



# NORTH BAY OPERATION HAND UP

*"A Hand Up, Not A Hand Out" A Community Serving Its Veterans*

Chairman ~ Dr. Daniel E. Helix

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Board of Directors ~ Donnie Huffman, Lynn Jewell, Tom Murray, Pat Sheehan

[www.nbstanddown.org](http://www.nbstanddown.org)

## North Bay Stand Down (NBSD) Security Instructions

Security responsibilities:

Security will be maintained by a combination of military volunteers and civilian volunteers. The Stand Down security coordinator will be in charge of assigning stations to personnel, training and supervising. A cooperative effort is required between the stand down security coordinator and the military liaison.

The Stand Down is drug and alcohol and weapons free. Veterans' personal items: weapons, drugs, clothing, backpacks etc. are turned in during check in on the first day and placed in a box and marked with ID. The personal boxes are then placed in locked storage. Only designated leaders of the NBSD can access these items.

1. One of the main concerns of security is keeping the veterans on the site. We monitor the areas where veterans have previously left the stand down.

Some of the reasons they leave the site are:

- a. to put items in their car or other's car
- b. go to the store to buy alcohol
- c. meet friends to pick up alcohol and drugs
- d. to leave after they received clothing, medical care or attended court.

When you observe someone leaving, inform them they are not allowed to leave, call for back up and a tent leader to escort the veteran back to the tent leader command post. **The tent leaders and camp managers will decide how to resolve the situation.**

The veterans may leave after the stand down starts; however they are not allowed to take the clothing that was issued the first day. If they have a secured personal box in storage they will need their tent leader or one of the tent leader coordinators as well as a security person or manager of the stand down to accompany them to personal storage and out the gate.

2. Constantly monitor the entire site:
- a. for drug/alcohol use
  - b. altercations between veterans
  - c. unsafe conditions or events happening

Call for back up of tent leaders or managers. Remember the Chaplains are on site 24/7 and are often the best person to calm people down. There are also mental health personnel on site to resolve issues for those that require mental health help. The tent leader commanders know how to handle drug/alcohol users. There is a medical tent for those that may need it.

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Homeless veterans do not like being touched for any reason, even during a hello or a kindness touch. Do not use force of any kind unless you physically threatened. If you have to use force try to have back up and a witness. Civilian volunteers will never use any force, if force becomes necessary **leave the area** and we will call the police if necessary.

Try to stop any unsafe conditions or events and then immediately report to your security leader or the headquarters tent during daylight or your security leader at night.

3. Main gate: To be manned 24/7 Tuesday, Wednesday, Thursday.

- a. Tuesday: One person at 0800hrs. At least two personnel at 0900hrs. Maintain control of veterans arriving in buses, vans and walking in from personal vehicles during first day check in. You will have help keeping veterans in a line to enter front gate.
- b. After veterans are signed in monitor the gate for late arrivals. When a late arrival comes in call headquarters for assistance. After 1800hrs, call your leader or tent leader commander for assistance. Do not let them in until a leader arrives at the gate.
- c. Direct volunteers to enter at the Front Gate or Gate D or the parking lot/kitchen gate. When dignitaries or ranking military approach gate let them in and contact headquarters tent asking for an escort, show them to the headquarters tent.
- d. Wednesday: To be manned 24hrs. Monitor the area. Call your leader or tent leader commander for assistance. Direct all volunteers to enter at Gate D or kitchen gate. When dignitaries or ranking military approach gate let them in and contact headquarters tent asking for an escort, show them the headquarters tent.
- e. Thursday: To be manned until relieved, approximately 1500 – 1600hrs. See above. Help maintain control as busses and vans are being loaded.

4. Kitchen Gate: To be manned until relieved. Most days will be open 0600 – 1800hrs. Gate will be locked after kitchen crew leaves. Monitor the area. If a veteran tries to leave or a situation arises, call your leader, headquarters or tent leader commander for assistance. When dignitaries or ranking military approach gate let them in and contact headquarters tent asking for an escort, show them the headquarters tent.

5. Gate D (main vehicle gate): To be manned 24/7 Tuesday, Wednesday, Thursday until relieved.

- a. Monitor the area. If a veteran tries to leave or a situation arises, call your leader, headquarters or tent leader commander for assistance.
- b. When dignitaries or ranking military approach gate let them in and contact headquarters tent asking for an escort, show them the headquarters tent.
- c. Allow Dixon May **Fair employees**, all personal with **Red Shirts** (stand down leader shirts, **security personal**, volunteers that state they are **kitchen crew**, all vehicles with a California **handicap placard or license plates** and anyone with a Parking Permit issued by North Bay Stand Down (NBSD).

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- d. There may also be civilians renting an RV camping site along the south parking strip, allow them in.

6. School – Floriculture area: To be manned 24/7 Tuesday, Wednesday, Thursday until relieved. Monitor the area. If a veteran tries to leave or a situation arises, call your leader, headquarters or tent leader commander for assistance.

7. Garden Stage: To be manned 24/7 Tuesday, Wednesday, Thursday until relieved. Monitor the area. Watch the doors on each side of the stage. If a veteran tries to leave or a situation arises, call your leader, headquarters or tent leader commander for assistance

8. Showers area/road: To be manned 24/7 Tuesday, Wednesday, Thursday until relieved. Monitor the area. Do not allow veterans to go past the showers. If a veteran tries to leave or a situation arises, call your leader, headquarters or tent leader commander for assistance.

9. Maintenance Warehouse Gate: To be manned 24/7 Tuesday, Wednesday, Thursday until relieved. Monitor the area. If a veteran tries to leave or a situation arises, call your leader, headquarters or tent leader commander for assistance

10. Driveway strip south of headquarters: To be manned 24/7 Tuesday, Wednesday, Thursday until relieved. Monitor the area. If a veteran tries to leave or a situation arises, call your leader, headquarters or tent leader commander for assistance

11. Clothing staging area, inside and outside. See clothing personnel for instructions. Veterans are issued clothing and have no reason to be rummaging through clothing.