

Deployment of the National Plan Response Team

Reference	Policy – Access to National Plan Supporting Arrangements Policy – National Response Team Guidance – Induction of National Response Team
Purpose	This guidance document sets out considerations and process used to deploy the National Response Team (NRT), the National Response State Team (NRST) and the Australian Marine Oil Spill Centre (AMOSC) personnel between agencies for the purpose of assisting in a marine pollution incident.

STEP 1: Receive request

Formal request	Marine Pollution Controller (or Incident Controller) should have formally requested mobilisation of National Plan resources (including AMOSC resources, if known). Check that the access to the National Plan Support Arrangements have been formally requested.
How requests are received	Control Agency makes a request to AMSA for National Response Team assistance to: AMSA Search and Rescue on 1800 641 792 followed up by email to RCCaus@amsa.gov.au <ul style="list-style-type: none"> • Pass request to AMSA Pollution Duty Officer
Alternative AMSA contact	A request may also be made directly to: <ul style="list-style-type: none"> • An AMSA Liaison Officer that may be part of the IMT. If this person is on site in the IMT then all requests should be directed through this person.
Confirm information	The Control Agency making a request should provide the following information: <ul style="list-style-type: none"> • Roles or skills required (for example, Planning Officer, Aerial Observer). • Number of personnel required to fill each role. • Preferred start date. • Brief overview of the work to be undertaken. • Contact name, mobile number, time and address where personnel are to initially report. • Name, position (within the response management structure) and contact details of the person making the request. <p>The Control Agency making a verbal request should follow up with an email request within three hours of the initial request.</p> <p>The AMSA Pollution Duty Officer managing the request should check that the information contained in the email request is consistent with the earlier verbal request.</p> <p>The AMSA Pollution Duty Officer will follow up with the Control Agency to obtain any missing information. The AMSA Pollution Duty Officer will log the request in SharePoint.</p>
Inform management of the request	The AMSA Pollution Duty Officer will inform the Duty Manager of any verbal request as soon as practical after receipt, to obtain approval/instructions to progress the request.

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STEP 2: Process the request

Determine who will process the request

The AMSA Pollution Duty Officer will identify appropriate personnel to action the request and monitor progress.

AMSA Pollution Duty Officer will log the task on SharePoint.

Identify personnel available to respond

The AMSA Pollution Duty Officer (or nominee) will liaise with jurisdictional counterparts to:

- Identify suitable personnel for each position requested.
- Determine if personnel are available for the deployment period and can be released by their employer.
- Select personnel to fill the requested positions.
- Confirm availability of selected personnel in writing via emails to selected individuals, their managers and State Pollution Controller.

The AMSA Pollution Duty Officer (or nominee) will:

- Liaise with the Control Agency to determine the most appropriate times for NRT personnel to arrive at designated location.
- The designated location is the place where NRT personnel will be met by Control Agency personnel. This could be the airport, a hotel room or the induction briefing location and will depend on the time of arrival of NRT personnel and location of incident in relation to transport hubs.
- Control Agency will advise the AMSA Pollution Duty Officer (or nominee) that NRT personnel have arrived and come under their care.

Arrange transport and accommodation

When arranging transport for NRT personnel, attempt to have all NRT personnel arrive on the same day for the start of an operational rotation. This will reduce the need for multiple induction briefings.

- In consultation with the selected NRT personnel, arrange air or vehicle transport to and from the incident location.
- Arrange any accommodation required for the travel periods.
- Advise the selected personnel in writing (email) of the travel and accommodation schedule and the designated location for meeting control agency personnel.
- Send pre-deployment briefing email to selected NRT members (see [Guidance – Induction of National Response Team](#)).
- Update the tracking spreadsheet.
- Log emails on SharePoint.

STEP 3: Advise Control Agency

Advise Control Agency

Advise Control Agency requesting officer (likely Incident Controller or Logistics Officer) by email of:

- Personnel selected for position
- Contact details
- Travel and accommodation schedules
- Ask that email is sent confirming arrival of NRT personnel
- Log email on SharePoint

STEP 4: Confirm safe arrival of deployed personnel

Confirm arrival

If no email from Control Agency arrives, as expected, based on travel itinerary, AMSA Pollution Duty Officer (or nominee) will contact NRT members deployed (via their mobile number) at a suitable time to confirm that they have arrived at their destination, been met by the Control Agency, and there are no issues related to the transport or accommodation arrangements.