



Volunteer Marine Rescue Brisbane Inc

Providing a Safer Marine Environment for Our Community

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Building Closure

1.0 Introduction

This document provides guidelines for the closure of Volunteer Marine Rescue Brisbane Radio Room.

2.0 References

Nil

3.0 Detailed information

Before leaving the base, the Duty Officer or a representative will perform the following duties:

- a) Check the radio log to ensure that all vessels on log have been accounted for.
- b) At the appointed time as detailed in SOP **OPE003**, broadcast closing messages with due regard to silence periods.
- c) Prepare a list of vessels on log remaining at sea overnight for the next duty officer.
- d) Ensure that all domestic duties have been completed.
- e) Ensure that all non-essential electrical equipment is switched off and recover the relevant flags from the flag poles.
- f) Sign off in attendance book.
- g) Exit radio room making sure that all doors and windows are securely locked.

It shall be the responsibility of the senior person leaving the premises that all doors and windows are locked, alarm system activated and all gates closed and locked.

4.0 Summary

By following these guidelines, the radio room should be as secure as possible.

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