

SECTOR NORTH CAROLINA
SURFACE OPERATIONS OPERATING PROCEDURES
REQUIREMENTS BEFORE A TRAINEE JOINS A PATROL

March 2015

Auxiliarists who are not certified as coxswain or crew are designated as Trainees when aboard an Auxiliary facility which is under orders and underway. Prior to their participating on patrols aboard an Auxiliary facility trainees must have signed-off by a boat crew or coxswain mentor the Auxiliary Boat Crew Qualification tasks listed in Table shown below : (See Auxiliary Boat Crew Qualification Guide, Volume 1, Crew Member, COMMANDANT INSTRUCTION M16794.52(series)).

The record of completion of these tasks is not acceptable for boat crew sign-off. The intent of this policy is to ensure Auxiliarists have a basic knowledge of and/or have performed the tasks prior to his/her initial underway experience on patrol. Consistent performance of tasks and proficiency required of a boat crew candidate is not a requirement for this purpose.

Auxiliarists who have not completed the tasks listed above may not join a patrol as a Trainee or be a guest aboard an Auxiliary facility.

The PRIMARY MENTOR will inform the FSO-OP and the FSO-MT when the required tasks have been completed. The FSO-OP will not assign a Trainee to a mission unless the tasks have been completed.

Trainee Name: _____

REQUIRED TASKS BEFORE A TRAINEE JOINS A PATROL

| Qualification Task. | Task Title | Mentor Initial |
|----------------------------|--|-----------------------|
| 01-01 | Crew Fatigue | |
| 01-03 | Team Coordination Training - familiarization with principles; formal training not required. | |
| 02-02 | Sun and Heat Related Factors | |
| 02-03 | Symptoms and Treatment for Shock | |
| 02-05 | Direct Pressure, Pressure Points and Tourniquet Method to Control Bleeding | |
| 02-06 | Signs and Treatments for Burns | |
| 02-07 | Symptoms and Treatment for Hypothermia | |
| 02-08 (Subtask 1. only) | Type III PFD, Anti-Exposure Coverall, Or Dry Suit Swim | |
| 02-09 | Boat Crew Survival Equipment | |
| 02-10 | The Use of the Emergency Signaling Mirror | |
| 02-11 | The Use of Hand-Held Distress Flares | |
| 02-12 | The Use of Aerial Flares | |
| 02-13 | Operate the Personal Marker Light (PML) or Strobe Light | |
| 02-14 | Survival Procedures In Event The Boat Capsizes Or Swamps | |
| 04-04 | Identify Common Sound Signals Used by Vessels | |
| 05-01 | Operate a VHF FM Radiotelephone (dockside) | |
| 07-01 | Man Overboard – Pointer (Must be instructed dock-side instead of underway) | |

REQUIREMENTS TO BE COMPLETED BEFORE TRAINEE JOINS A PATROL

01-01 Crew Fatigue

Situations that may cause fatigue:

- Extreme heat / cold, noise, sun, lack of sleep, boredom, maintaining balance, eye strain

Crew responsibility regarding fatigue:

- Watch each others' condition

Symptoms of fatigue:

- Inability to focus, mental confusion, decreased motor skills and performance, irritability, decreased concern for safety

Fatigue prevention measures:

- Rest, dress appropriately, rotate duties, food and refreshment, observe crew for signs of fatigue

01-03 Team Coordination Training

- See TCT Principles Summary – Page 7

02-02 Sun and Heat Related Factors

Sunburn symptoms, prevention, and treatment:

- Red, swelling, blisters, fever, intestinal problems // sun screen, protective clothing & glasses // cool wet towels

Dehydration definition, symptoms, prevention, and treatment:

- Loss of water and fluids essential for normal body function // Dry mouth, dizziness, headache, difficult breathing, tingling in arms & legs, bluish skin color, speech problems, inability to walk, cramps in leg and stomach // Drink fluids; water is best // Remove from heat & sun, seek prompt medical attention

Heat rash definition, causes, symptoms, prevention, and treatment:

- Irritation of skin // Breakdown of body's ability to perspire and decreased evaporative cooling of the skin // Pink or red lesions, skin irritation, frequent & severe itching // Rotate crew between heat related tasks and jobs in a cooler environment // Remove from exposure to excessive heat, apply cool wet towels

Heat cramps definition, causes, prevention, and treatment:

- Painful muscle contractions // Caused by excessive salt and water depletion // Plenty of fluids, rotate crew, protective clothing // Place in cool area, lie down, cool drinks; medical attention if severe or persistent

Heat exhaustion definition, causes, symptoms, prevention, and treatment:

- Excess exposure to heat resulting in severe mental and physical fatigue // Caused by loss of too much water through perspiration // Collapse and sweating profusely, pale skin, pounding heart nausea, headache // Plenty of fluids, rotate crew, protective clothing // Place in cool area, cool drinks, rapid removal to location that can provide medical care

Heat Stroke definition, causes, symptoms, prevention, and treatment:

- Breakdown of sweating and heat regulating systems (failure to perspire) // Caused by operating in bright sun or working in hot environment // Skin is red, hot, & dry; body temperature over 105; weak and rapid pulse; confusion, delirium, unconsciousness // Drink plenty of fluids, rotate crew, proper clothing // MEDICAL Emergency, seek help, move to cool place, reduce body temperature

02-03 Symptoms and Treatment for Shock

Shock definition and causes:

- Depressed physiological or mental state

Four common symptoms of shock:

- Restless, faint, thirst, nausea, weak, anxious, fright, dizzy // Pulse: weak and rapid (greater than 100), Breathing: shallow, rapid (more than 24), irregular, Skin: cold and clammy, Pupils: dilated

Treatment for Shock

- Lie down, if unconscious – activate EMS and begin resuscitation
- Medical history of problems (heart, allergies, diabetes), notify station to obtain help, lie flat and raise feet, CPR if needed / trained, warm with blankets (if not hot), moisten lips

Treatment of Anaphylactic shock:

- Assist with epinephrine if victim carries; CPR if needed / trained; notify station to obtain help

02-05 Pressure Points and Tourniquet

- Wrist, upper arm, top of foot, back of knee
- Place 2 – 3 inches above wound; wrap around limb twice and secure; attach note giving location and time applied or write “T” on forehead // continue to treat for shock

02-06 Signs and Treatment of Burns

Three degrees of burns and signs:

- First degree: involve outer layer of skin; produce redness, increased warmth, tenderness, mild pain // Second: Involve inner layers of skin; blisters, severe pain, redness, and warmth // Third: Penetrate full thickness of skin destroying outer layers; white lifeless to black charred skin; may not have pain

Treatment for minor burns:

- Immerse in cold water until pain is relieved; flush chemical burns for 20 minutes; cover with clean sterile air tight wrap (plastic food wrap can be used over dressing)

Treatment for serious burns:

- Cover to reduce exposure to air, cool, do not remove clothing unless smoldering, treat for shock (lie down, raise feet, moisten lips), obtain medical care, monitor vital signs every 5 minutes

Treatment for chemical burns:

- Wash away chemical as quickly and completely as possible with large quantities of water (flush for 20 minutes); Eyes: flush 5 minutes and cover with clean dry dressing; seek medical care; treat for shock

02-07 Symptoms and Treatment for Hypothermia

Signs and symptoms for hypothermia:

- Pulse: slow, weak, often irregular; level of consciousness is clouded, slurred speech (seems intoxicated); Pale appearance; Pupils constricted; Respiration labored; Shivering or muscular rigidity; Skin feels cold

Hypothermia treatment:

- Remove wet clothes (if dry clothes available) and wrap in blankets; Avoid rough handling; Administer oxygen if trained; if delay in medical help then gently warm (hot water bottles of body heat)

Factors increasing the possibility of hypothermia:

- Prolonged exposure to cold water; sea spray; low air temperature, wind chill

Preventive measures to increase chances for cold water survival:

- As much warm clothing as possible (cover head, neck, hands, feet); PFD; Signal light and whistle; Entering water, cover mouth and nose with hand; Don't swim except to reach another person or floating object; HELP position

Cold water survival time:

- 60 – 70 degrees: 2 – 40 hours
- 50 – 60 degrees: 1 – 6 hours
- 40 – 50 degrees: 1 – 3 hours
- 32 – 40 degrees: 30 – 90 minutes

02-08 Type III PFD or Anti-Exposure Coverall (Mustang)

- Conduct an inspection of PFD or Mustang Suit
- Correctly put on PFD or Mustang Suit

02-09 Boat Crew Survival Equipment

Type of PFDs required while on patrol

- Coast guard approved type 1, 2, or 3 PFD or type 5 thermal protection; must be consistent with activity (example PWC impact rating) and must be orange or yellow

Required survival equipment on PFD:

- Whistle, Personal marker light, mirror; flares / smoke (if 3 miles from shore)
- Optional: knife, dye marker

02-10 Signaling Mirror

- Demonstrated ability to use signal mirror

02-11 Use of Hand Held Distress Flares

Proper disposal of used flares:

- Douse in water to cool; dispose after both ends used (dispose overboard in distress situation or if flare misfires)

Condition when each distress flare should be used:

- Red flare used at night; Orange smoke used in day // can be used to indicate wind direction to helo // best used when rescue craft is in sight

02-12 Use of Aerial Flares

Proper disposal of aerial flare:

- Douse in water after use // Do not dispose before being use // toss overboard if misfire occurs

Conditions when aerial flare would be most effective:

- Attract aircraft, vessels, rescue teams in area // short burn time (about 36 seconds)

02-13 Personal Marker Light

- Removed PML from SAR vest / Life Jacket and demonstrated proper operation

02-14 Survival in the Event the Boat Capsizes

Action to be taken during capsizing:

- Make every effort to escape; check survival equipment before escape; If PFD must be removed, tie line to secure; avoid stern if engines running

Routes to be taken in the event of capsizing:

- Below gunwales; through cabin door or windows; avoid stern if engines running

Action to be taken if trapped inside enclosed compartment:

- Locate exit route; remove PFD if necessary tie line to secure; swim out – best swimmer first (note: cold water reduces time able to hold breath)

Action to take if unable to exit capsized vessel:

- Remain calm; trap air by closing hull valves; communicate with rescuers – yelling / tap on hull; conserve oxygen (remain calm)

04-04 Sound Signals

Short Blast: 1 second

Long Blast: 4 seconds

Danger signal: five short blasts; used when don't understand or dangerous situation

05-01 Operate VHF Radio

- Knows: 1) On/Off Switch, 2) Channel Selection Knobs, 3) Volume and squelch controls, 4) high / low power control
- Knows how to use microphone
- Familiar with Pro-words and phonetic alphabet

07-01 Man Overboard Pointer

- Shout "man overboard starboard / port
- Keep PIW in sight
- Keep Coxswain informed of PIW's position
- Move to assist with recovery when instructed by coxswain.

Mission Analysis

1. Always conduct a risk assessment (and complete a GAR form) prior to a patrol, no matter how routine you believe the mission to be. Every mission is unique, contingency planning based on experience should include complexity of mission, environmental factors, crew fitness factors and any other circumstance which could impact the mission & your safety.
2. Develop escape/contingency plans for any potential risk scenarios.
3. Reassess risk AND GAR score throughout the mission when conditions change.

Situational Awareness

1. To make good decisions we must **know what is going on around us**. Plans are critical to success, that is for sure...but we must be ready, based on what we encounter during the mission, to change those plans, and/or use contingency plans as necessary.
2. Stressful situations, complacency and boredom will inhibit our situational awareness and increase the likelihood of poor decision making. Remember the 3 levels of human error:
 - a. Slips Misspeak
 - b. Mistakes Bad Plan
 - c. Errors Flawed execution
3. Catch the slip before it becomes a mistake. Catch the mistake before it becomes an error.

Adaptability & Flexibility

1. Adaptability is the ability to react to changes in conditions, crew fitness, equipment failures, etc. and is based on the “situational awareness” we mentioned above. How flexible are we? How receptive are we to differing opinions? Leaders do not necessarily have “all the answers”. Leaders do take advantage of everyone’s ideas and experience and they remain adaptable to new conditions and challenges.

Communication

1. Communication takes many forms. There are verbal and non-verbal (facial expressions, voice inflection, etc.) communication everyone uses to convey thoughts and ideas.
 2. The key is to ensure that the person or persons we communicate with have a **clear** understanding of what we wish to convey. This is the ‘senders’ responsibility.
 3. Good communication involves closing the “**feedback**” loop. We can ask for feedback, or we can observe behavior to be sure the message was received.
 4. This feedback is a two-way expression, either verbally or non-verbally, which confirms the communication process was completed. Both parties are responsible for insuring the message received is accurate, understood, and effective.
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Leadership

1. Leadership is not about giving orders. Good leaders do find ways to obtain the willing participation of others towards accomplishing a goal. That goal, in this case, must be consistent with the Coast Guard's core values as well as consistent with the mission at hand.
2. Since we cannot "order" anyone to do anything, we must strive to achieve the respect, confidence, collaboration and loyalty of those entrusted to our care.
3. Remember all Auxiliarists have the opportunity to lead, regardless of their position.

Assertiveness

1. The Coast Guard values people who are assertive, but not aggressive.
2. Know where the dividing line is. The difference between these two characteristics is sometimes hard to see. The aggressive person seeks to bully his/her way through situations for their own ego or self-image.... while an assertive person cares about the "mission" more than themselves and their ego.
3. The assertive person will always communicate their concerns but they also, try to get a reasonable resolution when ideas are in conflict without stepping on top of those who may disagree.

Decision Making

1. Making good decisions is at the heart of TCT. How do we ensure that we act or perform in a manner that maximizes mission safety and success and minimizes risk to ourselves, our crew, the public, etc.?
2. The elements of TCT all play a role in improving decision making. We define a problem or condition, seek information about that problem, analyze that information, identify alternatives and select one or a range of alternatives.
3. Then we measure our success or failure in order to adjust our course of action. This process can take us 20 seconds in the case of routine decisions, or 20 months in the case of large complex problems. The process is the same; ...the depth of analysis and level of importance is always changing.
4. There is always time to consider other actions, use that time before you act.