

**BARBER SHOP**

**STANDARD OPERATING PROCEDURE**

**500 BED FLEET HOSPITAL**

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**500 BED FLEET HOSPITAL**  
**STANDARD OPERATING PROCEDURES**  
**BARBER SHOP**

A. **MISSION:** Provide hair care services for hospital staff and ambulatory patients.

B. **FUNCTION:** Provide hair-cutting services to male and female staff and ambulatory patients.

C. **PHYSICAL DESCRIPTION OF FUNCTIONAL AREA:**

1. Location within complex: Various

2. Sheltering

Type: ISO Container (rigid, hard wall shelter 8x8 1/2x20)

Quantity: One. Non-expandable ISO shelter

3. Material:

IOL: SBOA, SGOE, SBOG, SBOH, SBOI, SBOJ, SBOK, SBOL, SBOM, SBON

D. **SPECIAL CONSIDERATIONS/HAZARDS:**

1. Running water.

F. **DEPARTMENT ORGANIZATIONAL STRUCTURE:**

1. The barber reports to the Personal Services Manager.

2. Staffing requirement of six(6) Barber SH, NEC 3122, personnel.

G. **WORKLOAD:**

1. 350 staff haircuts and 100 patient haircuts per week.

## H. **TASKS:**

1. Preventive maintenance schedule for barber equipment must be adjusted as per environmental conditions.
2. The barbershop will be operated IAW NAVSUP P-487, and the Manual of Naval Preventive Medicines, NAVMED P-5010.
3. All services are free. TIPPING is prohibited.
4. Hours of operations are prescribed by the Commanding Officer.
5. An appointment list is recommended via walk-in basis.
6. The barber will wash his/her hands thoroughly with soap and hot water before each patron.
7. All tools and equipment will be kept clean and sterilized at all time.
8. No eating, drinking or smoking in the barbershop.
9. Any customer with scalp or skin disease of any kind will be referred to the medical officer and will not receive service until a written statement is obtained from the medical officer.

## I. **RESPONSE TO DEPLOYMENT HAZARDS**

### 1. **FIRE PROCEDURES**

- **Initially, attempt to extinguish a fire with a portable fire extinguisher ONLY IF THE FIRE IS CONTAINED.**
- Simultaneously, the Functional Area (FA) needs to IMMEDIATELY contact ADMIN either by phone or runner/messenger. ADMIN WILL SOUND THE ALARM FOR FIRE.
- The FA Leader will decide to evacuate the space if the fire is determined to be out of control.
- A muster of all staff and patients within the affected FA needs to be taken immediately and sent to ADMIN by runner.
- The FA Leader needs to wait at the FA access point for the Fire Marshall and Fire Team to arrive in order to report: type of fire, volatile items in the

space (O2 cylinders, HAZMAT) and any casualties known to be in the space.

- Once the fire is out, there will be an inspection of the damaged area by the Fire Marshall, FA Leader and other key personnel.
- The Fire Marshall will give an assessment report to the Commanding Officer describing damages sustained by the FA. Depending on the outcome of the fire, the FA may need to relocate somewhere else until it is fully functional again. The FA Leader needs to await orders from the Command Staff before reentering the FA and returning to duty.

## 2. CHEMICAL/ BIOLOGICAL ATTACK

- The hospital ADMIN department will notify the hospital compound, via 1MC, if there is a possibility of a biological/chemical attack.
- All areas of the compound must respond appropriately
- Once the alarm has been sounded for biological/chemical attack, **THE INITIAL ACTION TAKEN IS TO DON AND CLEAR YOUR GAS MASK.** Since the fleet hospital is operational, sleeves should always be down. **The donning and clearing of the gas mask should be accomplished in a total of 8 seconds.**
- If a MOPP level is required, the ADMIN department will announce that accordingly and everyone will proceed to MOPP Level 4. **This task must be accomplished within 8 minutes.**
- A muster of all FA staff and patients needs to be taken immediately and sent to ADMIN.
- **Drink water!! Hydration, hydration, hydration.**
- The ALL CLEAR will be announced by ADMIN over the 1MC.

## 3. AIR RAID PROCEDURES

- Once the alarm has been sounded for air attack, THE INITIAL ACTION TAKEN IS TO EVACUATE ALL FA STAFF AND PATIENTS TO THE BUNKERS. The entire compound must evacuate to appropriate bunkers including living spaces/GPL's and the COMMZ
- Conduct an accurate muster of all staff personnel and patients immediately and submit it to the ADMIN bunker.

- Be sure to bring all gear including canteens since mustering may require everyone to be standing outside for long periods of time.
- When announced over the 1MC, each FA must send in two junior personnel to search and sweep high, medium and low on both sides of the FA to check for bombs. All other personnel will stay outside in bunkers until area is cleared. The All Clear will be announced over the 1MC.

4. MISCELLANEOUS ITEMS

- Each FA should denote a supply petty officer who is responsible for equipment inventory/high-tech gear checkout. If supplies are needed, submit a request to the student SK's/supply department for issue. The student SK's will request supplies from FHOTC supply if NIS.
- If trouble arises with HVAC or C-panel (electrical power), submit a work request to the student Public Works department. Both the HVAC and C-panel operations remain off-limits to students other than Seabees.
- Each FA needs to have a logbook or similar system in order to keep track of all staff and patients within the compound. Each time a staff member or patient leaves the FA, he/she must be logged out (time, location) and then logged back in when he/she returns. This will assist with accuracy when conducting musters.

J. REFERENCES:

<u>Number</u>	<u>Title</u>
F-1	NAVSUP P-487