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Memorandum

5275-1 (SR HRA)

12 Apr 25

Dist List

COTM 19/25

**CHECKLIST FOR DUTY DAY STAFF**

1. Effective immediately, the enclosed SOP checklist shall be followed by all Duty Day Staff. A laminated copy of the SOP checklist shall be kept in the Duty Day Binder for reference. The OPI for the SOP checklist is the HR Mgr.
2. Duty Day Staff are to pay particular attention to the Duty Phone instructions attached to this COTM, as it outlines what is expected if a call on the duty phone is missed or if notification of a PRIORITY MESSAGE is received.
3. All daytime staff shall sign-off and acknowledge that they have read the SOP checklist and Duty Phone instructions at the start of their duty via the HMCS CHIPPAWA Duty Day Staff Rounds Log and ensure it is placed in the Duty Binder.



D.W. Smith  
Cdr  
CO

**Annexes**

- Annex A – Daily Checklist for DDS  
Annex B – Duty Phone Instructions  
Annex C – Geographical Boundary

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Dist List

Action

CHW Full Time Staff

Info

XO

COXN

HR Mgr

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### Annex A

#### DAILY CHECKLIST FOR DUTY DAY STAFF:

Remember to fill out the Log Book

Timings:

- Colours at 0800 (modified summer hours) - flags go up
- Sunset at 1600 (modified summer hours) - flags come down

FRIDAYS: Empty fridge contents

TO OPEN:

Turn on all lights and unlock doors as below:

First Floor:

- Rm 118 A+B (Ship's Office)
- Rm 128 A+B (Conference Room)
- Rm 133 (Canteen) – leave door unlocked / open
- Rm 141 (Exercise Room off Drill Deck) – leave door unlocked / open
- Rm 158/159 (POL Stores/Paint Locker) ensure fan is always on

Second Floor:

- Rm 207 (C+PO's Mess)
- Rm 201 A (Wardroom)
- Rm 210 (JR's Mess)
- Rm 215

Open Compound Gate and make sure lock is locked on the gate (in the winter put lock in the Brow)

TO CLOSE:

Turn off all lights, check ALL door handles to make sure they are locked and ensure the below is done:

First Floor:

- Rm 109 A (female heads) – ensure changing room door is closed
- Rm 112 A (male heads) – ensure changing room door is closed
- Rm 133 (Canteen)
  - Check Fridge/dishwasher/coffee makers to ensure they are off
- Rm 141 (Exercise Room off Drill Deck) – just close door
- Rm 158/159 (POL Stores/Paint Locker) ensure fan is always on
- Boat Bay: ensure all bay doors are latched
- Side Compound Access door is locked from outside
- Exit door by Band room is properly latched

Second Floor:

- Rm 207 (C+PO's Mess) – lock
- Rm 201 A (Wardroom) – lock
- Rm 210 (JR's Mess) – lock
- Rm 215 – lock

Lock Compound Gate / walk around the compound

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Annex B

DUTY PHONE INSTRUCTIONS

MISSED CALLS

1. If the duty phone rings and you missed the call, check the voicemail by calling the duty phone number 204-612-4621, password 4621.
2. If no voicemail is left, caller ID is included with the Duty phone therefore return the call ASAP.
3. If no voicemail is left, or if the Caller ID does not show a name nor a phone number of the caller, the duty person shall call the MPs at 204-833-2500 ext 2572633 to check if there is an alarm issue at CHIPAWA.
4. Ensure to record all calls into the Duty Binder via the provided phone log, should you miss a call indicate why you missed the call and the time it took to call back.

NATURE OF CALLS:

1. Alarm related: Duty Day Staff to action accordingly;
2. Temporary Duty Travel related: Contact to be made with HR Mgr;
3. Facility related: Contact to be made with FM;
4. Emergency related: Contact to be made with XO and/or Cox'n, they will take appropriate actions from there, as the duty day staff you are to ensure you have ascertained the important info, nature of incident, name / position of the pers making the call, a call back number so that more info can be obtained.
5. Priority Messages: If the COM CENTER alerts the duty person that there is a priority message during working hours the message will either be dropped off to DDS at HMCS CHIPAWA by a Duty Driver or DDS can receive the message via email with a PKI card. If a Priority Message is received after hours COM CENTER will alert DDS and will make arrangements from that point on to pick up the Priority Message at WTISS Bldg. No. 136. If DDS must pick up the message at WTISS, the Duty Person will have to produce an ID card (military or civilian) to get onto base and sign for the message.  
YOU MUST HAVE LEVEL II SECRET SECURITY CLEARANCE IN ORDER TO OPEN AND READ THE CONTENTS OF THE MESSAGE. Messages distributed from the COM CENTER do not exceed LEVEL II classification. The duty person must contact the CO of CHW to convey that a PRI MESSAGE has been received. Further direction will be given at that time.

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6. Misc queries: Callers should be reminded; this is a duty phone and as such is to be only used for calls which are deemed appropriate in nature. Direct them to call their immediate supervisors in order to resolve.

DRESS AND CONDUCT:

1. Duty Day Staff are reminded that they are on Call / Standby 24/7 for the duration of the duty. Personnel are required to have the duty phone on or near their persons at all times and should be ready to respond to any call within 30 minutes therefore no travel outside the Geographical Boundary of HMCS CHIPPWA in Annex C is authorized, unless approval has been sought and authorized via a change of watch form.

2. While on duty, personnel shall be in uniform (dress of the day) and they shall maintain a high standard of dress at all times while on duty. Personnel shall act in a professional manner while on duty.

3. It is strictly prohibited for Duty Day Staff personnel to consume intoxicants a minimum of 8 hours prior to standing duty and for the duration of the Duty Period.

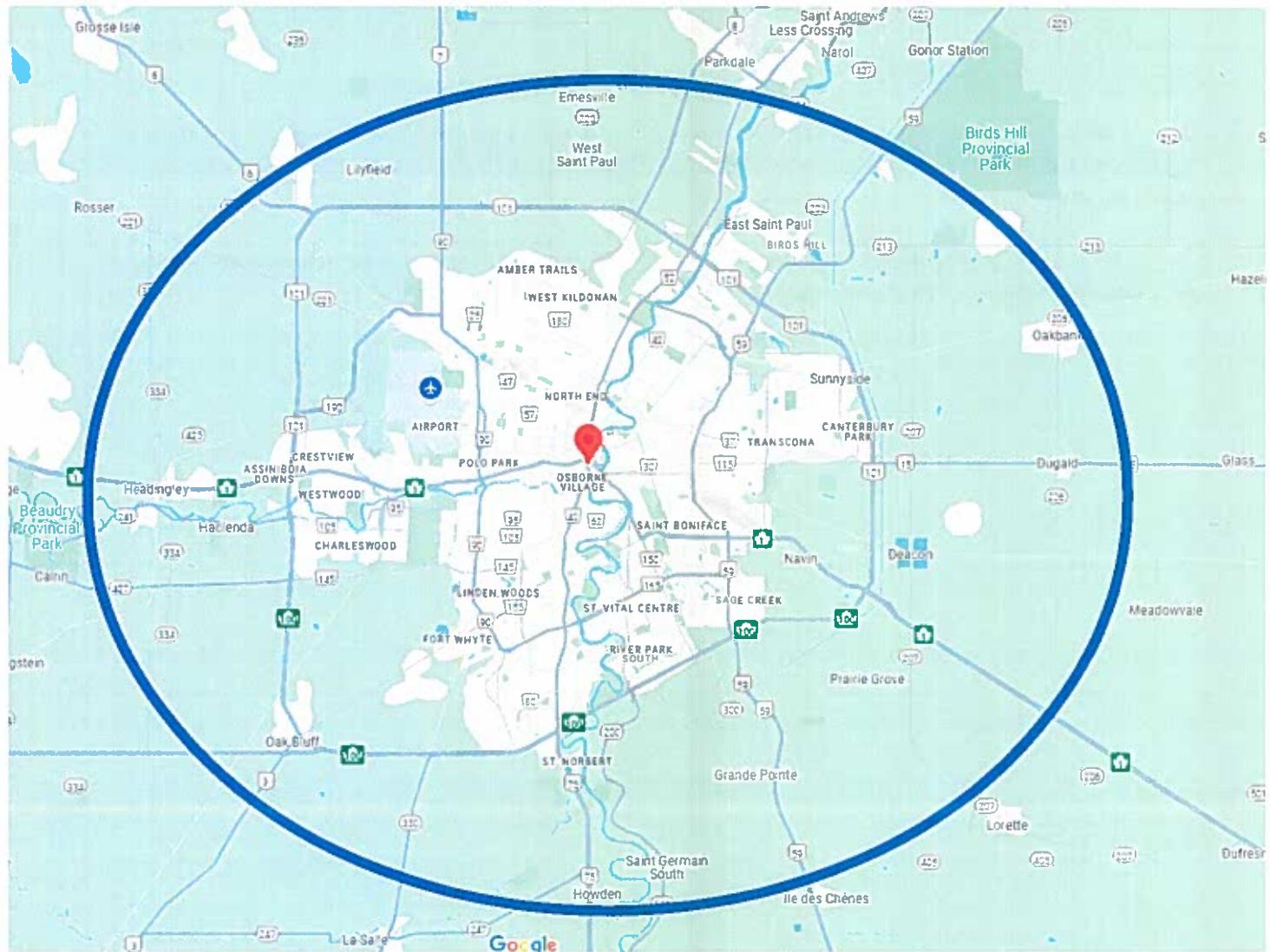
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Annex C

GEOGRAPHICAL BOUNDARY

HMCS CHIPIAWA 30-minute boundary



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