p> <p>REDS NEW LOCK FEATURE</p> <p>- DISCREPANCY - RETURNED TO 00-0154 ON ^{OUTSIDE} ENTRANCE RAMP - POW TO OPEN GATE.</p> <p>END MESSAGE 094256LS</p> <p>DISCREPANCIES -</p> <p>to Bldg 23 0510</p> <p>RAISED 0600</p>			
0715	SGT	CPL	CPL
	- OFF DUTY		
	CPL OFF BASE / ALL OHMR PERSONNEL OFF DUTY		
0720	LOG CLOSED KEYS + BOOK RETURN Bldg 200		

AF FORM 1924, AUG 84 (REVERSE) (EF)

Annex C (Points of Contact) to SOP 807.00 (Standards for Duty at 200th RED HORSE Squadron, OHANG, CPANGS)

200th RHS POCs:

<u>Name</u>	<u>Duty Position</u>	<u>Day Phone</u>
Maj.	Logistics Officer	419-635-
Cpt.	Operations Officer	419-635-
vacant	Force Management NCO	419-635-

OHMR Liaison to 200th RHS:

SGT
331 South Grove Street
Bowling Green, Ohio 43402

work phone: (419) 354-
home phone: (419) 353-

Annex D (Hand Receipt [Services Billeting Issue]) to SOP 807.00 (Standards for Duty at 200th RED HORSE Squadron, OHANG, CPANGS)

SERVICES BILLETING ISSUE					
QTY	DESCRIPTION OF ITEMS/STOCK NUMBER		U/I	COST	
1	PILLOW 7210-00-205-3205	9.23	EA		
1	PILLOW CASE 7210-00259-9005	2.03	EA		
2	SHEETS 7210-01-119-6417	10.51	EA		
1	ROOM KEY NUMBER		EA		
	BLANKET(S) 7210-00-177-4986	18.28	EA		
ISSUED TO: SIGNATURE			DUTY PHONE	DUTY SECTION	
PRINTED NAME & GRADE			DATE ISSUED	ISSUED BY	

Annex F (Nuclear Emergency Plan) to SOP 807.00 (Standards for Duty at 200th RED HORSE Squadron, OHANG, CPANGS)

Area Nuclear Emergency Plan

Safety actions on these pages describe emergency planning steps you should take if you are notified of an emergency at the Davis-Besse Nuclear Power Station that may affect the local communities.

Sirens are used to alert the public. Sirens are located throughout a 10-mile radius around Davis-Besse. Sheriff's departments in Ottawa and Lucas Counties control the sirens.

What to do if the sirens sound:

- A long steady siren sound means tune your radio or television to an Emergency Broadcast System (EBS) station. Local EBS stations are listed below. An EBS station message will tell you what to do.
- Sirens could be turned on for different types of events. Events could include tornadoes, flooding, hazardous materials spills or an emergency at Davis-Besse.
- EBS messages will be repeated often.
- Call only if you need help. Using the phone could overload system lines and delay important communications.
- Remember: EBS stations provide the best information.
- Local radio and TV stations:

AM Radio Stations

• WCWA	Toledo	1230 AM
• WFOB	Fostoria	1430 AM
• WFRO	Fremont	900 AM
• WTOD	Toledo	1560 AM
• WOHO	Toledo	1470 AM
• WSPD	Toledo	1370 AM

FM Radio Stations

• WBVI	Findlay	96.7 FM
• WFRO	Fremont	99.1 FM
• WGTE	Toledo	91.3 FM
• WIOT	Toledo	104.7 FM
• WLOR	Toledo	101.5 FM
• WNCG	Clyde	100.9 FM
• WKKO	Toledo	99.9 FM
• WVKR	Toledo	92.5 FM
• WXXR	Northwood	94.5 FM
• WRON	Bowling Green	93.5 FM
• WTTT	Tiffin	103.7 FM
• WWWW	Sylvania	105.5 FM

These stations operate on a 24-hour basis.

TV Stations

• WBGU-TV	Bowling Green	Channel 27
• WGTE-TV	Toledo	Channel 30
• WNWQ-TV	Toledo	Channel 24
• WTOL-TV	Toledo	Channel 11
• WTVG-TV	Toledo	Channel 13
• WUPW-TV	Toledo	Channel 36

What to do when told to take shelter:

An important response to an emergency is to remain calm. Do NOT panic. Notification provides time to respond properly.

Shelter livestock and pets. Provide them stored feed and water.

Stay indoors. Close windows, doors, and air vents. Store water in containers for drinking and cooking. Listen to your local EBS radio or TV station for information.

- If you must go outdoors, limit time spent outside. While outdoors, cover your nose and mouth with a damp cloth or towel. When returning indoors, leave outer clothing outside. Wash any part of your body not covered by garments with soap and water.
- Children in affected schools will receive proper care. Parents should not try to pick them up unless so advised.
- Put the green "WE HAVE BEEN NOTIFIED" card in a window facing the street. (This card is in the emergency brochure/calendar sent to residents near Davis-Besse.) If you don't have a card, tie a towel to your door or mailbox. This tells emergency workers going door to door that you know about the emergency and do not need assistance. If you need assistance, **DO NOT** use the green card.

What to do if told to evacuate:

- An important response to an emergency is to remain calm. Do NOT panic. Notification provides time to respond properly.
- Prepare your home for a three-day absence. Turn off small appliances and faucets. Turn down the furnace, if it is on. Be sure all air conditioners and fans are off. Lock windows and doors.
- Do not try to pick up children or relatives in affected schools, hospitals or nursing homes. Such facilities have their own evacuation procedures.
- Pack necessities. A list with recommended items to take with you is provided on this page. Add to the list any items you might need.
- Put the green "WE HAVE BEEN NOTIFIED" card in a window facing the street. (This card is in the emergency brochure sent to residents near Davis-Besse.) If you don't have a card, tie a towel to your door or mailbox. This tells emergency workers going door-to-door that you know about the emergency and need no assistance.
- If you DO NEED assistance, don't use the green card or towel. If you have special needs and have notified officials, services will be provided. If you have not told officials, DO NOT place the green card in the window. An emergency worker will come to your door and provide assistance.
- Reception centers won't accept pets. Either shelter your pet at home with an adequate supply of food and water or be prepared to leave the pet in your car. If you take your pet, don't forget pet supplies.
- Use one car per family. Close car vents and windows. Listen to a local EBS station for traffic information. Proceed to your assigned reception center.
- See the map and evacuation instructions on the following two pages.
- Law enforcement officials will control traffic and secure the evacuated areas.

Things to take if told to evacuate:

- Medical items, such as medicines, eyeglasses, contacts, dentures and special diet foods.
- Baby supplies, such as baby food, baby formula, diapers and a favorite toy.
- Extra clothing, enough for three days.
- Personal hygiene items, such as shaving items, special soaps, dental items and sanitary items.
- Cash, checkbook and credit cards.
- Identification and important papers like your driver's license.
- Bedding, two blankets per person or sleeping bags.

Preparing for an emergency:

- Keep emergency supplies in a specified place known to all family members.
- Keep important papers in a safe place.
- Keep your car well maintained.
- Area residents who will need transportation should fill out and return the SPECIAL NEEDS card found in the emergency information brochure. The brochure was delivered to resident and business addresses in the vicinity of Davis-Besse.

Coordinated efforts by state, county and local agencies have developed emergency plans for your safety. These plans are approved by the U.S. Nuclear Regulatory Commission and the Federal Emergency Management Agency.

These plans address safety steps for sheltering in your home, workplace or visitor location, and if necessary, relocation of people from those areas to reception and care centers.

Notification of an emergency could be by siren, Emergency Broadcast System (EBS) message or by announcement from Police or Fire personnel. Read and discuss this information with family, friends and visitors. Knowing what to do in an emergency helps you and your community.

For further information:

Ottawa County Emergency Management Agency
(419) 734-6900

Lucas County Emergency Management Agency
(419) 259-4300

Ohio Emergency Management Agency
(614) 889-7150

Toledo Edison Company
Emergency Preparedness
(419) 249-2377

**DO NOT USE
PHONE UNLESS
YOU NEED HELP!**

IN CASE OF EVACUATION: All persons should be directed to proceed east on SR 2 to Sandusky and report to the reception center at Sandusky High School, 2130 Hayes Avenue, Sandusky, Ohio

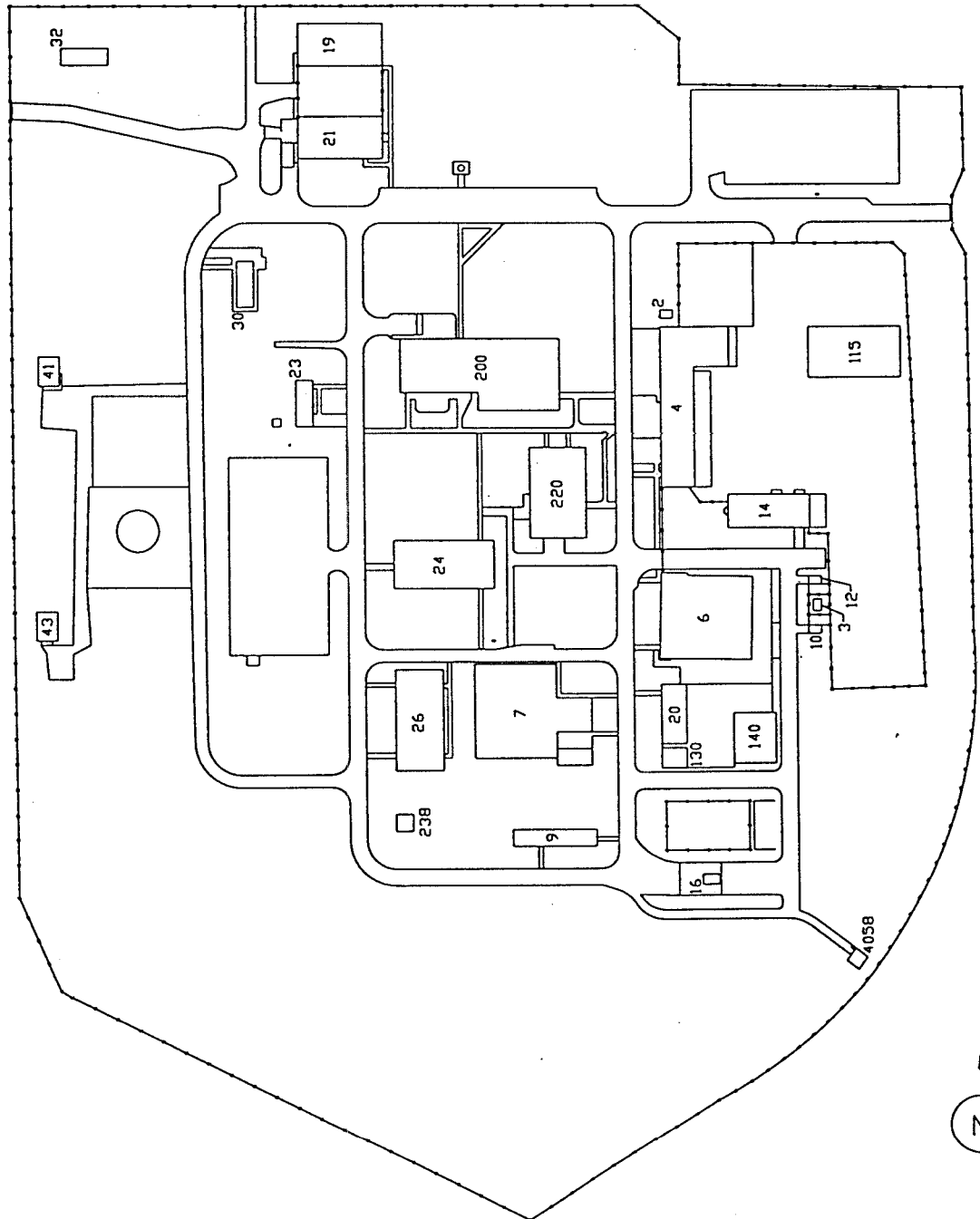
Annex G (Severe Weather Warning) to SOP 807.00 (Standards for Duty at 200th RED HORSE Squadron, OHANG, CPANGS)

Not yet available

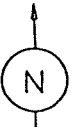
Annex H (Base Map) to SOP 807.00 (Standards for Duty at 200th RED HORSE Squadron, OHANG, CPANGS)

LEGEND

- 2 BCE STORAGE
- 3 HAZMAT STORAGE
- 4 VEHICLE MAINTENANCE
- 6 STRUCTURAL SHOP
- 7 GYM/CLASSROOM
- 9 CAT/MARKSMANSHIP TRNG.
- 10 BOTTLED GAS STORAGE
- 12 PAINT STORAGE
- 14 EQUIPMENT/PAVEMENT
- 16 WASHRACK
- 19 MOBILITY STORAGE
- 20 METAL FABRICATION
- 21 BASE SUPPLY
- 23 DISASTER PREPAREDNESS/MP & CQ STATION
- 24 DORM
- 26 DORM
- 30 BOQ/FEMALE
- 32 BOQ
- 41 STORAGE
- 43 STORAGE
- 115 VEHICLE STORAGE
- 130 ENTOMOLOGY
- 140 STORAGE
- 200 D&T/MEDICAL/DINING
- 220 ENGINEERING/OPERATIONS
- 238 COMMUNICATIONS
- 4058 SEWAGE STATION



NO.	DATE	BY	DESCRIPTION	REV.
1			INITIAL DRAFT BASE LAYOUT	
2			FOR AIR NATIONAL GUARD	
3			200TH RED HORSE CIVIL ENGINEERING SQUADRON	
4			CAMP POINT JCS ZION	
TITLE				
BASE LAYOUT				
DRAWING NO. 4058-00				
SCALE: 1"=40'				
FILE NO. 4058-00				
PAGE 1 OF 1				



Annex I (Legend Details for Base Map) to SOP 807.00 (Standards for Duty at 200th RED HORSE Squadron, OHANG, CPANGS)

200TH RED HORSE SQUADRON
Ohio Air National Guard
Camp Perry Air National Guard Station • Port Clinton, Ohio

Legend Details for Base Map

BLDG #	ACTIVITY	SQ FT	BOILER/FURNACE/LOG	COMMENTS
2	BCE Storage	134		
3	HAZ MAT Storage	N/A		do not enter*
4	Vehicle Maintenance	9,600	boiler (inside back of bldg)	
6	Structural Shop	11,000	boiler (outside door/south)	
7	Gym/Classroom/Pink Pony	9,200		
9	CATH/Marksmanship Training	2,000	log to sign	
10	Bottled Gas Storage	171		do not enter*
12	Paint Storage	192		do not enter*
14	Equipment/Pavement	2,992	furnace (up ladder)	
16	Wash Rack	N/A		
19	Mobility Storage Area	5,000		
20	Metal Fabrication	2,100		
21	Base Supply	5,600	log to sign	
23	Disaster Preparation/MP&CQ Station	1,100		do not enter*
24	Dorm	6,840		do not enter*
26	Dorm	6,840		do not enter*
30	BOQ/Female	1,100		do not enter*
32	BOQ	1,100		
41	Storage	900		
43	Storage	900		
115	Vehicle Storage	N/A		
130	Entomology	N/A		
140	Generator Storage	168		
200	D&T/Medical/Dining	12,873	boiler (outside, loading dock)	
220	Engineering/Ooperations	6,672	boiler (outside, west side)	
238	Communications	N/A		do not enter*
4058	Sewage Station	324		
	*Do not enter unless signs of problems are present.			
	Bldgs 9 & 21 have motion sensor lights - check to see that they are working.			
				Current as of 12JAN98