

## POOD Ship Set up Guide

1. Report to the OOD
2. Brief the duty watch
3. Lights are on
4. Quarterdeck & Brow are manned and set up
5. Heads are checked (Upper and Lower Deck)
6. Parade Deck is clear
7. Dias is centered
8. Notice board is set up on the Parade deck
9. Classrooms are open.

## Secure

1. Duty division briefed and assigned tasks.
2. Supervise the Duty division.
3. Parade Deck is clean and set up the way it was.
4. Canadian Flag and Naval Ensign are raised
5. Notice board is stored in Training Department
6. Classrooms are cleaned, windows shut and lights off
7. Heads are checked and clean (Upper and Lower Deck)
8. Duty Division is de-briefed
9. Quarterdeck is secure
10. Report to OOD before proceeding to liberty boats