



NCI FLEETWOOD TRAINING MANUAL

PART 4

DAILY ROUTINE

Table of Contents

	Page Number
INTRODUCTION	1
OPENING PROCEDURE	1
CHANNEL '00' RADIO CHECKS	2
HANDOVER PROCEDURE	3
TAKEOVER PROCEDURE	4
CLOSING PROCEDURE	5
SOLO WATCHES	6



NCI FLEETWOOD TRAINING MANUAL

PART 4

When on duty always refer to SOP's 1, 2 and 3

DAILY ROUTINE

Introduction

The procedures for opening, shift changeover and closing the station are clearly set out in the Standard Operating Procedures (SOP's) 1, 2 and 3. Trainees are to use the 'Watchkeeper Reference Cards' (WRC) to ensure the equipment is correctly set up. The following provides an overview of what is required.

Opening Procedure

The procedure for opening the watchstation is set out below. It will not always be possible to comply with the sequence of opening as set out, but it should be followed as near as possible.

- On accessing the promenade and walking to the tower make a visual check of activity on the beach and on the water to get a picture of what is happening.
- On approach to the watchstation a visual check for signs of criminal damage or a break-in should be carried out. The beach and area around the station should also be checked.
- If a break-in is suspected the building should not be entered and the police should be called.
- If the building is secure it should be unlocked and watchkeepers should check for any new supplementary standard operating procedures (SSOP).



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- Channel 16 should be turned on first in case something is happening and a brief look out of the windows to ensure nothing obvious is happening.
- Using the correct switch on procedure the 3 radios in the console should be switched on.
 - The radios from left to right should be set to 65, 16 and 00. **DO NOT** enter an MMSI number into the centre Sailor Radio.
 - The volume controls should be checked on all radios and squelch also checked on both Sailor radios (those set to 16 and 00).
 - All radios should be set to LOW power
- All computer screens are to be switched on. Confirm that the Ops desk computer screens are displaying Cumulus (Weather page) on the left hand screen and AIS on the right hand screen
- The SIMRAD Chartplotter/Radar is to be switched ON using the WRC's.
- Switch on the 'tickertape' window display.
- Take lens covers off all optics and wipe eye pieces with provided anti-bacterial wipes
- An entry on a new page in the log book should be made providing the names of the watchkeepers on duty and the times of the watch. Watchkeepers should sign their initials alongside their name, and do so every time their name appears on a new page.
- The times of all tides occurring on that day are to be entered and the appropriate 'spring' or 'neap' tide box ticked. These details should also be recorded on the white board which faces the entrance door.
- The time and "Watch Opened" should be recorded by the 'senior' watchkeeper for that watch, adding his/her name and full signature followed by the name(s) of any other watchkeeper(s) on duty.



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- A weather observation record should be completed in the logbook.
- At the start of each duty day Holyhead Coastguard must be informed no later than 1000hrs by telephone of the following
 - The watchstation (designated 'NCI Fleetwood ') is 'Watch Opened'
 - The time the watchstation will close on that day
 - Be prepared to provide the weather if asked but advise without being asked if the weather is particularly bad .. storm, restricted visibility etc.
- Begin a detailed observation of the area as set out in Part 3 of the Training Manual, recording vessels etc. as appropriate.
- The NCI flag should be raised if the wind is Force 4 or below. If necessary the Union Flag will be flown above the NCI flag.

Channel '00' Radio Checks

At some time during every 6th morning watch of the month a radio check is to be made with Holyhead Coastguard on Channel 00 and this must be entered in the log book. An alarm for this is enabled on the OP's desk computer. The channel is referred to as 'channel zero'.

When advising Holyhead Coastguard in the morning that the Watch is open permission to conduct the check should then be requested. If the check at that time is not convenient to Holyhead Coastguard then a further request to conduct check should be made later in the morning when there is no ongoing Coastguard activity.

No other radio checks with the Coastguard are authorised.

Handover Procedure

It is important when handing over to the next watch that the handover briefing is carried out as a formal process.



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Complete the Activity Record Sheet.

The following, based on the mnemonic 'ICELAWS,' sets out the contents of the handover briefing and are on display for easy reference.

- **I**ncidents – Details of any incidents that have occurred during the watch or are still ongoing. The status of ongoing incidents and whether it is necessary for a watch-keeper to remain on watch
- **C**oncerns – People, craft or situations that are causing concern or have the potential to escalate their risk
- **E**quipment – Breakages and/or defective equipment and what action has been taken
- **L**og – Vessels that have been logged and the reasons for those which have not yet been logged
- **A**dvisory Notices & Messages – New station notices, mail and any housekeeping issues
- **W**eather – A description of the current and forecast weather including wind warnings, sea state and tides
- **S**ummary and sign off – With the briefing complete the watch activity sheet must be filled in and 'Off Watch' along with the time of the handover recorded in the logbook

Takeover Procedure

Watchkeepers taking over from an earlier watch should take careful note of the handover briefing and carry out the following task

- Check for any new SSOP's



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- An entry in the log book shall be made by the morning 'senior' watchkeeper stating the time and "Off watch" adding his/her name and signature. Other outgoing watchkeepers should sign within the signature box at the bottom of the page.
- The time and "On Watch" should be recorded by the the incoming 'senior' watchkeeper who should add his/her name and signature followed by the name(s) of others coming on duty. The time should be the same as the time the previous watch logged off.
- A check should be made to ensure all equipment is working correctly especially checking volume and squelch levels of the radios.
- A weather observation record should be completed in the logbook and the times of all the tides occurring on that day should be checked, and any appropriate 'spring' or 'neap' tide box ticked.
- A detailed observation of the area should be commenced recording vessels etc. as appropriate.

Closing Procedure

The procedure for closing the watchstation is set out below. It will not always be possible to comply with the sequence of closing as set out, but it should be followed as near as possible.

- A final check of the whole view from the watchstation should be made making note of anything that needs to be passed on to the Coastguard when logging off.
- A weather observation record is to be completed in the logbook.
- The flags should be lowered in the reverse order they were raised. Any wet flag(s) should be spread out to dry, not folded.
- Holyhead Coastguard must be contacted by telephone and informed that Rossall Point NCI is 'Watch closed'. If necessary, an update on any items which may be of interest to the Coastguard which have occurred during the day or may occur overnight will be provided.
- Windows will be secured, and optical equipment stowed safely.



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- Log book entries should be completed finishing with “Watch Closed” by the same watchkeeper who made the opening entry, adding his/her name and signature. All other watchkeepers on duty will sign in the signature box of the last page of that watch.
- The ‘Activity Record’ sheet is to be completed.
- VHF radios, weather display, AIS and Simrad displays, room heater/aircon are to be switched off. The computers and hot water MUST be left on. Only if the hand set battery levels are low should the chargers be left on.
- Except for those powering the telephone, water heater, CCTV system (if one), broadband router, weather station and other essential items, wall power sockets should be switched off.
- All station facilities and equipment must be left clean and tidy and all rubbish disposed of.
- When leaving the station the alarm is to be set and the external door must be shut secure and the padlock applied.

Solo Watches

Whilst, for reasons of effectiveness and personal safety, multi person watches are the preferred option, one-person watches (solo watches) cannot always be avoided. Only certified watchkeepers who are qualified RYA SRC radio operators may carry out solo watches.

Watchkeepers finding themselves on a solo watch must activate the DORO telephone in case there is an unexpected personal medical emergency when the red button is to be pressed. If any other emergency occurs the officers on emergency call out as set on the telephone should be contacted in the order set out until contact is made with one of the officers.