

**Purpose** This Guidance should be observed by the AMSA MEPR Duty Officer when a request for National Plan or AMOSOC support is received from the States or Northern Territory.

## STEP 1: Receive request

**Formal request** Marine Pollution Controller (or Incident Controller) should have formally requested mobilisation of National Plan resources (including AMOSOC 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 Plan resources, including AMOSOC capability. These requests could come via:

1. AMSA Search and Rescue on 1800 641 792
  - Pass request to MEPR Duty Officer
2. Manager MEPR
  - Pass request to MEPR Duty Officer
3. MEPR Duty Officer
4. Nominated AMSA officer

**Alternative AMSA contact** A request may also be made directly to the:

- Senior Response Coordinator
- General Manager Marine Environment Division

Requests via the above officers must be passed to the Duty Officer or the nominated AMSA Officer as soon as possible.

## STEP 2: Communicate the request to AMOSOC

**AMSA authority** AMSA Officers authorised to initiate a resources and capability request of AMOSOC resources are:

- Manager, Marine Environment Pollution Response,
- General Manager, Marine Environment Division
- Deputy CEO, Maritime Standards Division, or
- MEPR Duty officers (when consultation is not possible).

**Activation process** The AMSA MEPR Duty Officer contacts the AMOSOC Duty Officer by telephone on the number within NEMO and communicates details of the request to the AMOSOC Duty Officer, including contact details of the Incident Controller or nominee (requesting officer).

A follow up email outlining the details of the request should be sent to AMOSOC as soon as practicable.

Contact the Requesting Incident Controller (or nominee) and advise AMOSOC resource activation confirmed, and provide contact details for the AMOSOC Duty/Liaison Officer.

Any direct contracts required for access, mobilisation or use of AMSOC capability will be undertaken between the GM Marine Environment Division and the GM AMOSOC, or in their absence, between the AMSA Manager MEPR and Deputy GM AMOSOC.

## STEP 3: Notify stakeholders

### Consider notifying

#### Internal

- GM Marine Environment Division
- AMSA Public Relations
- AMSA Legal
- Other MEPR Personnel – for assistance (if required)

#### External

- Affected Jurisdictions
- Other potentially affected jurisdictions
- GBRMPA - *if inside boundary* or adjacent

### Call out lists and email contacts

(available in NEMO)

- AMOSC Duty Officer
- State & Territory call out lists
- National Plan call out lists

## STEP 4: MEPR Duty Officer ACTIONS

### Clarify the request

- Contact and liaise with the jurisdiction Requesting Agency to determine the nature and level of support required.
- Contact AMOSC Duty Officer and advise of request – follow up with email.
- Establish point of contact at AMOSC

### Notify

- Notify AMSA Manager MEPR and Senior Response Coordinator
- Notify stakeholders

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