



**NSW STATE RESCUE BOARD**

***MARINE STANDING OPERATING***

***PROCEDURES***

***FOR***

***ACCREDITED SARCC, MRU & MRB***

**(SRB MARINE SOP)**

## **FOREWORD**

These Standing Operating Procedures are issued under the authority vested in the Board by the State Emergency and Rescue Management Act, 1989 (as amended). They have been produced to ensure procedural consistency between accredited Marine Search and Rescue Coordination Centres (SARCC), Marine Rescue Units (MRU) and Marine Radio Bases (MRB) responsible for monitoring vessels and responding to marine incidents.

These Standing Operating Procedures are to be used as the basis of more detailed and specifically tailored District and/or Unit Marine Standing Operating Procedures. In all cases, the Standing Operating Procedures developed by SARCC, MRU and MRB **must incorporate the entire contents of this document, and where annotated, in the same form as presented.**

These Standing Operating Procedures are to be used in conjunction with the State Rescue Policy. In all cases where a conflict occurs, the State Rescue Policy has precedence.

It is appropriate that we acknowledge those who have contributed to the development of this publication. In particular the Monaro, Illawarra, Hunter, Mid North Coast and Northern Rivers District Marine Rescue Sub-Committees and the NSW Volunteer Marine Rescue Council. It is also appropriate that the efforts of the many volunteers who routinely risk their lives during marine emergencies be acknowledged.

Above all else, these SOP have been issued with the safety and welfare of both marine operators and the boating community in mind.



P.C. Koperberg AM, AFSM, BEM  
Chair  
State Rescue Board

28 August 2001



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### Special Note:

The annexes in **bold print** above are to be incorporated in District / Unit SOP in the same format as presented. For all other annexes the entire content must be included in Unit / District SOP but the information may be presented in a format tailored to suit local requirements or preferences.

## **PART 1. PREAMBLE**

Standing Operating Procedures (SOPs) are a list of functions or procedures that are required to be undertaken or followed in any given set of circumstances.

SOPs can be and are developed for a wide range of functions. They can be developed to cover specific operations such as a search or rescue incident, procedures such as those used during a pre-launch boat inspection, or administrative such as filling out communications logs, training logs and so forth. The benefit of SOPs is that they guide an operator through the actions that must be carried out during a specific activity or task. Properly developed SOPs will reduce the risk of operator error and will generally provide a logical step-by-step record of the actions carried out. If required, the record may be used as a developmental record to further refine processes or procedures, or it may be useful in assisting to determine what may have occurred in the event of something going wrong. SOPs can be quite detailed, however experience has proven that SOPs that are logically presented, and simple to follow are generally more effective and widely used.

**These SOPs have been developed to assist District Rescue Committees and marine units in developing their own SOPs. All the information contained in these SOPs must be incorporated into District or Unit marine SOPs when developed. Some parts of these SOPs must be incorporated in exactly the same form as presented e.g. The Offshore Tracking Sheet at Annex C and the May Day Form at Annex G.**

SOPs are supplementary to the variety of other reference manuals and publications normally held in an operations room, radio base or on board a marine vessel. These SOPs are not intended to duplicate information in the NSW State Rescue Policy and in all cases where a conflict may occur, the State Rescue Policy takes precedence.

As useful as SOPs can be, they are worthless unless operators are familiar with both the content and their intended use. It is important that regular training on the use of SOPs be introduced to help familiarise, practise and continually refresh users in the SOPs. It is important that SOPs are introduced as quickly as possible.

Uniform operating procedures and standardization of forms will greatly enhance the interoperability between various organizations and will improve both the efficiency and effectiveness in the way organizations and rescue units carry out their responsibilities.

**The State Rescue Board requires all accredited marine rescue units, radio bases and SARCCs to develop and use SOPs.** It is mandatory that SOPs conform with and incorporate the information contained in these SOPs and urges all marine rescue operators to embrace the spirit in which these SOPs have been produced.

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## **PART 2. GENERAL**

These procedures recognise the State Rescue Policy, together with the roles and guidelines laid down in the Australian Search and Rescue Manual, sections 210 to 233, the Australian and International boundaries for areas of RCC responsibilities, including Australian Search and Rescue Regions (chart AUS. 5015) Appendix 1.2. and the Commonwealth - State Maritime Search and Rescue Agreement, Appendix F.

Under the Commonwealth - State Agreement the NSW Police Force is the authority responsible for arranging and coordinating marine search and rescue operations necessary in respect of all persons and ships in waters within the limits of ports of NSW and in respect of pleasure craft and fishing vessels. [National Search and Rescue Manual]

Section 50 of the State Emergency and Rescue Management Act, 1989 (as amended) states “The Senior Police Officer present at the scene of a rescue operation is responsible for coordinating and determining the priorities of action of the agencies involved in the rescue operation.”

“Maritime Rescue” includes the locating of vessels in distress at sea or in sheltered waters and bringing the vessel and its occupants to safety or, if that should not be feasible, recovering the occupants and bringing them to safety.

In order to execute a maritime rescue, the vessel in distress must first be located. Therefore, a coordinated search operation is normally required before a maritime rescue can take place.

### **Search and Rescue Coordination Centres and Marine Radio Bases (SARCC & MRB)**

The NSW Police Marine Area Command maintains a State Maritime SARCC in the Sydney Harbour area, however, along the remainder of the NSW coast all SARCC are provided by volunteer maritime rescue organisations with accredited bases.

The roles and requirements of SARCC and MRB are detailed in Chapter 3 of the State Rescue Policy.

A reference in these procedures to a “Centre” refers to either a SARCC or MRB (as appropriate) unless otherwise specified.

### **Marine Rescue Units (MRU)**

The requirements of MRU are detailed in Chapter 3 of the State Rescue Policy.

### **Training and Standards**

It is the responsibility of the Unit Commander or the Organisation’s Senior Executive Officer to satisfy the Local and District Rescue Committee that their members meet the State Rescue Board’s minimum training Standards applicable to their role in either a SARCC, MRB or MRU.

Each organisation is responsible for conducting training in accordance with the State Rescue Board's minimum requirements.

### **Unavailability**

In accordance with the State Rescue Policy, when a SARCC or MRB has to close down any of its radio frequency coverage for any reason, the NSW Police Force is to be informed via the Rescue Coordinator at the nearest Communications Centre (VKG), along with alternate arrangements made with other centres to ensure the continuity of service.

In accordance with the State Rescue Policy, when an accredited marine rescue vessel becomes unavailable for tasking due to damage, maintenance or other reason, the relevant SARCC or MRB and the Rescue Coordinator at the nearest NSW Police Force Communications Centre (VKG) is to be notified immediately.

When the period of unavailability of a SARCC, MRB or rescue vessel is ended, the NSW Police Force VKG Rescue Coordinator is to be notified.

## PART 3.

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### SOP 01

## MONITORING VESSELS DEPARTING AND RETURNING TO THE SAME PORT

### Vessel Logging-On

#### Receipt of call by radio

- The radio operator taking the call is to record the time, date, vessel name and other pertinent details in the 'Communications Log' (Annex A).
- In addition, the radio operator is to record the estimated return time on the 'Log of Nominated Return Times' (Annex B).
- The vessel operator should be asked to provide a land based contact.
- If a vessel not known to the SARCC or MRB attempts to 'log on' without providing a land based contact number, vessel registration number, or mobile telephone number the vessel operator is to be informed that:  
**“Not providing the information requested may jeopardise rescue efforts should the vessel or personnel on board experience difficulties at sea.”**

#### Receipt of call by mobile phone

- If the call is received by mobile phone the centre operator taking the call is to record the time, date, vessel name and other pertinent details in the 'Communications Log' (Annex A).
- The radio operator is to record the estimated return time on the 'Log of Nominated Return Times' (Annex B).
- The vessel operator should be asked to provide a land based contact.
- The vessel operator is to be asked to supply a mobile phone number and must be advised that for their own safety they should keep their marine radio switched on and be asked to advise which frequency and channel the vessel operator will be monitoring.
- If a vessel not known to the SARCC or MRB attempts to 'log on' without providing a land based contact number, vessel registration number, or mobile telephone number the vessel operator is to be informed that:  
**“Not providing the information requested may jeopardise rescue efforts should the vessel or personnel on board experience difficulties at sea.”**

#### Warning to be issued

If weather conditions are poor or likely to deteriorate a “WARNING” should be given to the vessel operator about the impending weather conditions, bar conditions or major events that could effect the vessel departing or returning to that particular port or bay.

## **Vessel Monitoring**

### **Periodic monitoring**

Periodic monitoring generally applies to vessels in transit. Unless specifically requested by the vessel operator, there is no need for periodic monitoring of vessels departing and returning to the same port.

### **Monitoring 'log offs'**

The 'Log of Nominated Return Times' should be checked at least hourly. This is particularly important during bad weather and approaching sun set.

## **Vessel Logging-Off**

On receipt of a call that the vessel has returned to a particular location, the 'Communications Log' and the 'Log of Nominated Return Times' are to be annotated accordingly.

## SOP 02

# MONITORING TRANSITORY VESSELS

### **Vessels Logging-On**

#### **Receipt of call by radio**

- The radio operator taking the call is to record the time, date, vessel name and other pertinent details in the 'Communications Log' (Annex A).
- The radio operator is to obtain and record relevant details on the 'Offshore Tracking Sheet'. (Annex C).
- The vessel operator should be encouraged to inform relatives, neighbours or friends of their intended movement and they should be asked to provide a land based contact.
- They must be advised that for their own safety they should keep their marine radio switched on and be asked to provide the frequency and channel the vessel operator will be monitoring.
- If the vessel operator **requests** scheduled contacts (*skeds*), the following steps **MUST** be taken:
  - The Offshore Tracking Sheet must be transmitted to the next SARCC along the vessel's transit route;
  - If there is no SARCC serving the vessel's destination port then the Offshore Tracking Sheet must be transmitted to the MRB at the destination port by the last SARCC on the vessel's transit route;
  - If a SARCC is not operational or not contactable at the time of transit, the Offshore Tracking Sheet must be transmitted to the most appropriate MRB along the transit route. The MRB must then transmit the Offshore Tracking Sheet to the next SARCC and arrange a time or place for the vessel to make a scheduled contact (*sked*) with the SARCC.

#### **Receipt of call by mobile phone**

- The radio operator taking the call is to record the time, date, vessel name and other pertinent details in the 'Communications Log' (Annex A).
- The radio operator is to obtain and record relevant details on the 'Offshore Tracking Sheet'. (Annex C).
- The vessel operator is to be asked to supply their mobile phone number.
- They must be advised that for their own safety they should keep their marine radio switched on and be asked to provide the frequency and channel the vessel operator will be monitoring.
- The vessel operator should be encouraged to inform relatives, neighbours or friends of their intended movement and they should be asked to provide a land based contact.

#### **Weather (and/or Navigational) Warning to be issued**

- If weather conditions are poor or likely to deteriorate a "WARNING" should be given to the vessel operator about the impending weather conditions, bar conditions, navigational warnings

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or major events that could effect the vessel during its coastal passage or departing or returning to that particular port or bay.

### **Transfer of Off shore Tracking Sheet information**

- A copy of the 'Off Shore Tracking Sheet' **must be immediately transmitted** to the next SARCC.
- If there is no SARCC serving the vessel's destination port then the Offshore Tracking Sheet must be transmitted to the MRB at the destination port by the last SARCC on the vessel's transit route;
- If a SARCC is not operational or not contactable at the time of transit, the Offshore Tracking Sheet must be transmitted to the most appropriate MRB along the transit route. The MRB must then transmit the Offshore Tracking Sheet to the next SARCC and arrange a time or place for the vessel to make a scheduled contact (*sked*) with the SARCC.

### **Monitoring**

#### **Skeds**

- The radio operator that initially logged-on the vessel should suggest making regular progress reports (*skeds*) and, if the vessel operator concurs, the details should be noted on the 'Offshore Tracking Sheet'.
- Regardless of whether a *sked* is used, the SARCC / MRB that received the initial call must advise the vessel operator of the time the SARCC / MRB intends handing-off to the next SARCC or MRB (based on expected travel time) and the contact frequency of the next appropriate and operating SARCC or MRB.
- The vessel operator should be encouraged to make contact with each SARCC as the vessel progresses along the transit route to verify their position and confirm their intentions.
- When the vessel has reached the designated handover position or has made scheduled contact (*sked*) with the SARCC or MRB, the Offshore Tracking Sheet must be notated accordingly and immediately transmitted to the next SARCC or MRB.

### **No Tracking Action**

- If no tracking action is requested by the vessel operator, details are to be recorded in the radio log and no further action taken.

### **Failure to make a Scheduled Contact**

- If any scheduled contact (*sked*) is not made, the vessel is to be treated as overdue or missing and the procedures in SOP 03 - 'Overdue or Missing Vessels' is to be initiated.

### **Handover / Log -Off**

- If a vessel has not made contact at the intended handover / log-off time, the centre which last made contact with the vessel should attempt to re-establish contact with the vessel operator as well as the next appropriate and operating SARCC or MRB to whom a handover / log-off was to occur and arrange to formally handover / log-off.
- If the vessel operator cannot be contacted then both the receiving and transferring SARCC/MRB should attempt to make contact with the vessel operator.

### **Overdue or Missing Vessel**

- If the vessel operator is still not contactable then the SARCC/MRB that last made contact with the vessel should initiate action in accordance with the procedures for Overdue or Missing Vessels as detailed in SOP 03.

## **SOP 03**

### **PROCEDURES FOR OVERDUE OR MISSING VESSELS**

When a vessel **has not** notified that they have arrived/returned to port or **have not** 'Logged-Off' at the nominated time or the vessel is reported overdue or missing the following action is to be instigated **without delay**:

#### **Initial Action**

The Duty Operator will **immediately**:

- Attempt to contact the vessel on all radio frequencies, mobile telephone if known, or land based telephone contact;
- Contact adjoining bases;
- Contact other vessels in the area for a visual contact;
- Arrange a check of boat ramps if details are known, either by volunteer marine members or if necessary, the Police.

**If the whereabouts of the vessel cannot be confirmed within one (1) hour, the Duty Operator must immediately contact the NSW Police Force via the Rescue Coordinator at the nearest NSW Police Force Communications Centre (VKG).**

#### **Contact NSW Police Force**

When the Duty Operator contacts the NSW Police Force the duty operator is to:

- Advise the NSW Police Force of the action taken to locate the missing vessel, and provide details of the vessel, personnel, weather, sea conditions and land based contact numbers;
- Within one (1) hour, fax the Incident Form (Annex F) to NSW Police Force; and
- Assist NSW Police Force with search coordination as necessary, particularly with provision of local knowledge.

#### **Record of Actions Taken**

As soon as the Duty Operator initiates action for a suspected overdue or missing vessel, an operations log or running sheet is to be initiated and a record made of all actions taken. Duty Operators must be meticulous in maintaining records (see SOP 04) but particularly so when an incident has occurred, a search has been initiated or some other emergency action has been initiated. Subsequent to the incident occurring, all logs, running sheets, details of weather, facsimile pages (incoming and outgoing) and all other relevant paperwork should be filed and indexed under one reference in case it is required for any subsequent Investigation or Inquiry. (Part 5 of the State Rescue Policy refers)

## **SOP 04**

### **MAINTAINING RECORDS AT A CENTRE**

All forms used in a MRB or SARCC are important as they provide a record of data and actions taken. These records may well provide vital information should an investigation be required. It is essential therefore that all records compiled are done so in a manner that will allow a full and accurate account of what occurred to be extrapolated if required. Accordingly, records are to be maintained in the fashion as described below.

#### **Requirements for filling out forms**

All forms should be written in black or blue ballpoint pen. There should be no errors. Should an incorrect entry be made, a neat line is to be made through the original entry and the correct entry placed neatly immediately above or below the incorrect entry and the operators initial placed immediately after the entry. Under no circumstances are incorrect entries to be erased or original entries made illegible.

#### **Log keeping**

A log is to be maintained in the form of a running sheet of times of occurrences and calls made and received both by radio and telephone. Times are to be in the '24 hours' clock format. When using a typewriter or computer, all written notes are to be retained and filed.

#### **Recording of facsimiles**

Facsimiles should be filed in the same manner as other correspondence for later reference.

#### **Filing**

At the end of the day, all tracking sheets, running sheets, communications logs, and any other routine administrative paperwork must be checked for correctness and completeness before being filed. Of particular importance is ensuring that each vessel that has been 'logged-on' has either been 'logged-off' or is positively accounted for.

#### **Statute of Limitations**

All records relating to an incident have to be kept for seven (7) years. Routine radio logs should be kept for six (6) years. All other records where vessels have completed their voyage should be kept for 60 days.

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## SOP 05

### RESPONSIBILITIES OF DUTY OPERATORS

A reference in these procedures to the Duty Operator refers to either the Radio Operator or Watch Keeper (as appropriate) unless otherwise specified.

#### **The Duty Operator will:**

- Keep a record of **ALL** communications into and out of the centre, whether by radio, telephone, facsimile or in person, on the communications log. A sample log showing the minimum required information is at Annex A.
- Ensure all times recorded in Logs are in 24hr format.
- Ensure all written entries in Logs are made in blue or black ball point pen.
- Ensure that any errors made in Logs **ARE NOT** rubbed out or over written so as to obscure the entry, but have one line passed through the entry / word so it is legible, with the new entry / word inserted.
- Record on the Communications Log the shift commencement time and name of Duty Operator
- Keep a separate record of each vessel's nominated return time showing the vessel name or number against the return time. A sample 'Log of Nominated Return Times' is at Annex B.
- At regular intervals (at least hourly) during the shift / watch, at change of Duty Operator and immediately prior to closing the centre, check the 'Communications Log' and 'Log of Nominated Return Times' to ensure:
  - all vessels are entered on the Return Log;
  - there are no outstanding matters; and
  - there are no overdue or missing vessels.
- Ensure that at the end of each day, ALL logs, weather reports/forecasts, incoming and outgoing facsimilies, incident reports and all other relevant paperwork are filed together and indexed under the date reference to enable it to be used at a later date for an inquiry or Coronial matter. Records should be kept in accordance with the Statute of Limitations.

It is suggested that each vessel that has logged on with a nominated return time be contacted fifteen (15) minutes before that nominated time as a reminder.

#### **End of Shift or Change of Duty Operator**

A verbal handover '*sitrep*' must be given by the operator being relieved. Whenever possible, but in **all cases where an incident has occurred, the operator being relieved must prepare a written 'sitrep'**. The written '*sitrep*' is to be placed with the 'running sheet'. A suggested format for a SITREP form is at Annex E. At changeover of Duty Operator, following a briefing by the outgoing Duty Operator, the incoming Duty Operator will make an entry in the Communications Log detailing the time of changeover and the name of the new Duty Operator.

## **SOP 06**

### **INCIDENTS THAT MUST BE REPORTED TO POLICE**

The Duty Operator must notify the Rescue Coordinator at the nearest NSW Police Force Communications Centre (VKG) **immediately** whenever:

- A MAYDAY is received; or
- A request for assistance is received from AUSSAR; or
- A person involved in an incident has died or sustained a possible life threatening injury; or
- Advice is received that a person is in a life threatening situation; or
- Advice is received that a vessel has or is in serious danger of sinking; or
- A vessel is seriously disabled.

The Duty Operator must notify the nearest NSW Police Force Communications Centre (VKG) **as soon as possible** in all other incidents where there is no immediate threat to life or property but where the incident involves a significant injury or if collateral damage has or is likely to be sustained to a vessel, facility or the environment.

**SOP 07**  
**PROCEDURE FOR PERSON OR VESSEL IN DISTRESS**  
**(Actual or imminent threat to life or property)**

If a SARCC or MRB receives a “Distress” or “Urgency” call from a vessel or advice of a vessel or persons in distress on the water the Duty Operator will immediately:

- Maintain contact with the vessel;
- Alert all other vessels in the area;
- Respond the appropriate accredited Rescue Vessel. If the appropriate MRU is a NSW Police Force launch, or if the nearest appropriate rescue vessel is not accredited, request is to be made through the Rescue Coordinator at the nearest NSW Police Force Communications Centre (VKG);
- Inform the NSW Police Force of the situation and actions taken;
- Call additional staff for SARCC;
- Maintain liaison with the NSW Police Force, as well as with both the vessel in distress and rescue vessel; and
- Complete “Incident Report” (see Annex F) and fax to NSW Police Force Marine Area Command within three (3) hours of completion of the incident.

The Skipper of the responding Rescue Vessel will:

- Respond as directed / requested and provide necessary information to Duty Operator for completion of “Incident Report”; and
- Notify the SARCC or MRB of completion, injuries, damage or matters that may require NSW Police Force attention .

## **SOP 08**

### **PROCEDURE FOR VESSEL REQUIRING ASSISTANCE**

**(No immediate threat to life or property)**

If a SARCC or MRB receives a request for assistance from a vessel NOT involving injury to persons, damage to vessels or the need for search and/or rescue, and where there is NO immediate danger to the vessel or its occupants:

#### **The Duty Operator will:**

- Respond appropriate accredited Rescue Vessel;
- If the appropriate Rescue Vessel is a NSW Police Force launch or is not an accredited vessel, the request is to be made through the Rescue Coordinator at the nearest NSW Police Force Communications Centre (VKG);
- Fax an incident form to NSW Police Force Marine Area Command within 3 hours (see Annex F).

#### **The Skipper of the Rescue Vessel will:**

- Respond as directed / requested and provide necessary information to Duty Operator for entry in the 'Communications Log' (see Annex A).

#### **Note:**

If the situation changes to indicate a threat to life or property, the procedures in "SOP 07 - Procedure for Persons or Vessels in Distress" are to be followed.

## **SOP 09**

### **DECISION TO PROCEED TO SEA**

#### **The decision for a vessel to proceed to sea should be based on:**

- The decision to proceed to sea is the sole responsibility of the master of the accredited rescue vessel taking into consideration:
- The safety of the vessel and crew over all other considerations;
- Existing or expected weather;
- Sea conditions;
- The capabilities / capacity / level of accreditation of the rescue vessel;
- Crew availability and level of training;
- Type and size of vessel to be rescued;
- The necessity for immediate response; and
- Consideration of more appropriate resources, such as aircraft or commercial vessels.

#### **The Skipper of the rescue vessel will:**

- Maintain communication with the Duty Operator, the NSW Police Force Marine Area Command (if involved) and other rescue vessels; and
- Keep a comprehensive log of all actions, courses, positions and areas searched.

#### **Accreditation Limits**

Volunteer rescue vessels should not exceed the limits of their accreditation without good reason and only after due consideration of the danger this may place on the crew, the vessel and the risk to those persons requiring assistance. A decision to proceed beyond accreditation limits would need careful consideration by the master of the vessel and wherever possible with NSW Police Force Marine Area Command concurrence.

## **SOP 10**

### **SEARCH AND RESCUE COORDINATION**

#### **On Scene Coordination**

Where a number of vessels are involved in a search and/or rescue situation, the SARCC involved will:

- Nominate an 'on scene commander' to control the search under the SARCC's directions until relieved by a NSW Police Force Marine Area Command vessel; and
- Remain responsible for compiling and maintaining the search plot.

On arrival the Senior Police Officer on board will:

- Assume the duties of the 'on scene commander'.

#### **Overall Coordination**

The relevant NSW Police Force Local Area Commander is responsible for the coordination of a search for, and the rescue of a vessel that is deemed to be within fifteen (15) nautical miles seaward, dependant upon the prevailing weather and sea conditions and the availability and capability of local accredited rescue vessels.

The relevant NSW Police Force Local Area Command will, wherever possible, utilise the local SARCC to maintain radio contact with the distressed vessel and rescue vessels to effect the rescue.

The NSW Police Force Marine Area Command will coordinate the search for and rescue of a vessel in the following circumstances:

- The vessel is deemed to be more than fifteen (15) nautical miles seaward;
- The vessel is missing or overdue between ports;
- Where local resources are exhausted, not readily available, unsuitable or of insufficient capacity or ability; or
- The prevailing weather or sea conditions prevent the use of local resources.

If necessary, NSW Police Force Marine Area Command will seek the assistance of Australian Search and Rescue (AUSSAR) for either provision of support or to take over control.

## SOP 11 FLARE SIGHTINGS

### **If advice of a flare sighting is received at a SARCC or MRB from another vessel:**

- (a) The Duty Operator will establish the call sign and location of the vessel sighting the flare and ascertain:
  - i Colour of flare;
  - ii Location of flare;
  - iii Direction from sighting vessel;
  - iv any landmarks behind the flare.
- (b) The Duty Operator will:
  - i Request the sighting vessel to proceed to the area of the flare and report; and
  - ii Advise the Rescue Coordinator at the nearest NSW Police Force Communications Centre (VKG), who will immediately notify the Local Area Command and the nearest Marine Area Command.

### **If advice of a flare sighting is received at a SARCC or MRB from land based personnel:**

- (a) The Duty Operator will record reporting person's name, address and phone number and ascertain:
  - i Colour of flare;
  - ii Location of flare;
  - iii Direction of sighting
- (b) The Duty Operator will:
  - i Call out on all frequencies for any vessels in the area which may be in distress or may have seen the flare to assist if possible; and
  - ii Advise the Local Police.

**Note:**

If sighting is established as a 'distress flare' it is to be treated as a vessel in distress and follow the procedures at detailed in SOP 07 - 'Procedure For Person or Vessel In Distress'.

## **SOP 12**

### **EMERGENCY POSITION INDICATING RADIO BEACONS (EPIRB)**

**Local Police with the Marine Area Command will most likely liaise with SARCC / MRB, NSW Police Force Marine Area Command headquarters, AusSAR and rescue vessels as necessary.**

**Australian Search & Rescue (AusSAR) will:**

- **Control the search;**
- **Determine and advise of search parameters;**
- **Determine and advise of termination of the search; and**
- **Maintain liaison with NSW Police Force Marine Area Command and SARCC/MRB**

**If requested for assistance with a search the SARCC/ MRB Duty Operator receiving the request will:**

- Advise the NSW Police Force Marine Area Command
- Attempt to locate EPIRB signal on RDF at base [if fitted] or attempt to locate signal using hand held RDF if available
- Put rescue vessel(s) on standby
- Advise results of RDF search to requestor.
- Follow direction of AusSAR/NSW Police Force re deployment and co-ordination of rescue vessels;
- Maintain liaison with NSW Police Force, AusSAR and rescue vessels;
- Maintain logs in accordance with SOP's and
- Prepare & disseminate SITREPS in accordance with SOP's

**The Master of the rescue vessel, when deployed will:**

- Comply with the requirements of established SOP's; and
- Maintain liaison with SARCC/MRB and other involved vessels as necessary.

## **SOP 13**

### **MARINE ACCREDITATION INSPECTIONS**

- The State Rescue Board will conduct annual operational readiness inspections on MRU, SARCC and MRB.
- Such inspections will usually be conducted by a member of the NSW Police Force Marine Area Command, in conjunction with representatives from **(each of the)** volunteer marine rescue organisations.
- Copies of inspection reports will be provided to the unit that has been inspected, the organisation to which the unit belongs, and the VMRC.

## **ANNEXES**

Communications Log	A
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Situation Report Form (SITREP)	E
Incident Report Form	F
<b>MAY DAY Form</b> (See special note below)	G
May Day & Pan Pan Quick Reference Sheet	H
Off Shore Tracking Sheet Quick Reference Guide	I
Marine Accreditation Inspection Form	J

**Special Note:**

The annexes in **bold print** above are to be incorporated in District / Unit SOP in the same format as presented. For all other annexes the entire content must be included in Unit / District SOP but the information may be presented in a format tailored to suit local requirements or preferences.







(This Form must be incorporated in exactly the same format as presented)

ANNEX C

# OFFSHORE TRACKING SHEET

Unit Name..... Location.....

Phone No..... Fax No.....

**Mandatory Information**

Log on No.: .....

Log on time: ..... Date: ..... Base Operator: .....

Name/Callsign: ..... **Registration:** .....

Radio Freq called: ..... Current location: .....

Description;  
Type: ..... Length: .....

Colour-Hull: ..... Colour-Superstructure: .....

Communications  
on board (circle); 27mhz VHF MF/HF Mobile phone: .....

Persons on board: ..... Port of Origin.....

Shore contact: name: ..... telephone: .....

( Not providing the information may jeopardise rescue efforts should the vessel or personnel on board experience difficulty at sea)

Departed from: .....

**Destination:** ..... **ETA:** .....

Vessel suggested to report every ..... hours or at .....  
Forward this form to the next appropriate SARCC or MRB along the transit route.

Progress reports:

Time	Freq	Location	Notes

Log Off / Transfer / Overdue

(1) Log off time ..... Location .....

(2) Vessel transferred to ..... by fax at time .....

Confirmed by phone/UHF-CB call, operator ..... accepts transfer

(3) Vessel overdue reported to ..... Police at time .....

Police Officer's name .....

(4) Other (be specific) ..... at time .....





ANNEX E

## SITUATION REPORT

INITIATING LOCATION:.....

DISTRICT:.....

TIME:.....

SITREP NO:.....

DATE:.....

ISSUE:.....

BACKGROUND:.....

CURRENT POSITION:.....

OFFICER IN CHARGE:.....

COMMENT:.....

FURTHER ACTION:.....

NEXT SITREP TO ISSUE:.....

ATTACHMENTS:.....

.....  
Name Position Signature Date



# INCIDENT REPORT

To be completed and faxed by Duty Operator within one (1) hour of incident or provision of assistance.

Fax to: **N.S.W. Police Force**

From: AVCG  RVCP  VRA  Other  \_\_\_\_\_

Location: \_\_\_\_\_ Telephone no: \_\_\_\_\_ Fax no: \_\_\_\_\_ Radio: \_\_\_\_\_

Local Government Area: (eg. Wollongong, Shellharbour etc.) \_\_\_\_\_

Time & Date Call Received: Hrs / / Date:

How Contacted: Telephone No.  Other

Radio Frequency: 27  VHF  UHF  HF  Channel \_\_\_\_\_

Name of Caller : \_\_\_\_\_

Nature of Incident: Tow  Salvage  Flat battery  Mechanical  Rescue

Medical Assist  Search  Other  \_\_\_\_\_

Action Taken: \_\_\_\_\_

Vessel Responded: Police  AVCG  RVCP  VRA

SLSA  Other

Name of Rescue Vessel: \_\_\_\_\_

Crew: \_\_\_\_\_

Response Times: Time out \_\_\_\_\_ Hrs Time in \_\_\_\_\_ Hrs

Location of Incident: \_\_\_\_\_

## DETAILS OF ASSISTED VESSEL

Vessel Name: \_\_\_\_\_ Reg=n no. \_\_\_\_\_

Powered by: Outboard  Inboard  Sail  Other

Horsepower: \_\_\_\_\_ Engine Make: \_\_\_\_\_ Value : \_\_\_\_\_

Vessel Length: \_\_\_\_\_ metres Type: \_\_\_\_\_ Make: \_\_\_\_\_

Owner / Master / Person: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Duty Operator's Signature : \_\_\_\_\_

Time & Date Report Sent: \_\_\_\_\_ Hrs Date: / /

(This Form must be incorporated in exactly the same format as presented)

ANNEX G



# MAYDAY

(Three P's and a T)

**Unit Name:**..... **Location:**.....

Phone:..... Fax:.....

Time of call:..... Date:.....

Vessel Name/Call Sign:.....

**POSITION:**.....

### METHOD OF ESTABLISHING

**POSITION:**     Fix             Dead Reckoning             GPS Ship Position             GPS Cursor Position

**PROBLEM:**.....

**PERSONS:** on board (number).....

**TYPE** of vessel:

Type.....

Make Length.....

Colour – Hull.....Superstructure.....

Vessel registration/Sail number.....

Radio frequency/channel/ mobile phone no. ....

Radio Operator's name.....

NOTES:

.....  
.....  
.....

---

Water Police/Local Police advised:

Time: .....Police Officer's Name.....

Unit Commander advised:      Time .....



## QUICK REFERENCE

### MAY DAY and PAN PAN

- On receipt of a MAY DAY or PAN PAN call or a relay of such an incident or advice of such an incident;
- Switch on tape recorder
- Establish Position – Problem – number of People and Type of vessel
- Ensure appropriate emergency channel is clear
- Record on MAY DAY form and in Communications Log
- Request vessels in vicinity to assist until accredited rescue vessel arrives
- Dispatch nearest accredited MRU
- Advise local police
- Arrange additional resources if required, or requested, through Police Commander or other appropriate channels
- Monitor through to conclusion
- Return to normal radio protocol
- Complete paperwork



## OFFSHORE TRACKING SHEET QUICK REFERENCE GUIDE

- Complete the COMMUNICATIONS LOG and OFFSHORE TRACKING SHEET

### If SKEDS Requested:

1. If 'SKEDS' have been requested fax Offshore Tracking Sheet to the next appropriate SARCC or MRB along the transit route.
2. Monitor situation and at the intended 'Hand-Off' time make contact with the vessel operator and the next SARCC or MRB as arranged and 'Hand-Off'.
3. A SARCC/MRB can Log-Off the vessel when either the 'Hand-Off' to the next arranged SKED has been successfully completed **or** the vessel operator has 'Logged-Off'.
4. Each receiving SARCC / MRB repeats steps 2 and 3 above until the vessel operator has 'Logged-Off'.

If any scheduled SKED is not made, the vessel is to be treated as 'Overdue or Missing' and the SARCC / MRB that last made contact with the vessel should initiate action in accordance with the procedures in SOP 03.

### If No Tracking Action Is Requested:

1. Fax 'Offshore Tracking Sheet' to the SARCC or MRB at the final destination.
2. If vessel has not 'logged-off' or made contact at the 'log-off' time, the SARCC or MRB at the final destination attempts to make contact with the vessel.

If contact with the vessel cannot be established, the vessel is to be treated as 'Overdue or Missing' and the SARCC or MRB at the intended final destination is to initiate procedures detailed in SOP 03.

**SRB MARINE ACCREDITATION INSPECTION**

<b>PART A Search and Rescue Coordination Centres / Marine Radio Bases</b>			
Please check the following in relation to the organisation's facilities and membership in respect of the inspection as a Search and Rescue Coordination Centre (SARCC) or Marine Radio Base (MRB)			
Organisation:	Purpose: <b>SARCC / MRB</b>		
Location:	Lat/Long		
Postal Address:			
Are the premises Unit owned?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Other:
<b>Communication Facilities:</b>			
Radio - HF	yes <input type="checkbox"/>	no <input type="checkbox"/>	Telephone No(s):
- VHF	yes <input type="checkbox"/>	no <input type="checkbox"/>	
- UHF	yes <input type="checkbox"/>	no <input type="checkbox"/>	Silent Number:
- 27 MHz	yes <input type="checkbox"/>	no <input type="checkbox"/>	Facsimile No:
- RDF	yes <input type="checkbox"/>	no <input type="checkbox"/>	E-mail address:
<b>Coordination Facilities:</b>			
Appropriate charts	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Information boards	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Sufficient space for Controller and Coordination Staff	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Amenities	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Equipment as per attached mandatory and recommended list	yes <input type="checkbox"/>	no <input type="checkbox"/>	
E-Mail/Internet	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Broadband Internet	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Current copy of District Standing Operating Procedures	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Current copy of the State Rescue Policy	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Does the SARCC / MRB operate 7 days per week (if no, specify operating days)	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Does the SARCC / MRB operate 24 hrs per day (if no, specify hours of operation)	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Number of Stand-by Bases:			
Primary Area of Concern:			

<b>Qualifications of Members in accordance with Part 5 of the State Rescue Policy</b>	
<b>Only record highest qualification of each member</b>	
Number qualified as Search Coordinator:	
Number qualified up to WatchKeeper:	<i>(Not included above)</i>
Number qualified up to Radio Operator:	<i>(Not included above)</i>
Number in training for Radio Operator:	
<b>TOTAL OPERATIONAL MEMBERSHIP:</b>	

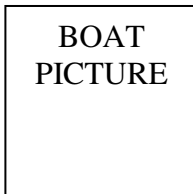
PICTURE  
 OF  
 SARCC/  
 MRB

***\* Picture required only where new SARCC/MRB or change(s) to existing SARCC/MRB.***

## SRB MARINE ACCREDITATION INSPECTION

PART A (continued)		Marine Rescue Unit			
Please check the following in relation to EACH vessel in the Marine Rescue Unit (MRU) owned by the organisation - Use a separate form for each vessel.					
Organisation:			Location:		
Where MRU Kept.			Lat/ Long		
Postal Address:					
Phone:		Fax:		Email:	
Name of Vessel:			Reg'd No.		Expiry:
Survey Class			VOC		Yes/No
HIN (Hull Identification Number)					
Registered Owner:			Call Sign.		
SRB Unit No. (If known)			SRB Rego No. (If known)		
Manufacturer:					
Length Overall:		Beam:		Construction:	
Hull Type					
Motor Cruiser <input type="checkbox"/>		Cabin Runabout <input type="checkbox"/>		Open Runabout <input type="checkbox"/>	
Inflatable <input type="checkbox"/>		Rigid Hull Inflatable <input type="checkbox"/>		Other (specify)	
Engine(s)					
Inboard <input type="checkbox"/>		Stern Drive <input type="checkbox"/>		Jet <input type="checkbox"/>	
Outboard <input type="checkbox"/>		2 Stroke <input type="checkbox"/>		4 Stroke <input type="checkbox"/>	
Single Engine <input type="checkbox"/>		Twin Engine <input type="checkbox"/>		Manufacturer:	
Horsepower:		Diesel <input type="checkbox"/>		Petrol <input type="checkbox"/>	
SAR Operational Range (with 20% reserve)					
At 10 knots:		Nautical Miles		Hours	
At 15 knots:		Nautical Miles		Hours	
At 20 knots:		Nautical Miles		Hours	
Complies with list of Mandatory Equipment for Accredited Marine Rescue Units for:					
Category 1 (0.5 Nm) <input type="checkbox"/>		Category 2 (7 Nm) <input type="checkbox"/>		Category 3 (15 Nm) <input type="checkbox"/>	
Radios / Electronics					
Radios: HF <input type="checkbox"/>		VHF <input type="checkbox"/>		UHF <input type="checkbox"/>	
27 MHz <input type="checkbox"/>		RDF <input type="checkbox"/>		GPS <input type="checkbox"/>	
Radars <input type="checkbox"/>		Other (Specify) <input type="checkbox"/>			
Vessel Serviceability					
Serviceable <input type="checkbox"/>		Unserviceable <input type="checkbox"/>		(reason)	
Crew					
Normal Crew:		1 to 3 <input type="checkbox"/>		4 to 6 <input type="checkbox"/>	
7 to 10 <input type="checkbox"/>		11 or more <input type="checkbox"/>			

Survey or Reg'd Capacity:      1 to 3 <input type="checkbox"/> 4 to 6 <input type="checkbox"/> 7 to 10 <input type="checkbox"/> 11 or more <input type="checkbox"/>	
<b>Qualifications of Members in accordance with Part 5 of the State Rescue Policy</b> <b>Only record highest qualification of each member</b>	
Number qualified as Skipper (category 3):	
Number qualified as Skipper (category 2):                      (Not included above)	
Number qualified up to competent crew: (Not included above)	
Number in training for competent crew:	
TOTAL OPERATIONAL MEMBERSHIP:	
<b>Operating Procedures</b>	
SRB Policy <input type="checkbox"/> SRB SOP's <input type="checkbox"/> Agency SOP's <input type="checkbox"/> Unit SOP's <input type="checkbox"/>	
Contact Lists <input type="checkbox"/>	
Call out procedure:	
Data on responses for last 12 months:	
<b>Maintenance Records:</b>	Vessels: <input type="checkbox"/> Equipment: <input type="checkbox"/>



**\* Picture required only where new Vessel or change(s) to existing vessel.**

**SRB MARINE ACCREDITATION INSPECTION**



<b>PART B</b>		<b>Accreditation Inspector's Declaration</b>	
<b>I am of the opinion that the unit has:</b>			
The minimum required standard of training as set by the State Rescue Board	yes	<input type="checkbox"/>	no <input type="checkbox"/>
The required equipment to carry out the tasks of their level of accreditation	yes	<input type="checkbox"/>	no <input type="checkbox"/>
A suitable vessel capable of safely conveying all equipment necessary for their level of accreditation	yes	<input type="checkbox"/>	no <input type="checkbox"/>
Minimum guaranteed staff levels - at least 2 registered members available for any call on a 24 hour 7 day basis	yes	<input type="checkbox"/>	no <input type="checkbox"/>
A system of call out procedure sufficiently able to guarantee a minimum response of registered members to efficiently carry out the tasks of accreditation	yes	<input type="checkbox"/>	no <input type="checkbox"/>
A system of communications - either from vessel to a manned base or vessel to a coordinating authority	yes	<input type="checkbox"/>	no <input type="checkbox"/>
<b>Inspector</b>			
Signature:			
Print Name:			
Designation:		Service / Agency / Organisation:	
Date:			
<b>Comments</b>			
The details of this report have been discussed with me and I have sighted a copy of this report:			
Signature of Commander of Unit:			
Print Name:		Unit Name:	
Date:			

<b>PART B (Continued)</b>		<b>Accreditation Inspector's Declaration</b>	
The purpose for which the unit was accredited to participate in rescue operations is:			
Search and Rescue Coordination Centre (SARCC)			<input type="checkbox"/>
Marine Radio Base			<input type="checkbox"/>
Marine Rescue Unit:	Category 1 (0.5 Nm)		<input type="checkbox"/>
	Category 1 (Bar Endorsed)		<input type="checkbox"/>
	Category 2 (7 Nm limit)		<input type="checkbox"/>
	Category 3 (15 Nm limit)		<input type="checkbox"/>
<b>Comments on the Unit</b>			
Recommended for accreditation in the category of:			
SARCC	<input type="checkbox"/>	MRB	<input type="checkbox"/>
MRU - Cat 1	<input type="checkbox"/>	Cat 2	<input type="checkbox"/>
		Cat 3	<input type="checkbox"/>
Inspector's signature:	Date:		

**Forward completed Parts A & B to:**

**State Rescue Board  
Level 11  
52 Phillip Street  
SYDNEY NSW 2000**



## SRB MARINE ACCREDITATION INSPECTION

<b>PART C</b>	<b>THIS SECTION TO BE COMPLETED BY THE BOARD</b>
Received at the State Rescue Board: ..... Date: ___/___/___	
Referred to the Volunteer Marine Rescue Council of NSW: ..... Date: ___/___/___	
Accreditation supported by the Volunteer marine Rescue Council: ..... <b>YES/NO</b>	
Referred to State Rescue Board: ..... Date: ___/___/___	
<b>BOARD RECOMMENDATION:</b>	
<b>Recommended / Not Recommended</b>	
Recommendations by the Board vide Minute No: .....	
At Meeting Number: ..... Date: ___/___/___	
<b>MINISTERIAL DECISION:</b>	
<b>Approved / Not Approved</b>	
Ministerial Decision given on: ___/___/___	
<b>RECORDS ENTRY:</b>	
Entered on computer:	Name: ..... Date: ___/___/___
Volunteer Marine Rescue Council advised on: ___/___/___	
District Rescue Committee advised on: ___/___/___	
Marine File No: .....	

## SRB USE ONLY