Operations Workshop 2008
Facilitator Slide notes

Learning Objectives

- Provide a basic refresher workshop for auxiliarists involved in the surface operations program including:
  - Recent Currency maintenance changes
  - Types of missions and responsibilities
  - Safety
  - Liability
  - Operational procedures
- The workshop may be supplemented by your local Division or Flotilla staff officers to cover procedures, hazards, or issues in your local Area of Responsibility (AOR)
- Local supplements from you local Area Issuing Authority (Coast Guard Group or Station).

Presenter/Facilitator Role

Your role as the presenter and facilitator of this workshop is to present and elaborate on the slide presentation "2008 Operations Workshop". To the extent possible keep the presentation interactive and encourage discussion and comments from your audience.

Ideally the presenter is either, the SO-OP, SO-MT, FSO-MT, or FSO-OP. However anyone in the flotilla or division with presentation skills, active as Crew, Coxswain or PWO, and a solid understanding of the operations program can lead this workshop.

Prior to scheduling your first workshop. Review the slides and the notes below. Add in and additional slides for any issues, hazards, or special processes for your area, your Division or your Flotilla.

At the conclusion of the workshop complete a 7039 – ***Workshop Mission and Attendance Report*** for all attendees. Form can be found at http://forms.cgaux.org/archive/a7039f.pdf , check of box 03-Operations. Forward the completed form to your division or flotilla IS officer for processing.

Welcome

This workshop is optional for 2008. If it is not being given as part of the TCT refresher course, remind everyone that they still must attend a 1 hour TCT refresher session (which is required) prior to 31 Dec to main their currency in the operations program. If they have or will attend the 5 year full 8 hour TCT course then they do not have to attend the 1 hour refresher in that same calendar year.

Ground Rules

Remind everyone that this should be an interactive discussion not just a presentation. Encourage them to share their experiences on patrols. Remind them to respect the questions and comments of others. There is no "dumb" question, except for the one that was not asked. Participate is the key here.

Remember

- The old line "we have to go out, but we don't have to come back" simply does not apply.
- Risk assessment must occur before AND during the mission
- Always plan an escape route – situational awareness. Where will you need to turn or navigate to if something goes wrong, is that way clear of obstacles, enough water depth, do you have sea room to maneuver.
- Know the limitations of your facility AND communicate that to your crew. Even if they have crewed with you before on this vessel.
- ANYONE and EVERYONE has the right and the obligation to call off the mission if the risk level goes too high.
- Remind you crew of any special conditions or hazards in the area you will be patrolling.

Changes in 2007 (2 slides)

- The slides cover it, review all items.
- Discuss the idea of making the 3 year tasks a "strong recommendation' at your flotilla level so you unit will be **Semper Paratus**

Check Ride Phase in

- Review the slide
- If you take your check ride ahead of your scheduled time it resets the clock. Your next check ride will be 3 years from that point.

Our Missions

- Just read through the bullets all these items will be covered in individual slides later.
- Remember to always look for opportunities when you are on patrol for multi-missions.
- Always remember Maritime Domain Awareness while on patrol

Promote Safety

- Set the example – remember always that we represent not only the Coast Guard Auxiliary [“America’s Volunteer Life Savers”], but the Coast Guard as well.
- Watch your speed – don’t cause a situation on the way to the situation.
- Be professional and courteous at ALL times. Especially when trying to maintain a safety parameter and you run across the ‘jerk’ or belligerent boater.
- Make sure you, your crew, and your vessel are fully equipped for safety of the mission. This includes any special equipment you may need for this mission or for local conditions.

Provide SAR Response

- Get all information you can on the SAR BEFORE you get underway. Some of that info may be critical to include in your risk assessment of the mission.
- Brief you crew on what you expect to encounter and what you expect them to do when you arrive, again do this BEFORE you get underway.
- Communicate, Communicate, Communicate
- Maintain safe speed based on sea conditions and local speed limits. You never have the authority for excessive speed or to violate NO WAKE zones.
- Remember the capabilities and limitations of both your vessel and crew while executing the SAR. Do not focus so much on the SAR itself that you lose track of safety

- Do not become a SAR case your self or cause a second SAR condition through your actions or inactions.

Render Assistance

- Read through the slides they pretty much cover it
- ** On the tow watch, remember to have the crew standing the watch out of direct line of the tow line incase it parts and flies back into the boat.
- Very important to remember to NEVER overstep your first aid and/or medical training and certifications. You could make things worse.

Maritime Domain Awareness (MDA)

- Always look for those things that "just don't look right"
- Report any concerns, by cell phone if possible, to local CG or Police units. The 'bad guys' may be monitoring VHF channels
- If you have a Marine Dealer Visitor on board, stop by at marinas and perform an MDA or Vessel examinations visit.

Provide Support

Review the slide

Safety Zone Support

- Advise and inform only. If a boater becomes a problem contact CG or local Police to handle the situation.
- Remember no more Blue Lights are authorized.
- Remember we are there to provide safety for the general public and the event participants, NOT to police the event.

Responsibilities for Facility Owners

- Regular mechanical inspections of your vessel are important, annual at the VERY minimum, more frequent if you use the vessel a lot for patrol or personal use. This is in addition to the annual 'facility inspection' done by a VE.
- Special attention to regular inspections if this is a vessel that is used by more than one coxswain during the year.
- Very important to notify DIRAUX of any major changes in equipment or configuration of your vessel or if it is sold or for any reason unusable (e.g. pulled for major repairs or upgrades).

- Risk assessment at all times through the mission – This is your job as much as anyone else on the mission, even if you are not the assigned coxswain.

Responsibility of Coxswains

- Always be aware of any and ALL limitations of your self, your crew, and the vessel. Is it properly equipped and capable to execute the assigned mission?
- Review the operation of the vessel with the crew
- Review the location of all equipment on the vessel
- Insure everyone is uniform and has all PPE safety equipment
- **ANY** one of these can be cause for aborting the mission until it is resolved.

Responsibilities of the Crew

- **Participate!** You share responsibility with the Coxswain for the safe execution of the mission
- Communicate. Repeat all directions from the coxswain to insure understanding
- Inform the Coxswain of any physical limitations you have
- If fatigue or sea sickness set in during the mission inform the coxswain
- Be prepared and trained for any task assigned. ASK for instruction or clarification– if you don't understand
- Remember your TCT

Orders

- Read the slide
- You can get verbal orders from your OIA (Order Issuing Authority, local CG Group or Station), but make sure you have that order number written down BEFORE you move your vessel
- SO-OP, FSO-OP CANNOT give you orders, they or you must get that from CG.
- No Order number, no support from CG if bad things happen.

Liability

- Review the slide
- Keep accurate notes during the mission, with times. Don't try to remember it all at the end of the day.

Operational Guidelines

The Slide covers it all

Operational Parameters Communication (2 slides)

- Review both slides
- Your radio guard is often with your Order Issuing Authority (OIA, CG Group or Station). However in some sectors this is not possible or feasible, but you still MUST maintain a guard.
- If you cannot reach your OIA by VHF or Cell, arrange for a guard with a CG Auxiliary communications station, or another vessel.
- If you work closely with local law enforcement on a lake or river, see if they will work with you to maintain a radio guard.
- If your orders are cancelled due to lack of procedures in this area, you will not get reimbursed & you will not be covered from a liability standpoint.
- Be sure to follow the procedure for your OIA with regard to calling on and calling off. Especially the calling off part when you secure from your patrol. Do not cause CG to launch a search for you. At the least, very embarrassing for the Auxiliary.
- Make sure your location and 'ops normal' message is heard and acknowledged
- Maintain constant communication on board as well between coxswain and crew.

Towing

- Maintain a tow watch out of line of the tow rope.
- Maintain situational awareness. Include a normal lookout as well as a tow watch.
- Watch your speed
- Brief your crew as you set up for the tow
- Brief the skipper of the disabled vessel on what you will be doing and what he/she needs to do. Make sure the understand and are capable of executing your instructions.
- Make sure the tow line is long enough, too short and a quick stop can cause unpleasant results as the boat being towed catches up to you.

Operational Parameters – Speed (3 slides)

Cover the bullets on the slides.

Mishap Reporting

Review the slide bullets. Keep accurate paperwork, log book and patrol notes are critical in an accident investigation.

Local Hazards

If you have specific conditions in your local area of responsibility, prepare a few slides to highlight these.

All Done

Send your feedback, suggestions, corrections, etc. on this workshop to the Division Chief for Operations Projects and Educational Outreach - **dvc_oe@yahoo.com**