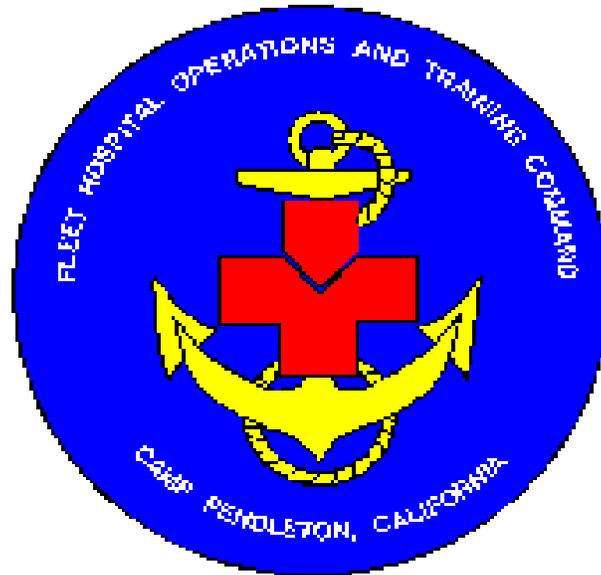


# **COMMAND BRIEF**

## **FLEET HOSPITAL OPERATIONS AND TRAINING CENTER**

### **FLEET HOSPITAL FIELD TRAINING**



#### **COURSE OBJECTIVES:**

1. CONFIGURE, ASSEMBLE, AND DISASSEMBLE PORTIONS OF A FLEET HOSPITAL FACILITY
2. DEMONSTRATE STANDARD SAFETY AND SECURITY PRACTICES IN A FIELD ENVIRONMENT
3. ESTABLISH AND OPERATE A FUNCTIONAL AREA
4. PROVIDE MEDICAL CARE AND BASE SUPPORT FUNCTIONS DURING A SIMULATED OPERATIONAL EXERCISE

Revised 21 Mar 2003

Welcome to the Fleet Hospital Field Training Course! We are happy to have you here and hope that you will find this a positive learning experience. If there is anything we can do to improve the quality of this experience (not necessarily make it easier), please let us know. LCDR McDonald is the Academic Director, LT Carrillo is the Training Officer, and HM1 Flores is the Assistant Training Officer. They are the points of contact for any problems and/or requests that you may have.

This training guide will explain, and put into chronological order, all the taskings given to the command staff. If you have any questions, PLEASE ASK! We are here to provide you with a learning experience that includes a certain amount of stress. We are trying to simulate, and prepare you for your Fleet Hospital's Operational Readiness Evaluation (ORE) and a possible FH deployment. This evolution provides you with an opportunity to "deploy" a portion of your staff to an area away from the comforts of home and the traditional Medical Treatment Facility. Most importantly, this training evolution provides your FH staff members with a brief "reality check" into what they could potentially encounter should they deploy to the field.

The training premise is that you are **NOW** deployed with a Combat Zone Fleet Hospital. You are required to do all the things you would have to do with a real fleet hospital. This not only includes the assembly and operation of the Fleet Hospital, but also the typical day-to-day duties required of a command serving in a field environment. This includes **watchbills, duty rosters, personnel management and LEADERSHIP.**

**Safety during the Fleet Hospital Field Training is PARAMOUNT! Safety during all training must be enforced from the senior chain of command down through the lowest ranking sailor. The FHOTC staff will emphasize safety during every evolution but the emphasis must also come from the FH chain of command in order for your personnel to understand how important being safe in the field is to daily operations. "Training Time Outs" are authorized and each FH member should be aware of their role in stressing safety. "Training Time Outs" do not ensure that training will stop; it may just need to be modified prior to continuing. Notify a FHOTC Blue Hat IMMEDIATELY if there is a "Training Time Out" requested.**

It is important that all personnel attend their assigned training per their rating, corps or specialty. There may be some training that specific individuals have attended previously. It will be emphasized, from the FHOTC training staff, that ALL personnel attend their assigned training. The FHOTC staff requests that the senior FH command leadership emphasize this to the FH student command throughout the training evolution. After all, there are always new things to learn, no matter how much experience the person may have!

**TASKING: FORM A FUNCTIONAL LEADERSHIP UNIT CAPABLE OF DIRECTING STUDENT ACTIVITIES, MAINTAINING GOOD ORDER AND DISCIPLINE AND ACHIEVING THE OBJECTIVES OF THE FLEET HOSPITAL FIELD TRAINING COURSE.**

Discussion:

1. Immediately **establish a command organization** with a command staff including the following:

Commanding Officer	Director of Surgical Services
Executive Officer	Director of Ancillary Services
Director for Administration	Director of Pastoral Care Services
Director of Nursing Services	Public Works Officer
Director of Medical Services	Command Master Chief

2. **Promulgate a watchbill.** The student command staff is responsible for assigning, coordinating training and supervising all student watchstanders. Detailed information regarding watches can be found in the Watchstanders Handbook. The following watches will be included on the watchbill:

Student Officer of the Day (SOOD)  
Student Junior Officer of the Day (SJOOD)  
Fire and Security Watch (roving patrols)  
Generator Watch (during operational exercise only)  
Food Service Attendants

- **OOD/JOOD, Fire & Security Watches begin tonight (Saturday).**
  - (a) **In the event of a real fire, all personnel will assemble and muster in the North Site Bleachers. Notify the FHOTC OOD; attempt to extinguish the fire using the proper fire extinguisher.**
  - (b) **Seabees and MSs** should not be assigned to stand the above watches since they will be standing rate-specific watches.
  - (c) If only **minimum numbers of CEs and UTs are available**, they should not be assigned to duty driver watches, or as members of the fire team or the security augmentation force. **CMs** will be assigned to work in the CM shop on assembly & disassembly day and during the Operational Exercise (they can be assigned as members of the fire team since they can hear alarms in the CESE yard).
  - (d) **Seabees should NOT be assigned as litterbearers.**
  - (e) **SKs and Seabees** should not be assigned to watches on Sunday or Thursday evening since they will be operating heavy machinery during the assembly of the FH.
  - (f) **Communications** personnel should not be assigned watches during the duty hours of the Operational Exercise.
  - (g) **Personnel** assigned to drive forklifts, heavy machinery and duty vehicles should not be assigned duty the period before that requirement.
- 3. **Appoint a Camp Commandant** who will establish, with the assistance of the Preventive Medicine Department, the daily cleaning bill and monitor the progress of the cleaning crews. Good order and discipline, safety and the preservation of a healthy work force demand clean sanitary working/living areas. **The following items must be accomplished daily:**
  - a. All grounds policed for trash (FOD walk) **ON THE ENTIRE COMPOUND**
  - b. Berthing areas will have personal gear neatly stowed.
  - c. All electrical appliances unplugged.
  - d. All trashcans emptied and new trashcan liners placed.

- e. All heads (commodes, sinks, showers and drains) cleaned and sanitized.
- f. Classrooms swept and straightened.
- g. Copy machine room kept straightened and neat.
- h. No food in the berthing areas.**

The camp clean up should not interfere with scheduled training evolutions. The camp should be ready for inspection by student representatives by a specified time DAILY.

4. **Assign students to support ratings.** If insufficient numbers of support ratings are attending this class, you must assign other personnel immediately so that they can receive “rate-specific training”. The following ratings are involved:

<u>RATING</u>	<u>MINIMUM # NEEDED</u>
IT/IC/ET	7 (6 Workers and 1 Comm. Officer)
SH	4
FSA	*6 (each meal, rotate DAILY)
SK	5
<b>**1-2 EXPERIENCED HMs SHOULD BE ASSIGNED TO SUPPLY TO ASSIST WITH MEDICAL CONSUMABLE INVENTORY AND ISSUE**</b>	
BMET	All BMETS assigned to Medical Repair
SECURITY	10; Security Chief; Security Officer

\*3 FSAs will be required during the operational exercise to cover Mid Rats.

- These assignments should be made by **Saturday evening**. Rate-specific training will be held several times during the training period. Attendance is mandatory. Additionally, the SK personnel who arrived with you will be trained and are responsible for the gear issue for any remaining personnel who may arrive.

5. **Establish a Public Works Department.** The Seabees will have increasing responsibilities for camp maintenance during the course. It is vital that the Public Works Officer and the senior medical staff become familiar with each other’s capabilities and establish a close working relationship resulting in camaraderie between the Seabees and the FH personnel. The Seabees who support your FH are part of your FH!

The Public Works Officer needs to establish a Student Public Works Organizational Chart that should include the Fire Marshal, Safety officer and HAZMAT officer. This will be provided to the FHOTC staff and the FH command staff by **Sunday AM**.

The tactical vehicles located at FHOTC are signed out to the Public Works department and can be dispatched to FH personnel, as needed. Those who are operating vehicles or heavy machinery must be licensed to do so. Aboard MCB Camp Pendleton, a regular state driver’s license is needed to operate a vehicle under 100 tons.

Trouble call procedures must be established for recording problems and repairs. In addition, the following duties must be assigned:

Student Duty Electrician  
Student Duty Utilitiesman  
Student Duty Mechanic  
Student Duty Transportation Chief  
Student Duty Drivers  
Student Duty Storekeeper

**\*\*These duties should be listed in the Plan of the Day.**

6. **Publish a Plan of the Day (POD).** This POD should be simple and to the point. It should include special announcements, daily routines, schedule changes and watch assignments including:

Student Officer of the Day  
Student Junior Officer of the Day  
Fire and Security Watch  
Duty CE, CM, SK, and UT  
Duty Driver  
Food Service Attendants  
Clean-up Duty

The POD should be posted daily and presented at morning formation. A copy of the POD should be left in FHOTC Staff box in Student Admin or given to the Lead Instructor (LT Carrillo, or HM1 Flores) each morning.

**\*\*The first POD is published on Saturday for Sunday.**

7. **Morning and evening Colors.** Colors will be held morning and evening at 0800 and sunset. Morning colors will be observed after your classes begin. Evening colors will be observed at the official sunset time. No formation is required. However, if you are outside during colors, appropriate honors will be rendered.
8. **Shower Hours** There is limited hot water on this site and limited water in most areas of the world where Fleet Hospitals may be deployed. For these reasons and the large number of personnel to shower, a shower schedule may have to be developed and **“Navy Showers” must be enforced.** Students will have access to and use of the brick and mortar heads on the Southsite throughout the training course, but they must be maintained and cleaned appropriately. Any violation of this agreement will make the heads “OFF LIMITS” for the duration of the training course.
9. **Establish a Medical Officer of the Day (MOOD) Watchbill to provide Sick Call.** The student medical officers will be the primary personnel who will provide a sickcall screening, with the assistance of the FHOTC IDC/SMDR, HMC Timmerman. FHOTC is **NOT** a medical treatment facility; we are a remote field command and have LIMITED emergency capabilities and medications onboard. We are a minimum of 30 minutes from definitive medical care. **All illnesses and injuries must be reported to FHOTC promptly.** During working hours, report injuries to the lead instructor, after hours report injuries immediately to

the FHOTC OOD/JOOD. **There IS NO invasive medical treatment authorized on this compound.** Anyone requiring more than “over-the-counter” or basic medications must be referred to and seen at the Branch Medical Clinic or the Naval Hospital according to the recommendation of the SMDR. **THERE WILL BE NO SICK IN QUARTERS or LIMITED DUTY STATUS at FHOTC.** If a student must be made SIQ or Limited Duty and/or cannot continue participating in the training evolution, he/she must be transferred to the Naval Hospital barracks or sent home. If a true emergency occurs, notify the FHOTC staff immediately so that base Emergency Medical Services can be notified.

10. **Student berthing** is provided in General Purpose, Large (GPL) tents and Southeast Asia (SEA) huts. There are 11 SEAHUTS with 26 cots and foot lockers in each. There are 14 GPLs with 20 cots and 20 foot lockers per tent. **DO NOT MOVE FOOT LOCKERS** from one site to the other. Berthing assignments need to be made, prior to your arrival, assuring Officer/Enlisted, male/female separation. One person per tent should be assigned as “hut representative,” not necessarily the senior person. **Provide a list of all berthing assignments and hut representative to the lead instructor by 0800 Monday.**
11. **Establish a Laundry Service.** The cold-wash field laundry is the only service available during training. It is to be used for **uniform items only**. SH and UT personnel will receive training on the laundry and establishing a laundry schedule during rate specific training. The senior SH can be tasked with providing a laundry schedule, by tent, in order to launder uniform items. SH1 Lawrinson and SH2 Taylor are the points of contact.
12. **Establish a Ship’s Store.** The Auxiliary Resale Outlet (ARO) is one way for your command to obtain “the comforts of home.” Your SH personnel will be trained in the proper procedures for establishing and operating an ARO. They can purchase geedunk items from the base commissary and obtain FHOTC emblematics from the FHOTC SHs to sell to the students. The geedunk may be marked up in order to turn a profit that may be used to fund a class party after training has been completed. **There are NO geedunk/commissary runs while training is being conducted on the compound. There are also NO geedunk/commissary runs on CASEX day (Thursday).** POC concerning setting up for the class party is SH1 Lawrinson, SH2 Taylor.
13. **Supplies** will be provided to the student command, as needed, for the FHFT curriculum. Most of these items may be found in the Supply ISOs provided on the North site compound. FHOTC will not provide supplies for personal items such as batteries for flashlights, walkmans, or radios. If additional supply items are needed, please have your Materials Management Department notify a FHOTC Blue Hat SK for assistance.
14. **Admin computers and a copy machine** will be provided to the FH command upon arrival. The Admin computers and printers are available in the Admin GPL and will be moved from that location into the FH Admin TEMPER once the FH is assembled. The copy machine is located in the triple-wide trailer building just outside the Northsite gate. You can access the copy machine room by walking up the ramp on the righthand side. The FH command will have access to this room during training hours and until 2200 each evening.

15. Assign all personnel to functional areas for training and hospital operation during the operational exercise. We recommend that you assign students to build the areas in which they will be working.

The following areas **must** be staffed:

### **BASE SUPPORT**

#### **FUNCTIONAL AREA**

#### **STAFF NEEDED**

Public Works	All Seabees
Laundry	2
Mess Hall/Galley	All MSs, plus 6 FSAs per meal; Food Services Officer
Supply	5 SKs; 1-2 HMs; Materials Management Officer
Communications	5; Communications Officer
Command Administration	5 (Plus 2 DK for Reserve Classes)
Security	10; Security Chief; Security Officer
Fire Marshall	1
Safety	1
HAZMAT	1

### **MEDICAL**

#### **FUNCTIONAL AREA**

#### **STAFF NEEDED**

Patient Administration	Minimum of 6 medical personnel
Specialty Treatment	Optometry, ENT, Orthopedics, PT, OB/GYN, Psych
Casualty Receiving & Triage	Emergency physicians, nurses, HMs, NPs, PAs
Medical Support	Lab, X-Ray, Blood Bank, Pharmacy
OR Prep and Hold	Surgeon, critical care and surgical nurses & HMs
Dental	All Dental personnel
Surgery/CSR	Surgeons, Anesthesia personnel, surgical nurses & HMs
ICU/Recovery	Critical Care physicians, nurses & HMs; Resp/CV techs
Acute Care Ward(s)	Physicians, nurses, HMs with med/surg/psych exp.

Some services may not be fully staffed due to actual class size and composition. FHOTC staff will assist as required. **Complete functional area rosters must be available by 1600 on Monday.**

**Each area of the FH that has a Standard Operating Procedure (SOP) provided must have a senior person designated as the Functional Area Leader. This Functional Area Leaders may assign an assistant and should be designated ahead of time and made aware of this assignment. Training to the role of the Functional Area Leader will be provided on Sunday in order to provide these personnel with the tools they will need to educate the FH personnel on the role and function of their specific Functional Area.**

**Functional Areas are NOT only medical areas!**

16. A **minimum of 18 personnel** must be assigned to each medical functional area for **assembly** of the hospital. We recommend that you assign personnel to the area that they are working in, if possible.
17. Plan for a minimum of **four-man litter teams** during the Operational Exercise. This duty should be in no more than four-hour shifts.
18. Plan to schedule your personnel for **8-hour shifts during the Operational exercise**.
19. **Military Medical Training & Evaluation (MMT&E) algorithms** are utilized for providing realistic medical scenarios to the patients received at the FH. The Casualty Exercise will not provide in-depth evaluation of medical care to your providers. The scenarios aid in providing realistic patient conditions and time requirements for interventions, admission, surgery and transfer. They also provide the opportunity to exercise the patient movement and aeromedical evacuation functions of the FH. FHOTC has limited number of medical personnel and requests the participation and assistance of the FH medical personnel for medical tracking and patient scenarios during the Casualty Exercise. 8-12 medical personnel (physicians, experienced nurses, PAs, senior corpsmen) are requested to be utilized as patient trackers during the exercise. FHOTC will train these personnel on the program and will provide assistance during the exercise. These 8-12 personnel can be split up between two 8-hour shifts or four 4-hour shifts, whatever works best.
20. **Composite Health Care System (CHCS)** is utilized for admitting patients to the FH, ordering labs, x-rays & pharmaceuticals for patients and patient tracking functions in Admin. Your FH will need to provide all Patient Admin personnel, and two personnel from each medical functional area to be trained in CHCS. These personnel should be dedicated to CHCS and then provide some hands-on training to their co-workers in their functional area. The following functional areas will need to provide personnel:

Patient Admin	All personnel
Specialty Treatment	2 personnel
Casualty Receiving	4 personnel
OR Prep & Dental	2 personnel
Surgical Suite	2 personnel
ICU/Recovery	2 personnel
Acute Care Ward	2 personnel
Lab/Blood Bank/Radiology/ Pharmacy	**will receive training in training set**

## 21. Guidelines and Policies:

- a. **Safety** is our primary concern and is of paramount importance.
- b. The FHOTC OOD is the DIRECT representative of the FHOTC Commanding Officer during duty hours.
- c. All vehicles will be operated safely according to FHOTC rules. **The speed limit aboard the FHOTC compound is 5mph.** No CESE equipment may be operated on the compound after evening colors, except the fuel truck, firetruck, ambulances and ambulance buses on CASEX day. **No one will leave the compound without FHOTC**

**Staff permission. All vehicles must be checked-out through the student FH dispatch, student OOD and the FHOTC OOD. There will be no unauthorized trips or stops made if leaving the FHOTC compound.**

- d. Saluting is not required on the lower compounds but is required on top of the hill, on the roads going to and coming from the top of the hill and in all locations off the compound. Camp Pendleton is a Marine Corps Base; proper courtesies will be rendered.
- e. No repairs or modifications to any equipment, vehicles or structures will be made without instructor permission.
- f. No smoking or use of tobacco products is allowed except in the authorized location.
- g. **There will be no alcohol in any form on board this compound at any time.**
- h. Running is restricted to designated PT times (chow/meal times) and after training has been completed for the day. PT is at the discretion of the student Command Staff. Off site running is allowed. From the FHOTC gate, it is 1.3 miles to the gas station; 1.5 miles to the pool and 2 miles to the 5<sup>th</sup> Marine Regiment HQ. Personnel must stay on base. You are responsible to account for all personnel when they leave the compound and when they return. If you conduct command runs off site you must run facing traffic (on the left side of the road) and have road guards in vests. Please see the Safety Officer, if there are any questions about formation runs. Running is not allowed on the North Site due to tripping hazards and heavy machinery operation.
- i. The use of the public telephones is restricted during training and must be enforced by the student chain of command. The telephones are available for use during the meal hours and after training has been secured for the day.
- j. Fraternalization & Sexual Harassment will not be tolerated.
- k. During normal working hours, the Assistant Training Officer, the Training Officer or the Academics Director are the points of contact for problems, schedule changes, discipline or other matters. They will refer situations to either the FHOTC Officer in Charge as necessary. After normal working hours refer problems to the FHOTC OOD.
- l. **FHOTC audiovisual equipment** will be provided in classroom #1 and will not be moved.
- m. Use of classrooms not already identified on the schedule or pre-arranged, must be coordinated with the Asst. Training Officer or Training Officer.
- n. **The complete uniform of the day is required in the galley at every meal .**
- o. Blouses must be worn at all times except during heavy labor or organized PT in utilities.

## 22. Religious Services:

- a. Roman Catholic and Protestant Services are held on Sunday as noted in the schedule. Please have the Chaplain ascertain the number of Catholic and Protestant students who wish to participate in worship on Sunday so that arrangements for space can be made. Usually Classroom #1 and the Admin GPL are utilized on Sunday for services. Religious supplies are provided in the CO's locker for use by both the student Chaplain and the visiting Camp Pendleton Chaplain. Please notify either the FHOTC Training Officer or Asst. Training Officer if you need assistance. If there are any Jewish students who wish to participate in Divine Services please let the Lead instructor know so that we can arrange transportation to the Edson Range Chapel. Jewish Shabbat services are held every Friday night at 1930.