Document Control

Category	Operations
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1. Purpose

1.1 The purpose of this LOP is to provide a guide to Marine Rescue Sydney (MR Sydney) members on the processes to follow for monitoring, reporting and record keeping under the Seahawk Incident Management System (IMS).

1.2 This LOP is to be read in conjunction with SOP OP 17 Incident Reporting, SOP OP 20 Procedure for Vessel or Person in Distress and SOP OP 21 Procedure for Vessels Requiring Assistance (Non Notifiable).

1.3 Manual forms relating to the Seahawk Incident Management System are available under SOP OP 17.

2. Radio Base Coverage in the Sydney Region and IMS responsibilities

2.1 When operational, Marine Rescue Botany Port Hacking (MR BPH) and Marine Rescue Hawkesbury (MR HW) maintain their respective Radio Base operations and fully monitor their area of coverage. In doing so, MR BPH and MR HW will manage their own incidents in the IMS.

2.2 MR Sydney will provide radio coverage for the remaining MR Bases in the following Greater Sydney areas:

> **Sydney Central**: Marine Rescue Port Jackson (MR PJ) and Marine Rescue Middle Harbour (MR MH); and
>
> **Sydney North:** Marine Rescue Cottage Point (MR CP) and Marine Rescue Broken Bay (MR BB)

2.3 MR Sydney is responsible to manage incident initiation and all aspects of the incident under standard operating procedures for MR Bases under Sydney Central, Sydney North at all times and for MR BPH and MR HW only when their Radio Base is non-operational.

2.4 MR Sydney will also be responsible to provide radio coverage upon the request of MR HW when any of the following arises:

> a. MR HW Rescue Vessel is required to go off shore; or
> b. MR HW Rescue Vessel is out of VHF 16 radio range from the MR HW base;

Upon MR Sydney receiving a request from MR HW to provide radio base coverage, at the handover, MR Sydney must obtain the incident numbers and all relevant information to ensure MR Sydney can assume effective control. The relevant incidents on IMS are to be transferred to MR Sydney.

2.5 If a manual form is used to collect information about an incident, the information must be entered into the IMS. An incident reference number is automatically generated for every incident created on IMS and the Incident Number is to be advised to MRB, MRV, ROM, or MAC. Manual incident forms are permitted when the IMS is not available

3. Call Routing for Tasking MR Vessels (MRVs)

3.1 MR Sydney will task MRVs within its Radio Base coverage as outlined in section 2 for calls received directly by MR Sydney.

3.2 MRVs in MR Sydney's radio base coverage maybe tasked directly from other sources (ie MAC, ROM, direct call to the MR Boat Base or a MRV flag down). In these situations, MR Sydney will be contacted by the ROM, MRB or MRV who will provide all the relevant information available. MR Sydney will create and manage the incident on the IMS. Failure to do so will result in no entry in the IMS.

4 Procedures for Incident related calls received by MR Sydney

4.1 If an incident call relates to MR BPH or MR HW during the time these two bases are operational, MR Sydney will take the following action:

  a. Create the incident on the IMS
  b. Transfer the incident to the relevant MR Base.
  c. Contact the relevant MR Base and advise the incident number and any other relevant details to ensure the MR Base is able to take effective control

4.2 For incidents tasked to MR PJ, MR MH, MR CP, and MR BB, MR Sydney will:

  a. Create and update the IMS (Sections 1 to 7) with available information.
  b. Task the required vessel and advise the responding MRV(s) of the incident details and the incident number.
  c. MRVs should be tasked *directly* against the specific incident listed on the IMS.
  d. Do **NOT** create an incident directly against a MRV that is logged on under Seahawk Voyages; in doing so the MRV will become the "distressed vessel" under the incident.
  e. Follow standard operating protocols and maintain contact with all parties including SITREPS every 30 minutes with MRVs throughout the incident.
  f. Record all communication against the incident, in the IMS. (NB options are available to add communications against the "Incident", or "Distress Vessel" or "Tasked Vessel"(s))
  g. Ensure effective sharing of relevant information and co-ordination amongst incident participants.

4.3 Upon receiving confirmation from the MRV tasked to the incident that the incident has been completed, MR Sydney will untask the MRV from the incident (and log off the MRV if appropriate) and transfer the incident to the MR Base belonging to the MRV that was the last to complete the task.

4.4 The MR Base that the tasked MRV belongs to is responsible for entering the post incident information (IMS Section 8 and incident finalisation comments) and finalise the incident.

4.5 Where multiple MRV's from Sydney North or Central are tasked to an incident and MR HW or MR BPH are tasked to the same incident initiated by MR Sydney, MR Sydney will retain primary responsibility of the incident until the task is completed. At the completion of the task, the incident will be transferred to the MR Base belong to the MRV that completed the incident.

4.6 Incidents which involve MRVs handing over the task to another MRV during the same incident, MR – Sydney will be required to untask MRV(s) and task the relevant MRV(s).

4.7 Do not finalise incidents where the responsibility have transferred to Marine Area Command (MAC). Ensure all necessary information has been inputted in the incident form and leave the incident under "open" as an ongoing incident for the ROM to finalise.

5.0 Other - Faults

Seahawk IMS is a newly implemented function (launched at the end of September 2020). Should a critical fault be detected, report it to the ROM <u>IMMEDIATELY</u>.

Non – critical faults should be added to MR Sydney SeaOwl where it will be relayed to the MRNSW Service Desk, where remediation works will be released with enhancements.