

Induction of the National Response Team

Reference *Guidance - Deployment of the National Response Team*

Purpose To give AMSA and/or control agencies guidance prior to providing an induction briefing for all the National Response Team personnel including support agencies.

Step 1 Before deployment email briefing

Provide overview briefing AMSA Duty Officer/ Nominated Officer to:

1. Request the latest SITREP and Incident Action Plan (IAP) from the Control Agency.
2. Send email to activated NRT and support agency personnel, and include:
 - Name and number of Incident Management Team contact person
 - Any arrangements for meeting NRT personnel at airport and transport
 - Address where NRT personnel are to report to
 - Latest SITREP and IAP (if available)
 - Pre-prepared information on the Control Agency and the local oil spill response arrangements (some suggested information is contained in the appendix)
3. Log email in NEMO.

Step 2 Assembly area for NRT

Arrival at designated location

Control agency (Logistics, Supply Unit) – contact NRT/support personnel when they arrive at the designated location, and provide the following information:

- Location and time for induction briefing.
- Transport arrangements if required.
- Response policy on any involvement before induction briefing.

It is recommended that no NRT personnel participate in response activities until they attend the induction briefing and/or signed the induction paper.

The control agency should provide an area where the NRT personnel can assemble prior to the induction briefing. Ideally, this should be a separate room at the Incident Control Centre or other location, where it would be useful to complete any response registration paperwork, obtain identity passes, review response documents, make notes, and make telephone calls.

Provision of refreshments may be required if personnel have to wait for some hours.

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Step 3 NRT induction briefing

Induction briefing requirements

Induction briefings should be held in a quiet place, preferably indoors where maps and charts can be used as an aid to the briefing and personnel can sit and take notes.

Briefing should be given by IMT members, who are employed by the Control Agency, have been working on the response for several days and have a good understanding of the situation.

Briefing structure should follow the SMEACS format outlined below and only address the relevant items listed below.

Step 4 Assign roles to NRT personnel

Assign roles

For each NRT member, confirm role or allocate new role.

Provide each NRT member with:

- Their position within the response structure
- Physical location of their position
- Their supervisor's name, contact details and location
- Any specific PPE required for the role allocated
- Expectations of behaviour (compliance with code of ethics, responsibility for own safety)

Transport

Where necessary, transport NRT personnel between their temporary living and working locations.

SMEACS briefing format

- Situation**
- Overview of the incident and where the response is at
 - Any high priority areas for protection and/or clean-up
 - Summary of field operations and equipment and personnel deployed
 - Summary of Planning, Intelligence, Logistics and Finance functions
 - Weather today and expected
- Mission**
- Outline the key objectives set out for the response for the NRT personnel 'tour of duty' (rotation period).
- Execution**
- Outline how the response is being accomplished
 - Key strategies and any constraints (Incident Action Plan)
 - Resource allocation and priorities
 - Access to incident response sites (identity passes and procedures)
 - Shift times and rotation period - encourage all staff to take appropriate breaks
 - Any immediate tasks that are required
- Administration**
- Important response locations and their roles, contact number and contact person.
 - Catering arrangements
 - Accommodation arrangements
 - Supply arrangements
 - Transport arrangement
 - Medical arrangements
- Command and communications**
- Response structure and names of IMT personnel
 - Meeting schedules
 - Briefing and debriefing arrangements (daily and end of rotation)
 - Communications Plan, where to find contact numbers, radio channels being used (Provide hard copy to personnel)
 - Any sectorisation being used in the response. Provide a summary of any Divisions, sectors and provide an overview map
- Safety**
- Location of and access to the response safety plan
 - Any hazardous situations that currently exist
 - Safety standards expected of all personnel and PPE requirements
 - Welfare of personnel, Highlight environmental conditions that could be of concern due to the conditions (heat, cold, sea state, slippery surfaces, wildlife etc)
 - First aid arrangements (outline what has been put in place)
 - Incident accident and near miss reporting requirements
 - Reiterate expectations of behaviour and consequences of not doing so
- Questions**
- NRT personnel should be encouraged to ask questions for clarification of information provided to ensure that they have a good understanding of what is required.

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