



Volunteer Marine Rescue Brisbane Inc

Providing a Safer Marine Environment for Our Community

95 Allpass Parade, Shorncliffe Qld 4017

PO Box 201, Sandgate Qld 4017

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Opening and Closing the Operations (Radio) Room

1.0 Introduction

This document sets out the steps to be taken when opening up the Operations (Radio) Room on a duty day and preparing the room for use.

2.0 References

Nil

3.0 Detailed Information

- a) Carefully negotiate the stairs to the Operations Room taking particular care when the concrete step treads are wet during periods of rain.
- b) Use your security card and hold up to activator to open the door. This door opens outwards. Open fully and insert the cabin hook from the adjacent wall into the eye on the door to hold the door open.
- c) If at night, reach around the door jamb to the internal wall of the Operations Room and switch the lights on. Of the bank of two switches, one is for the patio light which is on a sensor and stays on, while the other one is for the two fluorescent lights within the room.
- d) Date and sign the attendance book which is located on the chart table.

3.1 Radio Room Operation

- a) Switch all radios on via the white switch at right hand end of console
- b) Turn on the computer monitor and log-in using the crew log-in.
- c) Turn on the security camera monitor screen using the remote.
- d) Turn on the vessel tablet and check it is fully charged.
- e) Turn on the vessel mobile phone and check it is fully charged.
- f) Prepare the radio log sheet and print the latest weather report and tide times.
- g) As detailed in SOP **OPE003**, broadcast the opening messages with due regard to silence periods

3.2 Tea and Coffee Making

There is a "ZIP" auto-boil boiling water dispenser located on the wall above the sink. The auto-boil is permanently connected to the town water supply. All that is required is to switch the power point "on" to activate. Boiling water can cause serious burns - use with care.



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3.3 Raising the Flags

Locate the appropriate flags from the PVC tubes under the chart table.

- a) Move to the flagpole located between the pontoon and the boat ramp and untie each cord from the horn cleat on the aluminium flagpole and connect the brass snap fittings to the matching snap fittings on each flag making sure the flag is not upside down.
NOTE: order of the flags on the flagpole when viewed from the pontoon is, Queensland flag on left, Australian flag in centre (top), VMRAQ flag on right.
- b) Raise each flag by pulling on one end of the cord until required height is reached. Tie off the cord securely to the horn cleat to keep the flag flying.

3.4 Air Conditioning

If air conditioning is required, plug the cord into the GPO on the wall near the air conditioner and switch on.

- a) Switch on the crew room and radio room air conditioners as required using their remotes.
- b) Select the desired temperature via the cool/heat control on the remotes.

3.5 Sliding Glass Door

To open the sliding glass door on the Eastern side of the room:

- a) Release the barrel bolt at the top of the door stile.
- b) Remove timber spacer from bottom track.
- c) Release toggle lever on door handle.
- d) Slide door open to the required distance.

4.0 Closing Operations Room

All the above operations can be carried out in reverse during the closing of the Operations Room. 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) 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 vessel tablet and mobile are on charge
- e) Turn off the security camera monitor
- f) Log out of the computer, DO NOT shut it down.
- g) Turn off the computer monitor. DO NOT turn off the square box next to the computer, only the monitor.



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- h) Switch off all radios using the white switch at right hand end of console
- i) Ensure that all domestic duties have been completed (floor clean, fridge tidy and bins emptied).
- j) Ensure that air conditioners and the "ZIP" auto boil are switched off
- k) Recover the relevant flags from the flagpoles.
- l) Sign off in attendance book.
- m) 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, windows and gates are closed and locked.

5.0 Summary

By following the above guidelines, entry to and exit from the Operations Room should be carried out with minimum risk to VMR Brisbane personnel.