

ANNEX 24A**DD/FF UPKEEP PERIOD DUTY WATCH****1. The Requirement**

The ships staff of a DD/FF will normally be accommodated ashore during a Docking Period for health and safety reasons. If a ship is docked down in a Naval Base port, de-ammunitioned and de-fuelled and the ships staff live ashore, an Upkeep Duty Watch of an Officer of the Day (OOD) plus 11 hands will allow a CO to discharge his care and protection responsibilities within acceptable levels of risk. This Duty Watch may be utilised at the discretion of the CO.

2. Upkeep Duty Watch

a. The Upkeep Duty Watch (UDW) is focussed on providing a rapid response to any detected fire, with the aim of dealing with an incident before it escalates. A table describing the duties of the 12 members of the UDW is shown at [Table 24A-1](#). It should be noted that welding sentries are not to be drawn from this organisation and, unless provided under the Upkeep Period contract, other hands will have to be nominated for this task. In order to minimise risk, it is essential that a CO satisfy himself that an effective hot work sentry organisation and rigorous rounds regime is established. A minimum rounds requirement is shown at [Table 24A-2](#).

b. The UDW can only provide a strong initial attack on a fire; it will require the early transfer of firefighting responsibility to the Fire Rescue Service (FRS) who will carry out the support phase firefighting activity if the fire escalates. For this to be successful the FRS will need careful briefing on the fire incident and guides will be required. In order to provide suitably dressed guides in a timely fashion, personnel, once released from task, as shown in [Table 24A-1](#), must return to the OODs control position to be directed to further duties.

3. Implementation

The UDW requires ships staff to take on significantly different roles from those undertaken in Fleet time. Before implementing the UDW the CO is to satisfy himself that they can effectively respond to ship emergencies. Ships staff should review a variety of fire incidents and prove their organisation by conducting a number of exercises. During the exercises and reviews the following points merit detailed consideration:

- a. Positioning of potential sites for FRS Forward Control positions.
- b. Provision of effective communications throughout the ship at different stages of the Upkeep period.
- c. The impact of the spread of smoke due to lack of doors/hatches or incomplete ventilation systems when establishing smoke boundaries.
- d. Provision of effective evacuation routines and accounting procedures for personnel including contractors.

4. Material Changes

As the Upkeep period progresses there will be changes to the ships material state that may affect the ability of the UDW to respond to emergencies. In particular, the removal of ladders, soft patches and escapes can affect the access to and escape from incidents. COs should ensure that a procedure for monitoring changes to the ships material state is established and that all members of the UDW are briefed on the condition of the ship at the start of their duty period.

Table 24A-1. 12 Man UDW - Fire Incident Tasking

DUTY ROLE	RANK/RATE	ATTACK PHASE	SUPPORT PHASE (with FRS in Attendance)
OOD	Lt/CPO	I/C of Incident.	Liaison with FRS I/C.
DPO	PO	Run field telephone to FCP. Report back to OOD with sitrep. Control Keys.	I/C Containment. Supervise personnel from other ships.
Duty Tech SR	CPO/ PO	Provide HPSW from emergency dockside fire pump, technical advice to OOD, check dockside BA charging facility if provided.	Liaise with Dockyard Control Engineer concerning power supplies and dockside firemain. I/C guides and act as dresser.
I/C Attack Team	PO/LH	FCP I/C Attack Party.	FCP to liaise with FRS Fire Officer.
SCC Watchkeeper	LH	Raise alarm - make pipe, crash stop vent, TIC and comms to FCP/SOTI. I/C of initial attack until arrival of nominated I/C Attack.	Spare Hand: Assist OOD - containment as required.
SCC Roundsman	AB	Collect 2 x CO ₂ extinguishers. Initial Attack No 1.	Fire Suitmen - FRS Guide No 1.
Off-Watch SCC Watchkeeper	LH	Attack BA No 1.	Fire Suitmen - FRS Guide No 4 if required, otherwise containment.
Off-Watch SCC Roundsman	AB	Attack BA No 2.	Fire Suitmen - FRS Guide No 3 if required, otherwise containment.
QM	LH	Raise alarm to Dockyard/FRS. Mark up Incident Board, assist OOD and monitor Kill Cards.	OOD Support-Incident Board Marker.
BM	AB	Collect 2 x SPE (AFFF). Initial Attack No 2.	Fire Suitmen - FRS Guide No 2.

Table 24A-1. 12 Man UDW - Fire Incident Tasking (Cont'd)

DUTY ROLE	RANK/RATE	ATTACK PHASE	SUPPORT PHASE (with FRS in Attendance)
Off-Watch QM	LH	Attack BA Controller	BA Controller
Off-Watch BM	AB	Place Gangway Flag, take 'T' card racks to muster point.	Dresser. Recharge used BA bottles

FCP = Forward Control Position

SOTI = Scene of the Incident

Table 24A-2. 12 Man UDW - Minimum Fire Prevention Rounds Requirement

DUTY	ROUNDS AREAS	ROUNDS CONDUCTED
OOD	Whole ship except machinery spaces, storerooms and magazines (concentrating on fire hazards).	Within 1 hour of completion of normal working day. Once every 4 hours between end of work and 2359. Once between 2359 and start of working day (combined with DPO rounds).
Duty Tech SR	ME/WE area (Concentrating on areas where work has recently taken place).	Within 1 hour of completion of normal working day. Once per 4 hour watch until 2359. Once between 2359 and 0600.
DPO	Store rooms and magazines (Concentrating on fire hazards).	With 1 hour of completion of normal working day. Once every 4 hours between end of work and 2359. Once between 2359 and start of working day (combined with OOD rounds).
SCC Roundsman	Whole ship.	Hourly 24 hours a day.
I/C Attack	FF equipment dumps.	On assuming duty. Every 4 hours until 2359. One hour before handing over duty.