

Deployment of National Plan Equipment

Reference:
NP-GUI-001

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| Reference | Guideline on the Activation of the National Plan Guideline on Deployment of the National Response Team National Plan Equipment Hire – Terms and Conditions (on AMSA website) |
| Purpose | This Guidance sets out the considerations and processes to be observed when seeking the deployment of National Plan equipment for a marine pollution incident. |

STEP 1: Receive request

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| Formal request | The Control Agency or Incident Controller should have formally requested mobilisation of National Plan resources. (National Plan Activation Policy) Check that National Plan has been formally activated. |
| How requests are received | Control Agency makes a request to AMSA for National Response Team assistance. Requests could come via: <ol style="list-style-type: none"> AMSA Response Centre on 1800 641 792 <ul style="list-style-type: none"> Pass request to AMSA Pollution Duty Officer Manager Response Planning <ul style="list-style-type: none"> Pass request to AMSA Pollution Duty Officer or Nominated officer AMSA Pollution Duty Officer <ul style="list-style-type: none"> Nominated AMSA 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 request should be directed through this person. |
| Confirm information | Confirm key information: Requests from State/Northern Territory to be taken at face value for action, but seek to confirm information in order to inform AMSA decision-makers and contractors - refer to existing POLREP The Control Agency making a request should provide the following information: <ul style="list-style-type: none"> The nature, by function or requirement, of the equipment being requested. Name, position (within the response management structure) and contact details of the person making the request. Any local transport arrangement that would preclude the need for AMSA to employ its Defence Transport arrangement's for long-distance deployment. <p>The AMSA Pollution Duty Officer will respond as soon as practical to the requester with a standard email from AMSA that the Control Agency requesting equipment must use for further requests. This contains reference to standard terms and conditions of hire.</p> <p>The requesting agency/officer should follow up with their email request within 30 minutes of the initial verbal request. This is required to verify the request details and obtain written (email) agreement to hire terms and conditions.</p> <ul style="list-style-type: none"> If additional information is required, the AMSA Pollution Duty Officer should contact the requesting agency. <p>Record all details in NEMO.</p> |
| Inform management of the request | The AMSA Pollution Duty Officer will inform Manager Response Planning of any verbal request as soon as practical after receipt, to obtain approval/instructions to progress the request. |

STEP 2: Process the request

Determine the suitability of National Plan equipment

- The AMSA Pollution Duty Officer should, in consultation with the requesting officer,
1. Consider the type and characteristics of the incident to determine if deployment of National Plan equipment is suitable. Positive Indications are:
 - Response Planning Escalation Severity 3, 4 or 5; or
 - A grounding where there is a risk of a spill of persistent oil.
 2. Determine suitability of the requested equipment with the type of incident.
 3. Discuss and confirm assessment with:
 - Manager Response Planning
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 4. Record assessment in NEMO.

AMSA authority to mobilise equipment

1. Seek approval to progress with request
 - AMSA Officers permitted to approve deployment of equipment:
 - Manager Response Planning
 - AMSA Pollution Duty Officer
2. Record decision in NEMO.

STEP 3: Notify stakeholders

Notify stakeholders of decision

Internal

- Response Planning personnel – for assistance
- Executive Director Response Division
- AMSA Communications
- AMSA Office of Legal Counsel

External

- Requesting agency
- Equipment Stockpile manager agency
- GBRMPA - if in boundary or adjacent
- AMOSC – if offshore area

Call out lists and email contacts (available in NEMO)

- AMSA internal directory
- National Plan equipment stockpile managers
- Defence Transport Multi-user list for long-distance equipment movement

Equipment hire agreement

- The email request form the Control Agency will include an explicit statement that they have seen and agreed to the published AMSA National Plan equipment hire agreement terms and conditions
- Equipment hire arrangements will be recorded in NEMO

Delivery address for equipment

1. Obtain the delivery address for the equipment from the requesting agency.
2. Log in NEMO (Equipment Staging Area).

STEP 4: Identify and mobilise equipment

Defer to AMSA equipment specialists

AMSA Pollution Duty Officer confirms with Manager Response Planning about contacting or delegating equipment identification and mobilisation to designated Equipment and Resources staff within Response Planning.

Identify suitable equipment

- Identify National Plan equipment stockpile(s), closest to the incident, that contain the requested equipment.
- Confirm with stockpile manager that equipment is in working order and ready for mobilisation.
- Determine if specialist crew(s) are required to deploy and operate any of the requested equipment.

Mobilise equipment

- Determine the most appropriate method to mobilise and deliver equipment.
- Provide delivery address to the stockpile manager.
- Authorise equipment stockpile manager to assemble and arrange transport of the requested equipment to the response location
- Allocate the equipment to the incident in NEMO.

Source equipment operators if required

Use NRT personnel list to identify suitable equipment operators.
Follow *Guideline on Deployment of National Response Team* to mobilise suitable NRT equipment operators.

STEP 5: Confirm safe arrival of equipment

Confirm arrival

Contact control agency (Logistics Officer) and confirm safe arrival of the equipment. Log arrival of the equipment in NEMO

STEP 6: Tracking of equipment

The control agency is to maintain a log of when equipment is on standby or in use. If possible this should occur within NEMO or by advising AMSA

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