

Homeland Defense Civil Support Office

Barracks Standard Operating Procedures

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TABLE OF CONTENTS

1. References	Pg. 3
2. Introduction	Pg. 3
3. Policies and Procedures	Pg. 3
A. Check-In/Out	Pg. 3
B. Room Use	Pg. 4
C. Tobacco Use	Pg. 4
D. Alcohol Use	Pg. 5
E. Common Use Areas	Pg. 5
F. Visitation	Pg. 7
G. Electrical Outlets	Pg. 8
H. Parking	Pg. 8
4. Key Control	Pg. 8
5. Safety	Pg. 9
6. Severe Weather Warning & Procedures	Pg. 10
7. Fire Prevention and Protection Plan	Pg. 10
8. Procedures in the Event of a Fire	Pg. 11
9. Expiration	Pg. 11

1. References:

- A. AR 600-63, Army Health Promotion
- B. FLW 19-5, Motor Vehicle Traffic Supervision on Fort Leonard Wood
- C. FLW 190-6, Registration and Control of Privately Owned Firearms and other Weapons on FLW
- D. AR 420-1, Housing Management
- E. AR 190-13, The Army Physical Security Program, dated 27 Jun 2019
- F. FLW Regulation 420-2 Post Fire Regulation

2. Introduction:

- A. **PURPOSE:** This SOP establishes and standardizes policies for the preservation of the Homeland Defense Civil Support Office (HD/CSO) barracks. These facilities include the following areas:
 - 1. Building 1732 (Senior Barracks, Location: 6212 Michigan Ave, FLW 65473)
 - 2. Building 628 (Junior Barracks, Location: 12857 4th Street, FLW 65473)
- B. **RESPONSIBILITY:** It is the responsibility of every student residing in the barracks to read and comply with the information covered in this SOP. Military personnel who fail to comply with this SOP are subject to judicial or non-judicial disciplinary action under the Uniform Code of Military Justice or appropriate administrative action.

3. Policies and Procedures:

A. Check-In/Out

- 1. Upon arrival, students need to contact the Homeland Defense Civil Support Building Manager at (573) 596-6094 or (573) 596-6106.
- 2. Upon check-in each student will be issued a key card, linen, pillow, and lamp (if requested). Each student will be required to sign a DA Form 3161 for issued items and will be responsible for the condition of those issued items upon return prior to departure.
- 3. Service Members (SMs) residing longer than 5 days will conduct linen exchange every Thursday at 0600 in the hallway by room 120. Linen exchange is weekly and consists of the turn-in and reissue of sheets and pillowcases.

4. Upon check-out, all issued keys, linen, pillows, and lamps will be returned to the Barracks Manager(s). The Barracks Managers will inspect each room before returning the DA Form 3161, (Request for Issue or Turn-In Form) completing the checkout process.
5. Any issued items that were not turned in will be addressed to (HD/CSO) leadership for possible action.
6. Class leader will coordinate check out procedure times with the Barracks Managers.

B. Room Use

- a. SMs are responsible for maintaining the cleanliness of their rooms.
- b. SMs are not authorized to rearrange the furniture in the rooms or use issued items for any reason other than their intended purpose. I.e., hanging linen on walls, windows, bunks.
- c. Beds will be made prior to leaving for class.
- d. Soldiers of one gender will not be permitted to enter rooms or latrines of the opposite gender.
- e. Empty all trash from your room.
- f. Personal property must be secured in the wallockers when not in use. High value personal property such as, but not limited to, computers, video game consoles, clothing items, etc. will be inventoried on a form DA 4986 to include make, model, and serial numbers and the inventory listing. Any unexplained loss of personal items will be reported to the barracks manager immediately. SMs are responsible for purchasing a lock. Combination locks are recommended.
- g. Refrigerators and microwaves are available in the Day Room on the first floor, but not provided for SMs to use in their rooms. The use of hot plates, broilers, grills, electric frying pans, toaster ovens, or any other food preparation appliances is prohibited in all buildings/facilities. (FLW Reg 420-2, Para. 17- m.)
- h. All visitation by the opposite gender will be conducted in common areas such as the Day Room. This includes other SMs and visitors.
- i. Report service orders and damages to barracks manager(s).
- j. In the event of an emergency, call the Fire Department (911) or Military Police (596-6141).

C. Tobacco Use

a. Smoking/Vaping in any government facility is strictly prohibited. Per Department of Defense regulations, smoking is not authorized within 50 feet of any entrance to a government facility. Smoking is only permitted at a designated smoking area. The designated smoking area for building 628 is located across the street, in the parking lot and away from the view of other trainees.

b. All cigarettes must be extinguished in the designated receptacles, IAW FLW Reg 420-2, Para. 15-a. Cigarettes must not be discarded on the ground, in trashcans or in potted plants.

c. The use of chewing tobacco, dip, snuff, or electronic smoking devices in the barracks is prohibited. Personnel must use one of the designated smoking areas to partake in these activities.

D. Alcohol Use

a. The consumption and storage of alcoholic beverages is prohibited in the barracks or near the barracks. All incidents of misconduct resulting from the abuse of alcoholic beverages will go through the appropriate chain of command or the military police.

E. Common Use Areas

a. Common space is defined as any space within the building that is common to SMs. These areas include, but are not limited to, corridors, laundry rooms, day rooms, and storage areas. Cleaning supplies are found on each floor in the Janitorial Closets. In the event supplies are running low, contact one of the Barracks Managers to restock the supplies. Common areas are to be kept clean by all SMs. Responsibilities of each SM are:

DAILY:

1. Empty all trash from common areas and deposit into nearest dumpster, which is located across the street in front of the parking lot.

2. Wipe down appliances after each use.
3. Food will be stored in sealed plastic containers and refrigerated. Food will be disposed of after one week to maintain a clean storage area. SM will label their food items with their rank and name.
5. Report service orders and damages to barracks manager(s).
6. Report service orders, damages, and any furniture or appliance issues to the Barracks Manager(s) by utilizing the non-emergency repair request forms by room 117 in building 628. The Barracks Manager(s) will then turn in the repair request to the appropriate personnel (DPW, Corps of Engineers, or Logistics) for action. The Barracks Manager(s) will keep a running log of all repair requests (open or closed).
7. Furniture will not be moved from assigned spaces.
8. Clean lint trap on clothes dryer after each use.
9. Only call the Building Manager(s) for Emergency Repairs (i.e. can cause a fire, injury, or loss of life), or in event of room keys stop working.
10. In the event of an emergency, call the Fire Department (911) or Military Police (596-6141).

WEEKLY:

1. Dust room.
 2. Sweep and mop floors to include all common areas, stairwells, and corridors.
 3. Clean bathrooms (toilets, sinks, mirrors, floors, walls).
 4. Clean refrigerators/wipe off shelves and any spillage.
 5. Remove any items that has expired or has been in the refrigerator for an extended time.
 6. Wipe down washer and dryer. If there is flooding coming from a washer or pipes, immediately contact a Barracks Manager.
- b. Washer and dryer repairs will be reported to the Barracks Manager. SM's will not use the washers and dryers to clean issued gear. SMs should not overload the washer and dryers to prevent damage. Only high efficiency detergents will be used on front load machines. SM's will clean after each

load. The lint trap will be cleaned after each load of clothing removed from the dryer.

c. IAW FLW regulation 420-2, candles, incense, and open flame decorations are not prohibited in the barracks. This includes any wax form that contains a wick. Candles with a wick of any type are prohibited in the barracks.

d. **SMs will observe quiet hours.** Quiet hours will be from 2200 hours to 0500.

e. SMs will report any maintenance needed in the barracks to the Barracks Manager. All emergency requests will be reported by calling the Barracks Manager(s) by one of the two numbers listed on the white boards by each front door entrance. All non-emergency requests will be done by filling out a request form in the folder box by room 117.

f. The day room is open 24 hour, 7 days a week for students use. It is the SM's responsibility to clean up after themselves, as well as students maintaining appropriate cleanliness of equipment provided. (i.e. Microwaves and Refrigerators). If tables or chairs, are moved they are to be returned to the original location after use and must be in a neat and orderly appearance. Do not put feet up on any of the furniture, sit on the arms of the couches, sit on the end tables, or sit atop the bars. Trash is to be removed at the end of each day.

g. At no point should any SM flush any item other than toilet paper down the toilet(s). Items such as paper towels, feminine products, or non-septic safe wipes (i.e. makeup wipes, baby wipes, hygiene wipes) will clog the drain system and cause damage. These items should be disposed of in the proper trash receptacle.

F. Visitation

a. SMs are responsible for their conduct, as well as the conduct of their visitors. SMs are personally and financially, responsible/liable for damages caused because of misconduct or violation of this SOP. SMs will always physically escort their visitors while they are in the barracks. SMs and their visitors must comply with the information covered in this SOP.

b. SMs and their guests will always conduct themselves in an appropriate manner; refrain from using obscene or vulgar language, fighting, wrestling, or horseplay. SMs will wear appropriate attire and report anyone who wears clothing that is offensive to others or is obscene in manner. SMs will maintain military bearing toward guests, peers, and HD/CSO staff. SM will maintain a

clean, neat, and safe living environment. SMs will follow the SOP and report any violations to the Barracks Manager.

c. Visitors under the age of 18 are not permitted in the barracks or designated areas at any time. There will be no overnight guests.

d. Visiting hours are from 0800 to 2200 on days of no scheduled training, and 1700 to 2100 on scheduled training days.

e. All SMs will exercise common courtesy in dealing with visitors. Visitors are not permitted to bring their personally owned pets into the barracks area or facilities. If a Soldier is authorized a Service Dog, permission to bring the dog into the barracks will only be authorized by the Director or Deputy Director. SM will not leave their visitors or guests unattended or leave them in the barracks while they are not present.

G. Electrical Outlets:

a. All outlets have ample power for SMs phones, computer, and application equipment. If additional outlets are needed, the use of an approved power strip (Surge Protector) is authorized. The power strip must be plugged directly into an outlet (DO NOT DAISYCHAIN). The use of extension cords is prohibited. Surge protectors may NOT be used with high wattage appliances such as microwaves, refrigerators, coffee makers, etc.

H. Parking:

a. SMs are authorized one parking space at the barracks for their POV. Motorcycles are considered motor vehicles and will not be parked on sidewalks, in stairwells, or grassy areas. They may be parked in a parking space, parallel to the curb, to allow an additional POV in the same space. Vehicles that are inoperable or without current registration and license are not permitted in parking areas. SMs are responsible to ensure their guests also comply with parking requirements and limitations. Vehicles will not be parked on grassy areas. Any violations will be subject to being towed away.

b. SMs will provide vehicle information upon check in to the barracks in provided space on the DA Form 3161 for use to get in touch with the owner in case of an incident.

4. Key Control & Room Assignments

- a. SMs in the ranks of Captain/O3 and above will be assigned private rooms if available. SMs in the ranks of SSG/E-6 through 1LT-O2 will be assigned a double room if available. All other students will be assigned multi-person rooms.
- b. SMs will sign for an assigned room key card from the Barracks Managers or other designated HD/CSO Staff, as directed by the HD/CSO Training Support Supervisor.
- c. SMs are responsible for the physical security of their key card. Key cards will not be given to other individuals for access to the SMs room. Key cards will not be left unattended for others to gain access to rooms for any reason. Any identified key card misplaced or found should be turned in to the Barracks Manager immediately. Lost key cards create a liability to others assigned to the same room and a risk to others.
- d. The loss of a key card requires the student to request another key card from the Barracks Managers.
 1. The first instance of a SM losing positive control of an assigned key card will be a verbal counseling on the importance of maintaining the key card.
 2. The second instance of a SM losing positive control of an assigned key card will be a written counseling from HD/CSO Staff/NCOs.
 3. The third instance of a SM losing positive control of an assigned key card will be removal from the assigned room.
 4. The fourth instance of a SM losing positive control of an assigned key card will be a recommendation of removal from the assigned course to the Director of HD/CSO for consideration.
 5. Continued instances of losing positive control of assigned key cards takes time and resources away from the organization and its employees who are serving all students that attend HD/CSO courses.
 6. Anyone who loses a key card could be charged to obtain another key card.

5. Safety:

- a. The first objective towards maintaining a safe environment is to prevent accidents. It is everyone's responsibility to report accidents to the barracks manager or higher authority if applicable (i.e. Military Police).

- b. SMs have the responsibility to report any safety violations or fire hazards to the appropriate authorities, then to the Barracks Manger.
- c. SM will not tamper with a fire alarms, fire extinguishers, smoke detectors or CO2 detectors. Unlawful tampering with or discharging a fire extinguisher is punishable under Article 134, UCMJ.
- d. SM will follow all fire safety guidance provided in this SOP.
- e. SMs will ensure their window and doors (exterior and bedroom) are secure. SMs will ensure they practice physical security procedures within their areas of responsibility.
- f. SMs will read and know what to do in case of severe weather. SMs will become familiar with all evacuation plans (Tornado, Fire, etc.).
- g. Portable heaters are prohibited in the barracks.
- h. Weapons are strictly prohibited in the barracks. Weapons are defined as rifles, pistols, bow and arrows, crossbows, BB guns, pellet guns, paintball guns, and sling shots, or an item that propels a projectile under force. Personal, decorative, or ceremonial knives with blades over three inches in length are also considered weapons.
- i. Possession or use of fireworks, martial arts equipment, switch blades, ammunition, weapons, or gun safes and gun vaults in the barracks is prohibited.

6. Severe Weather Warning and Procedures:

- a. Safety Rules. Upon receipt of severe weather, cadre personnel will give guidance to the students for severe weather procedures.
- b. In the event of a tornado, fire, etc. SMs will follow all safety procedures and directions given by the Fort Leonard Wood Alert System.
- c. Ensure that all windows and blinds are closed during these events.

7. Fire Prevention and Protection Plan:

- a. Do not break into or store items in the mechanical rooms.
- b. SM will not use any electrical devices with damaged wiring or plugs.
- c. SM should use UL approved surge protective strips. Do not use extension cords or surge protectors on refrigerators.

- d. Do not store paint, solvents, gasoline, charcoal briquettes, charcoal lighter, or other flammable materials in the barracks.
- e. Do not use barbecue grills or other flammable materials within 15 feet of the building.
- f. Do not disable or otherwise tamper with the smoke detectors, or sprinkler systems, fire suppression canisters.
- g. Unlawful tampering with or discharging a fire extinguisher or alarm is punishable per Article 134, UCMJ.

8. Procedures in the Event of a Fire:

- a. In the event the smoke detector sounds, shout "FIRE" to alert other SMs.
- b. Dial 911
- c. When the fire alarms sound, SMs and their guests will leave the building and WALK, NOT RUN, across the street to the parking lot.
- d. Lives are more important than property, therefore, evacuation of personnel is the priority.
- e. **NO ONE WILL RE-ENTER THE BUILDING UNTIL AUTHORIZED TO DO SO BY THE FIRE DEPARTMENT.**

9. Expiration:

- a. This Homeland Defense Civil Support Barracks SOP will remain in effect until superseded or rescinded.

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MSCoE