Welcome

- Welcome to the 2022 online Surface Workshop – we will start on time

- Meanwhile, un-mute your microphone, turn your camera on and say hello to the rest of the group

- If you have any problems please call, text, or Email the course facilitator, (insert name) at 555.555.1212 or email@isp.com

- If you lose connectivity during the session, we suggest you restart your computer before re-entering the session

2022 Surface Operations Workshop

Surface Division

National Response Directorate

Welcome

- What this workshop provides:
  - Policy Review
  - Safety Enhancements
  - This Workshop is NOT a replacement for TCT
  - DO NOT REMOVE INFORMATION from this presentation – you can add local information as appropriate

Ground Rules

- This workshop should be interactive, not

all lecture

- Ask questions
- Answer questions
- Share experiences (keep between the buoys)
- Share insights

Participate ~ Participate ~ Participate

Risk Management (TCT/RM)

- Complete the online "Introduction to Risk Management" training course 100202 (one time)

- Attend "Annual Risk Management TCT Refresher", yearly

- Risk Management is more than filling out a form and more than just a process, it is a *mindset* which continually considers risks and rewards

Risk Management

is a

CULTURE OF SAFETY!

Risk Management (TCT/RM) – cont.

- Coast Guard Auxiliary operations are inherently complex, dynamic, potentially dangerous, and involve the acceptance of some level of risk

- Risk MUST be continuously evaluated throughout every phase of the mission, not just at the initial briefing, and reported to the Order Issuing Authority (OIA) when appropriate

Risk Management (TCT/RM) – cont.

- Using the PEACE and STAAR models, the entire crew needs to take steps to mitigate the risks by:
  - Asking for help
  - Modifying plans
  - Continually reassessing and modifying plans as appropriate
  - Verify the operational status of all equipment

Mission Risk

- Everyone on board should evaluate the risks
  - Do we have the right facility for the mission?
  - Is the weather within safety limits, now and forecast throughout the mission?
  - Do we have the correct mix of crew/experience for the mission?
  - Does the entire crew clearly understand our tasking?
  - Am I ready and capable for this mission?
  - Is the rest of the crew ready and capable for the mission?

Safety is ALWAYS 1st Priority

Remember:
safety of the crew,
the public, and the vessel are
more important than the mission

Training for Safety and Proficiency

Keys to Achieving Safety and Proficiency

- Training/Crew Qualifications
  - Striving for excellence must be a part of our culture
  - Train for proficiency - because your entire crew wants to be better
  - Train for safety
  - Not just to "qualify" or "re-qualify"
  - Always strive to exceed the minimum

Training for Safety and Proficiency – cont.

- All patrols should include a training component based on the needs of the crew
  - Utilize the Active-Duty "Drill Sheets" posted on the response website:

  http://wow.uscgaux.info/content.php?unit=R-DEPT&category=training-guides

  Towing
  Search Patterns (Precision)
  Search Patterns (Drifting)
  Restricted Visibility Navigation
  Manual Plotting
  Man Overboard (MOB) Recovery
  Automated Plotting

Coxswain Plus 1 Crew

- Even though there are only 2 members on board, they must still perform the full workload

- Coxswains should evaluate risk based on the additional workload of covering all required task with limited crew members. Including emergency situations.

Coxswain Plus 1 Crew - Discussion

- On a two person OPFAC team (one crew member with a Coxswain)
  - Which person will act as lookout, helmsman, radio watch?
  - Who is monitoring the navigation picture?
  - Is the single crew member experienced enough to multitask?
  - Is the Coxswain?
  - Are you fully organized for the underway mission?

"I'M SAFE"

Are you fit for your mission?

I Illness - Do I have an illness or symptoms of illness?

M Medication - Am I taking prescription or
over-the-counter drugs?

S Stress - Am I under psychological pressure from the job?
Worried about financial matters, health problems, or family
discord?

A Alcohol - Have I been drinking within eight hours?
Within 24 hours?
Note: Marijuana is not legal for use under federal law

F Fatigue - Am I tired and not adequately rested?

E Eating - Am I adequately nourished and hydrated?

Safety - Proficiency - Professionalism

- **Discussion – 1 ~ Safety**

  - Have you ever seen crew members who you knew had physical issues
    - Issues boarding the facility
    - Can not stand for periods of time
    - Does not have to be a permanent injury

  - What did you do

  - What should be done to eliminate (or reduce) these risks

Safety - Proficiency - Professionalism

- **Discussion – 2 ~ Proficiency**

  - Have you ever seen crew members executing unsafe maneuvers

  - What did you do

  - What should be done to eliminate (or reduce) these risks

  - Do you train as a normal part of patrols

Safety - Proficiency - Professionalism

- **Discussion – 3 ~ Professionalism**

  - Have you ever seen the coxswain or crew members not concentrating on the mission
    - Holding non-mission related conversation
    - Not paying attention to their duties
    - The coxswain not managing the crew and the mission

  - What did you do?

  - What should be done to eliminate (or reduce) these risks?

Safety - Proficiency - Professionalism

- **Discussion – 3 ~ Professionalism – *continued***

    - Have you ever noticed the coxswain or crew members wearing an incorrect uniform or wearing the uniform incorrectly?

    - What did you do?

Coxswain Down

As part of your pre-mission briefing, discuss what if the Coxswain becomes disabled

Providing First Aid - CPR

From AUXILIARY OPERATIONS POLICY MANUAL COMDTINST M16798.3E:

E.10. Emergency Medical Response

First aid training (beyond a basic awareness of emergency situations) is not a part of the Auxiliary boat or air crew qualification process. Auxiliarists, while on orders (verbal or written) or while assigned to duty, can give first aid. In cases of boating emergencies, Auxiliarists shall advise the unit commander of any emergency medical situation. If unable to contact the unit commander, then seek guidance from competent medical authority.

NOTE

The Auxiliarist may only provide first aid that they are trained to give [sic] and which is within the scope of their assigned duties. For example, an Auxiliarist on an authorized patrol who is not CPR, qualified must not perform CPR but an Auxiliarist who is CPR qualified may.. [sic]

Mishap Notification

A memorandum from the National Commodore, dated 19 JUL 2021, provides guidance for **notification** of any aviation incident or mishap. The Commodore's memorandum describes the type of mishaps and incidents that require **notification** to Senior Auxiliary Leadership, and the notification procedure.

In addition to the procedure specified, please copy the Division Chief for Surface (DVC-RS). These procedures *are in addition* to those in place for reporting mishaps to the OIA occurring while members are under operational orders

Mishap Reporting

ALL mishaps must be reported to the OIA & CoLM immediately!

- A Coast Guard mishap is defined as any unplanned, unexpected or undesirable event that causes injury, occupational illness, death, material loss or damage
- Additionally, the Auxiliary requires any incident which causes a disruption or alteration of the mission reported
- This allows the mishap to become an educational opportunity to be shared across the entire organization
- The concept of "Just Culture" will be applied
  - We are looking to improve our safety and performance
  - We are not looking to punish
  - This is not a "free pass" for careless or reckless actions

Homeland Security

Mishaps

Three predominant causes of mishaps for both the Auxiliary and Active Duty are:

- Complacency
- "Track Line" deviation (Off Course)
- Speed

COVID-19 Mitigation

Crews must develop a mitigation strategy for missions

Research COVID infection status for any location linked to the mission. Coxswains need to include the requirement to know and understand the Covid-19 status and recommendations or laws concerning traveling in and out of each state or locale.

Crews exposed to the infection must quarantine for 14 days. Individual Districts may have additional restrictions.

COVID-19 Mitigation – cont.

The Personal Protective Equipment (PPE) list now includes:

- Mask
- Gloves
- Disinfectant wipes
- Cleaner

Our standard procedures for post mission now includes disinfecting any surface areas normally handled on the facility, including communication equipment.

Radio Basics

- In all radio communications, we are to act as professionals

- At no time shall we refer to ethnicity, race, gender, sexual orientation or religious affiliation in radio transmissions

- This is a zero-tolerance policy and must be strictly adhered to

Radio Basics - Cont.

- It is often not what you say, but how you say it that demonstrates your professionalism

- Brevity and accuracy support mission success and safety

- Remember, the public and other agencies "hear" you as the voice of the U.S. Coast Guard

- Practice and use proper radio procedures to achieve success, safety, and professionalism
    - (No "10" codes, no "Over and Out", no "Roger WILCO", no "five by five", etc.)

Radio Basics - Cont.

REMEMBER:

- Always listen before transmitting and be sure you are on the correct channel (frequency) and no one else is talking

- Professional presentation – Voice of the Coast Guard

- Speak slowly, clearly and calmly– Must be understood the first time

- Use proper PROWORDS, avoid slang and jargon

Marine Channel 16

- Channel **16** is the international emergency/distress and calling channel

- **Monitor channel 16 whenever able (at least in scan mode) even if there is a specific reason to monitor another channel (regatta, SAR case, guard channel, etc.)**

- Encourage all boaters to monitor channel 16 when underway

Coxswain Responsibilities

- Responsible for **ENTIRE** crew
  - From pre-mission brief to debrief

  - Arrange the OPFAC familiarization, check PPE (maintenance cards and member proficiency) and PLBs, remove watches, rings, etc.

  - Determine any physical limitations (IMSAFE & actual observations) ensuring compliance with AUX Ops Policy Manual

  - Ensuring each member knows their role AND can fulfill the role

Coswain Responsibilities – cont.

- Designate primary lookout(s) and explain duties

- Exercise DIRECT supervision of the helmsman and OVERSIGHT supervision of the rest of the crew

- Designate a radio watchstander and explain duties
  - Radio channels may be District, Sector, and AOR specific

Coxswain Responsibilities – cont.

- Monitor crew physical condition throughout the patrol ensuring performance of their duties

- Ensure cutoff switch (if installed) is used

- Reassess RISK as the situation evolves

Crew Responsibilities

Safety is paramount

- **If you see something, say something**

  - If you ignore something you are condoning it

- Risk Management is a practice, not an event.

- Consider IMSAFE when preparing for and during the mission

Important Reminders

- Mobile Devices
  - Use of Mobile Devices (phones, tablets) is ***PROHIBITED*** without permission from Coxswain.
    - "The helmsman is prohibited from using a mobile device."

- Proper lookouts must always be maintained

Important Reminders – cont.

- Radio Watch
  - All vessels equipped with a VHF marine radiotelephone must maintain a watch on channel 16 whenever the radio is not being used to communicate. See CG Addendum to the National SAR Supplement (COMDTINST M16130.2F) chapter 2 / SAR Communications, Paragraph 2.5.6 Channel 16 Monitoring Requirements (page 2-29)

  - Do not simply monitor your ops channel (use dual watch, scan, or 2nd radio)

Important Reminders – cont.

- Personal Locator Beacon (PLB)
  - Coxswain and crew members must wear it on your person when underway

  - Check the battery expiration date and perform required monthly test per Maintenance Procedure Card (MPC)

  - Keep it registered with NOAA (registrations must be renewed every 2 years per MPC)
  - HTTPS://beaconregistration.NOAA.gov

Provide SAR Response

- Perform only what you and your facility/crew can perform

  - **Safety of the Crew Always Comes First**

- Operate at safe speed for the sea conditions and local environment

- Observe all NO WAKE zones – set the example for all other boaters

Patrol Orders

- AUXDATA II

- 01D Reporting and use

- Timely patrol order claims submission

- Claiming "Other" Reimbursable Expenses

AUXDATA II – Patrol Orders

- Prior to using AUXDATA II for the first time to request/complete a patrol order, please familiarize yourself with the AUXDATA II User Guide - Patrol Orders. This is located under the Files tab – then select Libraries -USCG Auxiliary Guides in AUXDATA II.

- Reach out to an experienced user for training as well.

Homeland Security

Mission Reporting - Code 22B NOT for Underway Hours

There have been many ANSC-7030s (Activity Report - Mission) incorrectly submitted using Mission Code 22B in conjunction with underway patrol activities. Mission Code 22B is NOT an underway Mission Code. Please check with your IS officer for the correct code to be using for your specific activity.

Mission Reporting – Code 01D

- Mission Code 01D – Operational Standby, used for time when you are not underway but available such as:
  - Prior to getting underway, crew briefing and Risk Management Assessment for the mission
  - When moored for meals, breaks, logistics stops
  - Debriefing and cleaning up after the mission

- All missions must include 01D time to acknowledge safety briefing and debriefing

- Accounts for fatigue time per CG Policy

Mission Reporting – Accurate and Timely

- Accurate and timely reporting and closing out missions within 30 days provides:

  - Credit for operations and training hours to be received and reviewed for accuracy by all crew members.
  - Timely reimbursements and allowances to be paid
  - Reduces additional work for OTOs and BSX

"Other" Reimbursable Expenses

- On a patrol order, "Other" Reimbursable Expenses **may include**:
  - Tolls (if trailering)
  - Temporary moorings required for an event
  - Launch ramp fees
  - Park entrance fees

"Other" Reimbursable Expenses – cont.

- **Expenses that <u>may NOT</u> be claimed as "Other":**
  - Food/Meals/Water
  - Fuel or Fuel Additives (2 cycle oil) (there are specified fields for these)
  - Lodging & Per Diem*
  - Splitting your annual mooring fee into a per-day expense and claiming on the patrol order

  * Lodging and per diem are rarely required for ordered patrol missions. In cases where the OIA needs Aux resources for a multi-day event, lodging and per diem _**may**_ be authorized by the OIA via a standard travel order.

Responder Articles

- The Response Directorate is always looking for articles for The Responder

- Past Responder editions are maintained on the Response Directorate website - http://wow.uscgaux.info/content.php?unit=R-DEPT&category=the-responder

- Submit articles To DVC-RS (Michelle.Thornton@cgauxnet.us)

Operations Workshop Debrief

- **What went right with today's workshop?**

- **What went wrong with today's workshop?**
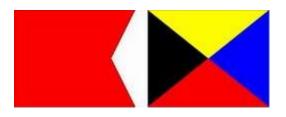
- **What could be done better next time?**

Thank You For Your Participation!

Any additional feedback on the content of this presentation may be sent to:

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