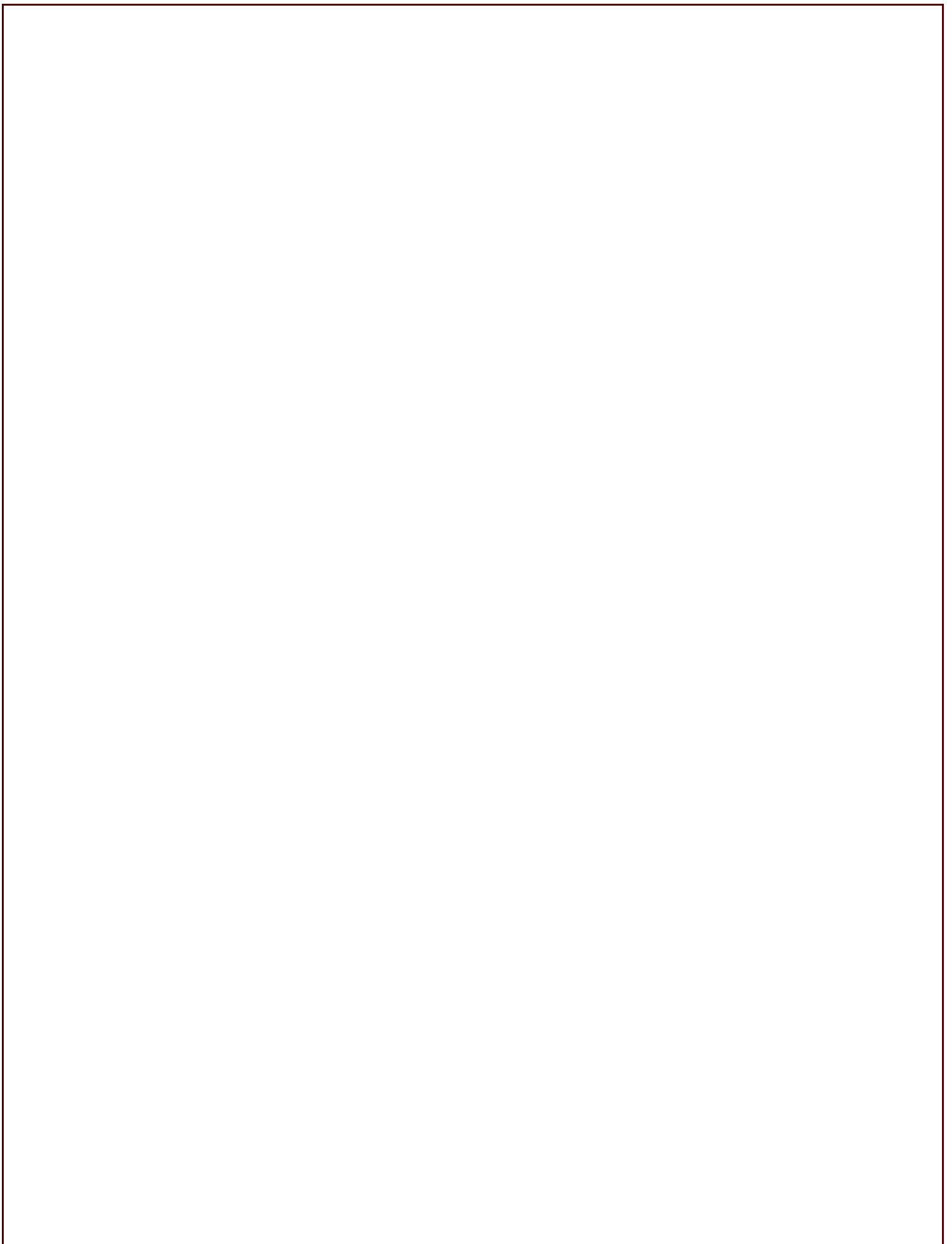


# **STANDARD ORDER 3**

## **Operations & Training**



**Corps of Cadets**  
**Texas A&M University**  
**August 2021**



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## **CHAPTER 1 – OPERATIONS & TRAINING**

### **1. OPERATIONS & TRAINING STAFF**

- a. As part of the Office of the Commandant, Operations & Training (Ops) consists of the Assistant Commandant-Operations and Training, the Deputy-Operations and Training, 10 Cadet Training Officers (CTO), the Parson's Mounted Cavalry (PMC) Site Manager and CTO, and four student workers. Ops plans, coordinates, and provides oversight for daily cadet activities and all Corps events.
- b. The Assistant Commandant, Deputy, and student workers coordinate with the other Assistant Commandants and their staffs, as well as University entities outside the Corps. They also advise and assist Corps Staff in their duties of leading the Corps.
- c. CTOs are the primary contact for all cadets other than Corps Staff. CTOs advise and assist their Cadet Command Teams and Staffs, and provide mentorship for all cadets in their organization.
- d. The PMC Site Manager leads and coordinates all aspects of equine care and cavalry operations.

### **2. TRAINING PLANS**

- a. Cadet leaders will develop training plans for review by their respective CTO 14 days in advance of execution. Training plans will include the purpose of the activity, details of each planned event, locations/routes and transport plan (if appropriate), and an assessment of risk with a mitigation plan.
- b. Changes to Planned Activities. Changes to approved training plans are not authorized unless approved by the respective CTO. Proposed changes must contain the same details required of a normal training plan.
- c. Activities will only be conducted during unit activity times unless otherwise approved by a CTO via Operations Order and Military Letter.
- d. No unit or group physical training is allowed on weekends unless directed by a member of the Commandant's Staff. Individual PT and intramural activities are authorized.

## **CHAPTER 2 – DUTY COMPANY & GUARD ROOM OPERATIONS**

### **1. GENERAL**

The Guard Team is the official representative of the Commandant and the Cadet Corps Commander. It forms the central point of contact for the Corps of Cadets on weekdays from 1700 to 0800 the following day and on a 24-hour basis on weekends during the academic year. The Guard Team takes charge in emergency situations until a University authority arrives on the scene and assumes control. All members of the Guard Team will exercise the full extent of their authority to protect all property against damage or destruction. Guard Team Cadets will execute all directives and instructions issued by the Commandant, his representatives, and Corps Staff.

### **2. PURPOSE**

The purpose of the Guard Team is to provide a central point of contact for those residing both on and off the Quadrangle by being a focal point for action should there occur an incident deemed an emergency. In being the central point, the Guard Team will provide a written log of significant events, provide an after-hours escort service, conduct daily flag detail, various game day duties, and other support when needed by the Office of the Commandant.

### **3. GUARD TEAM MEMBERS**

- A. Commandant's Duty Officer (CDO) - The Commandant's Duty Officer acts as the Commandant's representative during Guard Team duty times, and will have a cell phone (979-229-5826) while on duty to provide oversight of Duty Company and Guard Room operations.
- B. Duty Company – The Duty Company is a Corps of Cadets Unit assigned to a 24-hour Guard Team shift. During their assigned shift, the appointed place of duty for individual Duty Company Cadets is the Cadet Guard Room.
- C. Corps Operations Officer (COO) - The Corps Operations Officer is the senior cadet on Corps Staff responsible for the coordination and conduct of the Cadet Guard Room.
- D. Staff Duty Officer (SDO) - The SDO is the Major Unit Executive Officer of the Major Unit staff of the Duty Company.
- E. Cadet Officer of the Day (COD). The COD is a senior cadet from the Duty Company and is the Corps representative duty officer. The position is normally filled by the Executive Officer of the unit assigned Duty Company.
- F. Other members of the Guard Team include the Sergeant of the Guard (SOG), Corporal of the Guard (COG), and Private of the Guard (POG) from the Duty Company.
- G. Specific duties and further explanations of the Guard Team Members are located in the Duty Company Standing Operating Procedures (SOP) located at [cadets.tamu.edu](http://cadets.tamu.edu). A printed copy is located in the Guard Room.

### **4. GENERAL GUARD TEAM INFORMATION**

- A. Duty Company members will wear the designated Uniform of the Day and their Campaign Cover during the 24-hour period their unit is assigned Duty Company.



- B. The Corps of Cadets Guard Room is located in Spence, Dorm 1, room 119. The Guard Room is not a place for loitering by cadets who are not on duty. The Guard Room will be kept clean and orderly at all times.
- C. Duty Company Cadets are not permitted to wear headphones/earbuds on around their neck, or in their ears while on duty. Duty Company Cadets are not permitted to sleep while on duty in the Guard Room. Reading, studying, and homework are permitted.
- D. The Duty Company conducts Flag Detail during the school year. The University Police assume flag detail responsibilities during the summer months and University holidays/breaks.

## **5. DUTY COMPANY GENERAL ORDERS**

- A. Duty Company General Orders provide a set of rules and guidelines for cadets to follow while on duty. Each cadet will acknowledge the Duty Company General Orders prior to assuming duty on the Guard Team by signing their name on the paperwork that will be turned in at the end of the assigned duty period.
- B. Duty Company General Orders are located in the Duty Company Standing Operating Procedures (SOP) on cadets.tamu.edu. A printed copy is located in the Guard Room.

## **6. GUARD ROOM MANNING**

- A. Each day, a unit is assigned as Duty Company for 24 hours with the shift beginning at 1700-0800 during the week, and 0800-0800 on the weekends. Manning requirements for the Guard Team vary depending on the time, the day and the duties being performed.
- B. Full manning of the Guard Room is located in the Duty Company Standing Operating Procedures (SOP) on cadets.tamu.edu. A printed copy is located in the Guard Room.

## **7. SPECIFIC DUTIES**

- A. Guard Mount – Under the supervision of the CDO, the Duty Company will conduct a Guard Mount upon assumption of duty to ensure Duty Company cadets are present in the correct uniform and understand their duties.
- B. Flag Detail - The Guard Team raises and lowers the National Colors each day on campus on the Academic Plaza and at the Williams Administration Building. Additional Flags are raised and lowered in front of the Administration Building on Game Days and other special occasions on campus. Detailed instructions for Flag Detail are located in the Duty Company Standing Operating Procedures (SOP) on cadets.tamu.edu. A printed copy is located in the Guard Room.
- C. Corps Escort Duty - Upon request, the Duty Company dispatches cadets to escort students / staff / faculty to and from campus locations. Duty Company Cadets will act professionally at all times and will respect those persons whom they are escorting. Detailed instructions for Corps Escort Duty are located in the Duty Company Standing Operating Procedures (SOP) on cadets.tamu.edu. A printed copy is located in the Guard Room.
- D. Northgate Buddy Escort (NGBE)- The Duty Company provides a cadet buddy escort Thursday, Friday, and Saturday nights at Northgate. NGBE is provided to help other cadets walking by themselves who may be slightly under the influence of alcohol and in need of

an escort back to the quad. Detailed instructions for NGBE are located in the Duty Company Standing Operating Procedures (SOP) on cadets.tamu.edu. A printed copy is located in the Guard Room.

- E. Game Day Activities - Duty on Football Game Days and other designated occasions requires the Guard Team to accomplish additional duties such as extra flag detail and Corps Banners. A designated member of Commandant's Staff will brief the COD on specific duties 48 hours in advance of game day. Detailed instructions for Game Day Activities are located in the Duty Company Standing Operating Procedures (SOP) on cadets.tamu.edu. A printed copy is located in the Guard Room.

## **8. INCIDENT REPORTING**

- A. The COD is responsible for recording written reports of all incidents involving:
  - a. Police, either University or civilian law enforcement personnel
  - b. Significant disciplinary problems
  - c. Injuries/Sickness
  - d. Disturbances in dorms
  - e. Thefts/Vandalism
  - f. Problems with fire alarm system
  - g. Violations of state law or Student/Corps rules and regulations
- B. The COD will notify the Commandant's Duty Officer (CDO) by phone of an incident as soon as possible. Detailed instructions for Incident Reporting are located in the Duty Company Standing Operating Procedures (SOP) on cadets.tamu.edu. A printed copy is located in the Guard Room.

## **9. LOG ENTRIES AND OTHER DUTIES**

- A. The COD maintains three logs: the COD Checklist Log; a Radio Inventory Log; and an Escort Log. All three logs, plus any other items created during the duty shift, create the complete record of the duty shift and are filed together in the COD/Duty Logbook. At the conclusion of the shift, the COD gathers all three logs plus any other items (incident reports, escort chits, etc.) produced during the shift and files them together in the COD/Duty Logbook.
- B. Detailed instructions for Log Entries and Other Duties are located in the Duty Company Standing Operating Procedures (SOP) on cadets.tamu.edu. A printed copy is located in the Guard Room.

## **CHAPTER 3 – INCIDENT REPORTING**

### **1. REPORTING RESPONSIBILITIES**

Commanders at all levels will submit incident reports immediately upon becoming aware of an incident. During normal working hours (0800-1700), commanders will notify their Cadet Training Officer (CTO). If the CTO is unavailable, commanders will notify the Operations & Training Office in Ash II LLC (979-862-4311). After working hours (1701-0759), commanders will notify the CDO (979-229-5826).

### **2. COMMANDANT'S CRITICAL INFORMATION REQUIREMENTS**

- A. Commandant's Critical Information Requirements (CCIRs) are events or incidents involving the Corps of Cadets that require the Commandant to inform other university entities or to make decisions. Paragraphs C and D below describe reportable CCIRs.
- B. Commanders will submit initial reports verbally followed by a detailed report via email. When commanders report CCIRs, all pertinent information will be included:
  - (1) Who was involved?
  - (2) What was the nature of the incident?
  - (3) When did the incident occur?
  - (4) Where did the incident occur?
  - (5) Other details that explain the situation and ongoing actions.
- C. After receiving the commander's report, the CTO/CDO will notify the Commandant via phone/text with email updates:
  - (1) Death / serious injury / sexual assault of a cadet or staff member
  - (2) Suicide / attempted suicide by a cadet or staff member
  - (3) Arrest of a cadet or staff member by local law enforcement
  - (4) Fire / explosion on the quad / campus
  - (5) Bomb threat on quad / campus
  - (6) Reported gunman or weapon brandishing/discharge on the quad or in the dorms
  - (7) Any incident with media coverage involving the Corps
- D. After receiving the commander's report, the CTO/CDO will notify the Commandant via email:
  - (1) Hazing incidents or allegations
  - (2) Law Enforcement in the Corps Dorms
  - (3) Cadet or staff member transported (by any means) to hospital (non-life threatening)
  - (4) Drug/alcohol overdose (non-life threatening)

- (5) Mental health crisis / suicide ideation of a cadet or staff member
  - (6) Diagnosis of contagious disease / illness of a cadet or staff member
  - (7) Airplane, auto or motorcycle / travel accident of a cadet (non-life threatening)
  - (8) Death / serious injury of immediate family member of cadet or staff
  - (9) Confirmed / declared AWOL of a cadet
  - (10) Unresolved parent concern / issue
  - (11) Direct communication from University Official outside the normal chain of communications (leaving the Commandant's office out of the loop)
  - (12) Utilities outage in Corps buildings / Interrupt service of Corps of Cadets website or server
- E. The above list may not cover all situations that warrant notification. When in doubt, notify the CTO/CDO.

# CHAPTER 4 – INSPECTION PROGRAM

## 1. SCHOLASTIC INSPECTIONS

The Corps Scholastics Chain (Officer/Sergeant, Corps to Unit) is responsible for coordinating and executing inspections of the Academic Day and Evening Study Time conditions. Major Unit staff will ensure nightly inspections of EST occur within their units.

- A. Cadets should post their current degree plan in their rooms. The classes they have finished will be highlighted or have a check mark next to the course name to monitor progress.
- B. Grades must be properly posted on a Grade Summary Sheet or other grade tracking program within one day of receipt. Grade tracking records need not be posted if the cadet wishes to maintain the privacy of grades.
- C. All cadets must have their weekly class schedule and EST GPR Status Level posted on their door card. Scheduled tutoring and supplemental instruction sessions should be included on the cadet’s weekly schedule.

**FIGURE 1 – STANDARD DOOR CARD**

Name fish Jones Corps Unit SQ-5 Major GSTUD

Class IV Corps Rank fish EST GPR STATUS LEVEL I Phone Number (123) 456-7891

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0800					
0900					
1000	CAMPUS TOUR				AERS LLAB
1100					
1200					
1300		ENGL 219-500		ENGL 219-500	
1400	POLS 331-504		POLS 331-504		
1500		AERS 404-501		AERS 404-50	
1600					
1700	ARAB 221-500		ARAB 221-500		SUNDAY
1800		POLS 328-500		POLS 328-500	
1900					
2000		ENGL 219 SUPPLEMENTAL INSTRUCTION	ARNOLD AIR SOCIETY MTG		OUTFIT MTG
2100					EST

Corps Class: Seniors = I; Juniors = II; Sophomores = III; Freshman = IV

- (1) Fill in the appropriate boxes with your class abbreviation and section number. (Font size 9 best.) To add text to a box, right-click on the box and select ‘Add Text,’ or left-

click in the box and type. Make sure the times of your class match the graphic schedule. If the times are different, drag a box to change the length.

- (2) When all the courses are added, delete unused boxes.
- (3) Change the dashed box outline to a solid line.
- (4) Print the graphic schedule along with a copy of student course schedule. Then cut out the door card and put it on the door.
- (5) Be sure to include all SIs, Tutoring sessions, religious events, and all other weekly recurring events.
- (6) All Sunday outfit meetings will end prior to the start of EST at 2000
- (7) Any picture or image used as part of the background cannot consist of any inappropriate material and must still allow the schedule to be clearly visible and easily read.
- (8) Use of abbreviations by all cadets is authorized.

## **2. CADET STAFF INSPECTIONS**

The intent for dorm and room inspections is to ensure the highest health and welfare standards, room orderliness, uniform compliance, and adherence to directives.

- A. Corps Military Proficiency Inspections. This includes announced and unannounced inspections of uniforms and/or dormitory rooms by cadet staff personnel. The purpose is to ensure good order, discipline, and a means to grade units for major unit awards.
- B. Standard of Living Inspections. The purpose of a Standard of Living Inspection is to periodically inspect the overall cleanliness of all cadet rooms, freshmen through seniors. These inspections also help prepare outfits for other inspections throughout the year, such as Commandant's Room Inspections and the Corps-level Military Proficiency Inspections.

## **3. COMMANDANT'S ROOM INSPECTIONS**

This is an unannounced inspection of dorm rooms and common areas belonging to a unit during the weekday inspection times. All units are subject to inspection as directed by the Commandant. The purpose is to ensure health and welfare standards are maintained within the dormitory. Failure of this inspection will result in the assessment of demerits, a marching tour, or a restricted weekend to all occupants of the room. Quantitative results of these inspections will be included in determining major unit awards. Form 1 provides a sample Commandant's Room Inspection form.

## **4. COMMANDANT'S STAFF INSPECTIONS**

This includes any inspection authorized by the Commandant not previously mentioned and may be announced or unannounced.

## FORM 1 – COMMANDANT’S ROOM INSPECTION FORM

DORM \_\_\_\_\_ FLOOR \_\_\_\_\_ OUTFIT \_\_\_\_\_ DATE \_\_\_\_\_

Room Number		Rating: E-S-M-U	Sink/Mirror Not Clean	Floor Not Clean	Bed Not Made	Clutter on Desk	Too Much Trash	General Disorderliness	Bad Odor in Room	Unauthorized/ Inappropriate Items and Other Notes	Room Occupants for Unsat or Marginal Rooms
Floor	Rm										
	05										
	06										
	07										
	08										
	09										
	10										
	11										
	12										
	13										
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	35										

\_\_\_\_\_  
Print Name

**Demerit Guidelines:**

- 0 = Excellent = E
- 1/2/3 = Satisfactory = S1, S2, S3
- 4 = Marginal (issue 5 demerits in CMS) = M4
- 5 = UNSAT (issue 2-Hour Marching Tour in CMS) = U5
- 6 = UNSAT - Room in Gross Disorder (issue Restricted Weekend in CMS) = U6

## **CHAPTER 5 – CLOSE ORDER DRILL**

### **1. INTENT**

Military units and other organizations use close order drill to instill discipline and unit cohesion. The Corps of Cadets upholds the fine tradition of drill and ceremonies through daily formations, parades and reviews. The Corps demonstrates its individual and collective level of discipline in how it executes close order drill. A separate Corps of Cadets Drill Manual has been developed to provide detail instruction regarding formations, reviews, parades, Football Gameday March-ins, Sabre Drill, Guidon Drill and grading criteria.

### **2. PURPOSE OF DRILL**

Commanders use close order drill to instill habits of discipline that ultimately translate into the leadership development of each cadet as they pursue their personal and professional endeavors. The purposes of conducting close drill include.

- A. Move units from one place to another in a consistent and orderly manner
- B. Teach discipline by instilling habits of precision and automatic response to orders
- C. Increase confidence of cadet officers and noncommissioned officers (NCO) through the exercise of command, by giving of proper commands and directing cadets

### **3. PURPOSE OF FORMATIONS**

- A. Maintain control and accountability of personnel
- B. Pass on information
- C. Develop command presence in unit leaders
- D. Instill and maintain high standards of military bearing and appearance
- E. Provide opportunities to inspect the appearance and readiness of personnel
- F. Build cohesion and esprit de corps

### **4. RESPONSIBILITY**

Commanders (Major Unit and Company/Squadron/Battery) are responsible for implementing the associated service drill manual within their unit for daily formations, training events and unit runs. The purpose of utilizing the service drill manuals is to support the ROTC programs in preparing cadets for summer programs and military duty upon commissioning.

### **5. SOURCE REFERENCES**

All units will reference their associated military service drill and ceremonies manuals. The below-listed manuals can be found on cadets.tamu and via open source military websites.

- A. Brigades: TC 3-21.5 Drill and Ceremonies (January 2012)
- B. Regiments: MCO P5060.20 Marine Corps Drill and Ceremonies Manual (May 2003)
- C. Wings: AFM 36-2203 Drill and Ceremonies (November 2013)
- D. Standard Order 3.2



## CHAPTER 6 – RISK MANAGEMENT

### 1. PURPOSE

The Purpose of the Corps Risk Management Program is to enhance Cadet Leaders' ability to plan, conduct, and oversee safe events, whether they are daily routine events or periodic ones. Risk Management is not intended to stifle activities; rather, it is designed to ensure proactive thought goes into the planning process down through the chain of command, in order that individual well-being is protected to the extent possible and practical.

### 2. RISK ASSESSMENT PROCESS

- A. The Risk Assessment process is the heart and soul of Risk Management in the Corps of Cadets. It was adopted from the Department of the Navy assessment procedures and modified to suit the needs of student organizations throughout Texas A&M University. It is a relatively simple five-step process that works, no matter what event is being planned. The Event Planning Matrix, along with the six-step risk assessment process, is included at the end of this section.
- B. Prior to conducting an event:
- (1) List all the activities that will occur during the event.
  - (2) Determine the various risks associated with each activity.
  - (3) List those risks.
  - (4) Using the Event Planning Matrix, honestly evaluate:
    - (a) How serious are the risks?
    - (b) What is the likelihood they will occur?
- C. When considering the risks, look at the one with the most serious level (left-hand column of the matrix) and make a subjective determination of the probability it will occur (along the top row of the matrix). Look at the corresponding number in the matrix where the two intersect. The higher the number, the higher the risk for that activity. Then, develop ways to reduce the level of risk for each activity in the overall event. With those methods to reduce risk in mind, go back to the matrix.
- (1) Reassess the seriousness of the risk and the probability of it occurring. Identify the new number on the matrix and, if it changes, write it down. Compare the new result with the previous one.
  - (2) Decide to go ahead with the event without any modifications, modify the event, eliminate some of the activities, or cancel the event entirely.
- D. On the matrix, the number 5 represents the highest level of risk and the number 1 represents the lowest level of risk. Anything falling within a 5 or 4 score on the matrix normally indicates the event/activity is too risky. A 3 or less is worthy of consideration, but not without a concerted effort to reduce unnecessary risks first. Ideally, the goal is to reduce the "risk score" to a 2 or 1 assessment before conducting the event/activity. Ask the question: "If we participate in this event/activity and something goes wrong, can we

stand in front of administrators, lawyers, parents, and/or the press and defend the decision to undertake the event/activity?” If the answer to that question is, “No”, it is probably a good indication the event should either be modified or canceled.

- E. Never accept unwarranted risks. Either modify the activity to make risks acceptable or eliminate the activity altogether. There is no substitute for common sense.

### **3. RISK ACCOUNTABILITY**

- A. Texas State Law has taken the position that organizational student leaders are “State Actors.” Cadets acting in a leadership capacity are liable for their actions and are subject to the Laws of the State like any University employee. Along with the responsibility of leadership comes accountability for one’s actions or inactions. The Risk Management process is designed to help avoid the pitfalls that may lead to ill-advised practices and result in negative outcomes (e.g., embarrassment to the University, legal action, damage to property, or injuries). One of the toughest challenges of leadership is accountability for one’s actions.
- B. Cadets will be at risk from time to time during Cadet Corps activities, but a good risk management program will help reduce unnecessary incidents and accidents to a minimum. There is no excuse for cadets to be placed at risk due to poor risk management practices. Cadets in a leadership position are responsible for coordinating cadet activities and must include risk management as an everyday part of their duties. Since assigning risk probabilities is somewhat subjective, when there is doubt on the level of risk potential, cadets must favor the most proactive approach (e. g., consider the highest probability of risk and then impose the most effective risk control method). When making assessments, cadets should consult with their immediate commander, CTO, or Military Advisor when uncertainty exists on the level of risk or the effectiveness of controls. A completed copy of the risk assessment will be provided to the CTO before the events/activity takes place.

### **4. RISK MANAGEMENT RESOURCES**

- A. The Chain of Command is the first line of “expertise.” Clear actions with superiors before assuming the risk associated with those actions.
- B. Military Advisors and Cadet Training Officers are experienced in Risk Assessment. Present your ideas to them and ask them to go through the assessment process. They will assist in arriving at the correct decision regarding the event or activity.
- C. The Department of Student Activities web site, <http://studentactivities.tamu.edu>, should be reviewed by all cadet leadership personnel. There are key “click-ons” that are vitally important in the Risk Assessment process. They are:
  - (1) Liability:
    - (a) Personal Liability of Student Leaders.
    - (b) Hazing and Discrimination Considerations.
  - (2) Student Activities Travel Guidelines:
    - (a) CIRT (Critical Incident Response Team) Notification.

- (b) Transportation Options (Pre-trip planning section).
- (c) Steps to Planning a Responsible Trip.
- (3) Alcohol:
  - (a) Planning an Event with Alcohol.
  - (b) Student Rules and Alcohol.
- (4) Event Planning:
  - (a) Event Planning Matrix. Refer to Student Activities website.
  - (b) The Pre-Event planning Form. Refer to Student Activities website.

## **5. RISK ASSESSMENT MATRIX**

- A. Using a matrix to quantify and prioritize the risk(s) does not lessen the inherently subjective nature of risk assessment. However, a matrix does provide a consistent framework for evaluating risk. Although different matrices may be used for various applications, any risk assessment tool should include the elements of hazard severity and mishap probability. The Risk Assessment Code (RAC) defined in the matrix represents the degree of risk associated with a hazard considering these two elements. While the degree of risk is subjective in nature, the RAC does accurately reflect the relative amount of perceived risk between various hazards.
- B. Using the matrix, the RAC is derived as follows:
  - (1) Hazard Severity. An assessment of the worst credible consequence that can occur as a result of a hazard. Severity is defined by potential degree of injury, illness, property damage, loss of assets, or effect on mission. The combination of two or more hazards may increase the overall level of risk. Hazard severity categories are assigned as Roman numerals according to the following criteria:
    - (a) Category I. The hazard may cause death or loss of facility/asset.
    - (b) Category II. The hazard may cause severe injury, illness, property damage, or degradation to efficient use of assets.
    - (c) Category III. The hazard may cause minor injury, illness, property damage, or degradation to efficient use of assets.
    - (d) Category IV. The hazard presents a minimal threat to personnel safety or health, property, or efficient use of assets.
  - (2) Mishap Probability. The probability a hazard will result in a mishap or loss, based on an assessment of such factors as location exposure, affected populations, experience, or previously established information. Mishap probability will be assigned a letter according to the following criteria:
    - (a) Subcategory A. Likely to occur immediately or within a short period of time. Expected to occur frequently to an individual item or person.
    - (b) Subcategory B. Probably will occur in time. Expected to occur several times to an individual item or person.

(c) Subcategory C. May occur in time. Can reasonably be expected to occur sometime to an individual item or person.

(d) Subcategory D. Unlikely to occur.

C. RAC. The RAC is an expression of risk combining the elements of hazard severity and mishap probability. Using the matrix, the RAC is expressed as a single Arabic number used to help determine hazard abatement priorities.

**Risk Matrix**

**PROBABILITY**

<b>SEVERITY</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>I</b>	1	1	2	3
	<b>II</b>	1	2	3	4
	<b>III</b>	2	3	4	5
	<b>IV</b>	3	4	5	5

RAC Definitions:

- 1 - Critical risk
- 2 – Serious risk
- 3 – Moderate risk
- 4 – Minor risk
- 5 – Negligible risk

Note 1. In some cases, the worst credible consequence of a hazard may not correspond to the highest RAC for that hazard. For example, one hazard may have two potential consequences. The severity of the worst consequence (I) may be unlikely (D), resulting in a RAC of 3. The severity of the lesser consequence (II) may be probable (B), resulting in a RAC of 2. Therefore, it's also important to consider less severe consequences of a hazard if they are more likely than the worst credible consequence, since this combination may actually present a greater overall risk.

Note 2. The ORM process provides an additional tool for commanders to use in reducing risks inherent in operations. It provides a specific methodology for personnel to anticipate hazards and evaluate risk. We can evaluate risk as part of the decision-making process. As personnel are trained in and use the process, ORM will become intuitive and applied automatically as a means to aid in quickly developing an effective course of action to accomplish the mission.

**6. ORM PROCESS**

The five-step ORM process includes:

- A. Identify Hazards (Step 1). Begin with an outline or chart of the major steps in the operation (operational analysis). Next, conduct a preliminary hazard analysis by listing

all of the hazards associated with each step in the operational analysis along with possible causes for those hazards.

- B. Assess Hazards (Step 2). For each hazard identified, determine the associated degree of risk in terms of probability and severity. Although not required, the use of a matrix may be helpful in assessing hazards.
- C. Make Risk Decisions (Step 3). First, develop risk control options. Start with the most serious risk and select controls that will reduce the risk to a minimum consistent with mission accomplishment. With selected controls in place, decide if the residual risk is acceptable and the benefit of the operation outweighs the risk.
- D. Implement Controls (Step 4). The following measures can be used to eliminate hazards or reduce the degree of risk. These are listed by order of preference:
  - (1) Engineering Controls. Controls that use engineering methods to reduce risks by design, material selection, or substitution.
  - (2) Administrative Controls. Controls that reduce risks through specific administrative actions, such as:
    - (a) Providing suitable warnings, markings, placards, signs, and notices.
    - (b) Establishing written policies, programs, instructions, and standard operating procedures.
    - (c) Training personnel to recognize hazards and take appropriate precautionary measures.
    - (d) Limiting the exposure to a hazard (either by reducing the number of assets or personnel exposed, or the duration of exposure).
  - (3) Personal Protective Equipment (PPE). Serves as a barrier between personnel and a hazard. PPE should be used when other controls don't reduce the hazard to an acceptable level.
- E. Supervise (Step 5). Conduct follow-up evaluations of the controls to ensure they remain in place and have the desired effect. Monitor for changes, which may require further ORM. Take corrective action when necessary.

## CHAPTER 7 – SAFETY PROGRAM

### 1. GENERAL

- A. The Corps of Cadets engages in a multitude of activities that have various levels of risk, with the potential for negative as well as the planned positive outcomes. Those outcomes range all the way from no significant incident to tragedy. Safety must be paramount in the minds of all cadets down to the lowest level when conducting or participating in activities. A common sense Rule of Thumb is: if your gut tells you someone is likely to be injured as a result of an activity, either take appropriate measures to reduce the risk, or don't do it at all.
- B. Safety is not an exact science; it is more the use of common sense, listening to one's instincts, and taking well measured actions to avoid negative results. Always ask the question, "Have the unintended negative outcomes been considered, and if they occurred could the activity stand the reasonable scrutiny of others?" If the answer is "No", the activity must be restructured or cancelled. If the answer is not clear, seek advice and feedback from the chain of command and advisors.
- C. Safety is everyone's responsibility. If you see an unsafe act, attempt to stop it then report it to a member of the chain of command. If you see an unsafe condition, report it to your commander. If you are not able to contact your commander, contact Corps Housing at (979) 845-3443 (Monday – Friday, 8am-5pm). All other times contact the Commandant's Duty Officer via the guard room (979) 845-6789. Cadets are expected to review and adhere to the policies and procedures published in The Standard Orders and the Cadet Resident Handbook.

### 2. FIRE SAFETY

- A. There are heat and smoke detectors in the hallways and individual rooms and there are manual pull stations in each stairwell. Refer to the "Safety Operations" section of the Cadet Resident Handbook for additional information regarding fire-safety including safety inspections, fire drills, and evacuations. Do not cover smoke detectors or attempt to disable them.
- A. Fire extinguishers are located in each stairwell. Use these only if it does not interfere with a safe evacuation. Do not tamper with fire extinguishers.
- B. Dorm fire doors are designed to close automatically in the event of a fire alarm. Cadets will not block these doors.
- C. Room door closers are designed to automatically close the door to prevent fires from spreading. Cadets may temporarily prop doors open only while they are in the room.

### 3. SAFETY/SECURITY

- A. Cadets will lock their doors when away from their rooms and at night when going to bed. Cadets will not lend their keys or ID cards to anyone. Cadets will report a lost key immediately.
- B. Cadets will not allow someone to follow them into the dormitory after they swipe their card, especially if that person is unfamiliar to the cadet (including uniformed cadets).

- C. Keep hallways clear. Place trash cans at the end of the hallways and leave a pathway of four floor tiles in the hallway when items are placed there.
- D. Refer to the “Safety Operations” and “Holiday and Special Event Decorations” section of the Cadet Resident Handbook prior to placement of holiday and/or special event decorations.
- E. Room obstruction, lock tampering, and newspaper/glass/aluminum can recycling programs are prohibited in the Corps dormitories. Refer to the “Obstruction of Room and Lock Tampering” and “Recycling Programs” sections of the Cadet Resident Handbook.
- F. Texas A&M University rules prohibit smoking in any building on campus including dormitories, cadet rooms, and lounges.
- G. Candles (with or without wicks), incense, oil lamps, and other devices which use an open flame (including potpourri pots) are prohibited in the Corps dorms. Refer to the Candles, Incense and Open Flames” section of the Cadet Residence Handbook.

**4. HOT WEATHER SAFETY**

- A. Precautions during training time need to be taken during the warm weather months. Proper hydration is important in order to prevent hot weather injuries. A heat category system is used by the Corps of Cadets to determine if there are any hazardous conditions associated with training outdoors during hot weather. A flag color is associated with a corresponding heat index. The flag color will be displayed on the Cadet Intranet homepage just below the uniform of the day. The flag colors are as follows:

<u>Heat Category</u>	<u>Flag Color</u>	<u>Heat Index</u>
1	None	83-86.9
2	Green	87-89.9
3	Yellow	90-92.9
4	Red	93-94.9
5	Black	>95

- B. Work/Rest guidelines per hour of training:

<u>Heat Category</u>	<u>Easy Work</u>	<u>Moderate Work</u>	<u>Hard Work</u>
1	No Limit	No Limit	40/20
2	No Limit	50/10	30/30
3	No Limit	40/20	20/40
4	No Limit	30/30	10/50
5	50/20	20/40	0/0

Examples of work efforts:

Easy Work

Drilling/Marching

Non-Aerobic intramurals

Manual of Arms

Moderate Work

Calisthenics (e.g. pushups)

Aerobic Intramurals

Intermittent Running

Hard Work

Sustained running

Sustained calisthenics

Circuit Training

C. Hot weather injuries and first aid:

(1) **Heat cramps symptoms.**

- a. Muscle cramps of the arms, legs, or abdomen.
- b. Excessive sweating.
- c. Thirst.

(2) **First aid for heat cramps.**

- a. Move the casualty to a cool or shady area or improvise shade.
- b. Loosen the casualty's clothing.
- c. Have the casualty slowly drink one bottle/canteen of cool water.
- d. Alert a CTO if the cramps continue.

(3) **Heat exhaustion symptoms. (The first five occur often. The others occur sometimes.)**

- a. Profuse sweating with pale, moist, cool skin.
- b. Headache.
- c. Weakness.
- d. Dizziness.
- e. Loss of appetite.
- f. Heat cramps.
- g. Nausea, with or without vomiting.
- h. Urge to defecate.
- i. Chills (goose flesh).
- j. Rapid breathing
- k. Tingling of the hands and/or feet.
- l. Confusion.

(4) **First aid for heat exhaustion.**

- a. Move the casualty to a cool or shady area or improvise shade.
- b. Loosen or remove the casualty's clothing and boots.
- c. Pour water on the casualty and fan him/her.



- d. Have the casualty slowly drink one bottle/canteen cool water.
- e. Elevate the casualty's legs.
- f. Monitor the casualty until the symptoms are gone or medical aid arrives.
- g. Alert a CTO or anyone from the Commandant's staff.

**(5) Heatstroke symptoms.**

- a. Flushed, hot, dry skin.
- b. Headache.
- c. Dizziness.
- d. Nausea.
- e. Confusion.
- f. Weakness.
- g. Loss of consciousness.
- h. Seizures.
- i. Weak and rapid pulse and breathing.

**(6) First aid for heatstroke.**

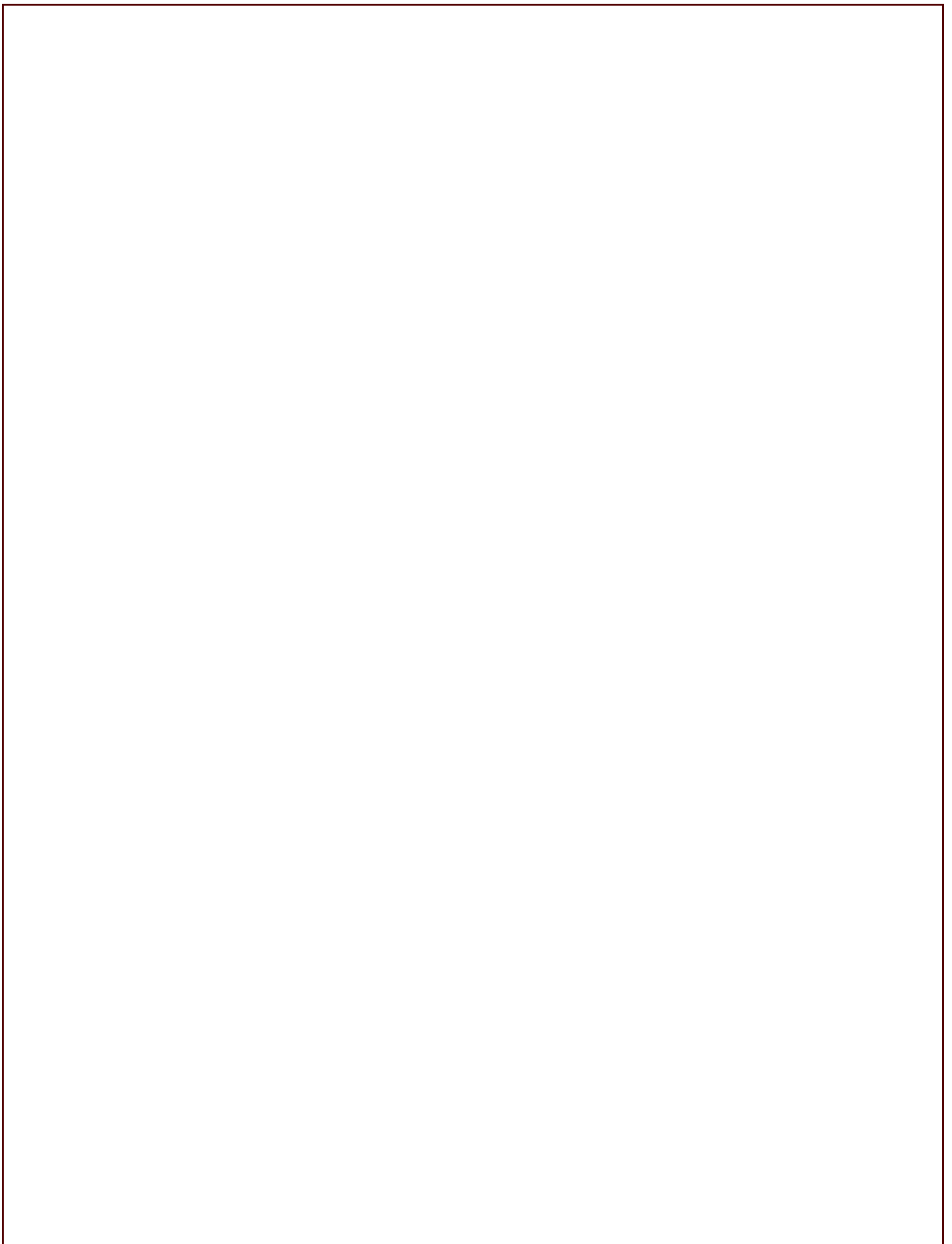
**WARNING**

**Heatstroke is a medical emergency that may result in death if treatment is delayed. Start cooling measures immediately and continue while waiting for transportation and during evacuation. CALL 911 and then alert anyone on the Commandant's Staff.**

- a. Move the casualty to a cool or shady area or improvise shade.
- b. Loosen or remove the casualty's.
- c. Spray or pour water on the casualty and fan him/her.
- d. Massage the casualty's arms and legs.
- e. Elevate the casualty's legs.
- f. If the casualty is conscious, have him/her slowly drink at least one bottle/canteen of cool water.

## CHAPTER 8 – ASSISTANCE PROGRAMS

1. There are numerous sources of assistance available to help all students at Texas A&M. Some of these resources are:
  - A. **Emergency**, on-campus 9-911 or off-campus 911.
  - B. **University Police**, 845-2345.
  - C. **Campus Information**, 845-3211.
  - D. **Tell Somebody**. As a member of the University community, if you observe any behavior that is concerning you may report the behavior using the online report form (<https://tellsomebody.tamu.edu/reportingform/>). Individuals may also report the behavior by contacting one of the team members during business hours by phone:
    - (1) **Student** behavior: (979) 845-3111 (Dean of Student Life)
    - (2) **Staff** behavior: (979) 862-4027 (Manager, Human Resources and Organization Effectiveness)
    - (3) **Faculty** behavior: (979) 845-4274 (Dean of Faculties & Associate Vice Provost)If you are in an emergency situation that requires medical, psychological or police services, call 911. **Do not use Tell Somebody if an immediate response is required.**
  - E. **Student Counseling and Psychological Services**, <https://caps.tamu.edu/>, 845-4427. Services offered include: personal counseling; crisis intervention; stress management; career counseling; and, academic enhancement. Students may make their first appointment on-line. Note that emergency or crisis situations should go directly to the CAPS, M-F 0800-1700, or, if after hours, call the Help Line at 845-2700 or go to an emergency room.
  - F. **Student Health Services, A.P. Beutel Health Center**, <http://shs.tamu.edu>, **845-1511**. Staff provides primary health care services and promotes health through prevention and education.
  - G. **Campus Ministry Association**, <https://studentlife.tamu.edu/sas/campusministry/>, 846-4527. Professional staff members are available at the All Faiths Chapel, M-Th, 1- 4pm. Students may stop in, without an appointment, to visit with the minister on duty.
  - H. **Aggie Mentoring Network**, <https://mentoring.tamu.edu/>. Organization consists of faculty, staff, and administrators who act as mentors to students. Website provides a list of available resources.
  - I. **Guard room**, 845-6789.
  - J. **Commandant's Duty Officer**, 979-229-5826 (cell).
  - K. **Operations and Training**, 979-862-4311.
  - L. **Car-Pool**, 693-9905.
2. If in need of assistance, please contact any of the above or seek out CTOs, Military Advisors, or other Commandant's staff members. If the situation is deemed an emergency, call 911.





*"We Make Leaders"*