

COXN WUPS PREP LIST

RRI CHECK LIST

- ❑ Review Annex C chp 1 STG
- ❑ Staff liaison – Discuss check off list, manning, equipment and attitude check and Command relationships if there is an issue with a STS mbr
- ❑ Establish Office space with ship – CPF Aft SIS, 280 EMR, AOR 3 AVN or fwd dist
- ❑ Speak to Coxn about riders and emergencies
- ❑ NOK to Coxn for RRI Sea Phase
- ❑ **Coxn ROs current and retained for 2 yrs IAW DAOD 1000-2**
- ❑ **Coxn In routine retained for 2 yrs**
- ❑ **Coxn Data base for pertinent info i.e. landed, course dates, FP and Duty Watch, MFRC contact info, leave dates, recall info, DAG results**
- ❑ **Coxn NOK org IAW MARPACORD 26-5 with duplicate box onboard.**
Discuss embarkation of civilian guests MARCORD 20-4 such as youngest overnight 14, enough life jackets (+25%), safety brief, PA aware of medical conditions, day sail nominal roll of guests
- ❑ **Coxn W&SB all special parties board are posted (RAS, SSD, NBP, EFS/FS), common format for Dept W&SB, all columns completed with the correct experience/qualified people**
- ❑ **Coxn verification muster org – mess numbers on back of clip boards, Coxn has assistant, access to piping system, chit system, min manning understood, brief to senior hands, CHODs are responsive to info Coxn on landings**
- ❑ **Coxn recall organization impact on NFP and FP.**
- ❑ **Coxn leave tracking, retains a copy of CF100**
- ❑ **Coxn Customs MARCORD 27-2, QHM 054 112230Z May 00 (courtesy customs), examples, discuss 48 hr entitlements and OOW notebook,**
- ❑ **Coxn control of MNBs and use of EBR for TV**
- ❑ **Coxn is there a NB for safety, UDEC, education etc**
- ❑ **Coxn review unit RDP file and 3 yr archive**
- ❑ **Coxn OOD/Bridge pack – see ST(A) CBTO**
- ❑ **Coxn DCoxn pack is current and board process**
- ❑ **Coxn Brow pack is current and board process for MSOD,Duty Coxn, Duty Tech**
- ❑ **Coxn has access to current CSOs, TMs, SOPs, STG, SSOs, DAODs, CFAO, QR&Os**
- ❑ **Coxn has current CANFORGEN, MARGEN, MARLANTGENs posted for the crew to view**
- ❑ **Coxn messing plan – current with Air Det direction**
- ❑ **Coxn ration organization i.e. CFAO 36-14, spread sheet/meal chits, with ROs and retained for SAV, nom roll riders, meal chits 12 hr work, excused duty no ration entitlement, cocktail party NO2VP pay & same for NPF wages**

- ❑ Coxn COs requestment book – 72 hours for HOD to action IAW Guide Div
- ❑ Coxn secondary duty list current and complete
- ❑ Coxn secure for sea – walk through mess decks, cleanliness, check escape routes posted, chem Lights for escape hatches (flat type is acceptable). Does he/she do secure for sea rounds with the XO/CHODs
- ❑ No written crits – insitu debriefs, MSEO contacts XO and Coxn for manning

WUPs Day one - ADMIN

- ❑ Coxn report pers embarked, Landed, AP, shortages, NETP qual and actions taken
- ❑ Lectures – ensure all actions taken such as EEBD practical demo, quick turnaround of crits, Coxn does ships org and also attends DC, security org, rescue stn, FP and others if pertinent
- ❑ KYS books completed
- ❑ STG Chp 1 read by all Snr NCMs
- ❑ SSOs chp 1-5 and applicable Dept chp read by Ships Co
- ❑ W&SB balanced such as Bomb Threat zones, deep shelter stns, no NBP on SSDs, SSDs/RAS pers assigned as per SSOs or if not why, standard format, FP optional
- ❑ FP Watch system for underway/alongside in place – education in place
- ❑ Bomb threat org in place – boxes up to date
- ❑ Recall org in place
- ❑ NOK org in place
- ❑ Rations org in place
- ❑ ROs org in place – does not have to be daily but timely
- ❑ Customs org in place
- ❑ Messing org in place – does it met Fleet direction
- ❑ Smoking policy IAW SSOs – in CSOs
- ❑ UDEC assigned and education program in place
- ❑ Committees and mess constitutions on file
- ❑ Staff messing and Office is as directed
- ❑ WUPs notice board and JAZZ org in place
- ❑ Habitability of ship is SAT
- ❑ Ref trg status IAW STA letter, CFCD-102 chp 1
- ❑ NETP waivers and if so what is the safety plan
- ❑ Real time casualties go to sick bay with action alarm – could be real
- ❑ Command Estimate – communicated to the ship, revisited to see if still valid, QA to ensure plan is executed
- ❑ Command relationships at all levels are visible and cohesive – LEADERSHIP C&POs do not wait to be led
- ❑ Basic Fitness Training Assistant
- ❑ Physical fitness program

Manning Pool

- ❑ Urgency

- ❑ Dress 4 then the remainder – one person helping dress, jackets off, black hoods, FFE gloves not flash gear, FF hood interfaced, standby posn (bail down and canister in hand), thumb ring, time back 15 to 45, chemox height
- ❑ Dragger (CPF) dress in COs flats/cabin
- ❑ DC Board – lighting, head set not hand set, use speaker,
- ❑ Plotting – as per legend, X for AT through zone, arrow for flooding etc
- ❑ Tracking pers to AT/boundary and timing
- ❑ Track pers dispatched to SBT (do not activate)
- ❑ MP on CPF normally about 17 then EDT separate but can assist in dressing, immediate boundaries etc
- ❑ Emergency Stn/EFS do not erase lot
- ❑ Did SYO/CBM have the picture and support each other
- ❑ SYO Stand back and observe picture not drawn into hands on details like dressing

MP Action Stns

- ❑ No lighting unless Cmd approved
- ❑ Augment 50 cal?
- ❑ Upper decks out/in bounds Cmd call based on threat
- ❑ 4 minutes DC Zulu
- ❑ Plot can erase
- ❑ Dress then move

MP EFS

- ❑ Time for Coxn to report aft clear – FR 91 AOR, 43 CPF, 44 280
- ❑ Coxn uses CSUP and SCOOK to clear messes aft
- ❑ SBT3 does not close up – reduced MP numbers
- ❑ Time for rescue watch to close up
- ❑ LBS relocated fwd IAW SSOs
- ❑ Close up time
- ❑ No lighting until COD
- ❑ Move to EFS stn then dress

Coxswain General emergency

- ❑ Uses CSUP and SCOOK to clear ship
- ❑ Encourages urgency
- ❑ XO's eyes and ears – contributes to the picture
- ❑ Visibility
- ❑ Casualties quiet reports to Cmd
- ❑ Visit MP and 50 cal as they are last to close up

MOB/Verification muster

- ❑ Verification automatic at night IAW CFCD-105

- ❑ Verification muster 15 minute standard
- ❑ Briefs snr hands of messes and has org in place (chits clip boards)
- ❑ Ship goes to min manning – excessive pers in spaces, bridge etc
- ❑ Coxn plan to use supernumery pers for LOs and NVGs

Bomb Threat

- ❑ Standard is RED 40 minutes
- ❑ Review Ships SOPs with SSOs
- ❑ Length of time at sea and is practical to do a RED zone search
- ❑ Bomb Boxes current, have mirrors, cards, brief, ships diagram, copy of SOP, zone percentages – I/C and SBT ownership on their box
- ❑ Bomb Boxes do not have locks but tamper tags recommended
- ❑ CSEO has proper BITPACK
- ❑ Mag Yeo and CSE pers for mags/man alost in zone 1
- ❑ EXCH Manager in zone HQ to access NPF spaces
- ❑ Comm. Plan – Zones report to Command NOT HQ1
- ❑ POOW has been trained in ‘quick’ sanitization of routes and uses other pers to assist
- ❑ HQ I/Cs give a good brief but no nominal roll
- ❑ HQ I/Cs use in/out routes
- ❑ HQ I/Cs track zone percentages
- ❑ HQ I/Cs assign separate comm number
- ❑ HQs mix up pers based on expertise and fresh eyes
- ❑ EOIT location – what equipment do they have i.e. digital camera – plan for removal, tamping, sympathetic detonation, loose space and DC considerations, demo trg is current
- ❑ SSOs Chp 3 note 1 – DC Zulu but open vert hatches leading directly to upper dk
- ❑ Do not chg machinery states (as per below in emerg stn)
- ❑ Do not go to emergency stns and continue to look for 2nd device. SBTs in place
- ❑ Do not use PRC 5m of electrical device – impact on SBT
- ❑ Ops has a plan to use MCOIN etc to communicate with FDU, MOC, CTG (MEOD) email pics, contact list etc

SAR

- ❑ SOP in place with action cards for SAR Team
- ❑ Initial Cmd team estimate in Ops
- ❑ Location for SAR Team brief – WDRM
- ❑ Use white board or flip chart – appropriate seating
- ❑ CO sets priorities – personnel, material and environment
- ❑ Cards with specific areas of responsibility
- ❑ Coxn include accommodations, clothing, blankets, use of off watch pers etc
- ❑ Coxn or SOP have manning reqr for LOs, lights and a sustainable W&SB
- ❑ Dispatch pers for O groups and reconvene if time permits
- ❑ Merchant recce NBP – DND no reqr

- ❑ Transport - boats, Helo
- ❑ Casualties – keep snr PA or MO onboard to coordinate efforts of medical teams
- ❑ Billy pugh or accommodation ladder to receive
- ❑ Staging area such as hangar or dispersal area
- ❑ Bunks, cloths, linen, admin for ID IAW STANAG
- ❑ Ingress of foreign nationals – BP sentries with proper search
- ❑ DC Teams or equipment needed
- ❑ Food services – diet appropriate if practical for foreign nationals
- ❑ Evidence gathering
- ❑ Disembarkation plan
- ❑ Use Combat Chief for rotation of upper deck personnel

Force Protection

- ❑ Refs understood by Coxn – MARCORD 58-1, CFCD-108, SSOs, tacnote 3034 OPTASK FP and piracy
- ❑ Charge vs control is understood or OOD as per MARCORD
- ❑ Ship has current SOP – should include bomb threat, food inspection (bio/chem.)
- ❑ Ship has Detainee SOP
- ❑ Detainee must incorporate law of armed conflict, NBP sentries/escorts, search areas, medical inspection (dignity preserved), PA does not do cavity search, avoid ingress into ship, detention areas (cleansing stn), access to heads/food/cots, translators (develop DB), JAG, POW doctrine tags, evidence gathering, ID detainee IAW STANAG, access to terrorist data base
- ❑ Coxn developed alongside security watch to meet FP and duty watch reqr of SSOs i.e. White is 4 UDS vs 7 in Yellow
- ❑ FP watch manning support 8 pers for PSS
- ❑ FP watch manning support 24/7 rhib crew and 50 cal crewing (right quals)
- ❑ FP manning support logistics such as cooks, stwds, café hands, supply tech
- ❑ FP manning support foreign port SSO reqr and guard duties i.e. medical, comms
- ❑ FP manning support CIO req if sensors needed or ISO of CTG
- ❑ Recall system in place – what about leave periods
- ❑ Underway FP designated in W&SB – optional column
- ❑ Contour lighting rigged
- ❑ Upper deck hoses rigged and charged
- ❑ Weapons, flak jackets, NVGs and helmets pre-positioned or plan to draw them
- ❑ Weapons training plan with CFFSE or at sea
- ❑ PRC who gets them, re-charging and comm. plan
- ❑ Designated muster areas
- ❑ SBT designated
- ❑ Brow staff consists of BM and QM brow staff armed
- ❑ Brow staff monitor ch 66A and ch 10
- ❑ Brow has control log/visitor tags
- ❑ Brow staff 100% ID check
- ❑ Brow staff ensure 100% escort or system in place such a log and zone sentries
- ❑ Brow staff/DCoxn has tie wraps, flexi-cuffs or hand cuffs

- ❑ SOFA agreement for armed sentries
- ❑ Education of ships company on FP, threats, culture, dress & deportment to locals