



STANYSOP 16790.1
22MAR06

STATION NEW YORK STANDARD OPERATING PROCEDURE

Subj: AUXILIARY PROCEDURES

Ref: (a) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
(b) National SAR Manual, COMDTINST M16120.5 (series)
(c) CG Addendum to the National SAR Manual, COMDTINST M16130.2 (series)
(d) CG First District SAR Plan, CCGDONEINST M16101.1 (series)
(e) CG Sector New York SCC SOP
(f) CG Sector New York Auxiliary SOP
(g) CG Station New York SORM
(h) CG Station New York OPCEN SOP

1. **PURPOSE:** The purpose of this standard operating procedure is to establish general guidelines for CG Auxiliary Facilities operating underway within Station New York's area of responsibility.
2. **GENERAL PROCEDURES:**
 - a. Station New York Officer of the Day (OOD) will verify the Auxiliary Patrol Schedule in POMS daily. All orders will be issued in accordance with Reference (f).
 - b. Auxiliarists will contact Station New York's Operations Center (OPCEN) at (718) 354-4101 or VHF-21 prior to and upon completion of a patrol. The Auxiliarist will provide the following information to the OPCEN:
 - (1) Facility number
 - (2) Order number
 - (3) Coxswain name
 - (4) Number of people on board
 - (5) Underway contact number
 - (6) Patrol zone
 - c. All Auxiliary radio guards will be kept by Sector New York.
 - d. Auxiliary operations will fall into the operational period utilized by both Sector New York and Station New York. This operational period begins at 0800 each day and ends twenty-four hours later at 0800.

- e. All SAR case documentation will be faxed or emailed to Station New York prior to the completion of the operational period that they occurred. The general email address, StaNewYorkOOD@d1.uscg.mil, will be used for emailed documentation. The general fax number, (718) 354-4066, will be used for faxed documentation. The Auxiliarist will call the Station OOD to inform them that a fax or email has been sent.
- f. Upon receipt, the Station OOD will review the case information and open a case in MISLE. Unit Case Numbers will be provided within twenty-four hours of receipt of SAR case documentation.
- g. The Auxiliary Facility WILL immediately notify Station New York's OOD for any person or vessel in distress. The OOD will notify Sector New York's SCC. It is absolutely imperative that Station New York is kept in the communication loop.

3. SEARCH AND RESCUE CASES:

- a. A SAR case falls into one of three categories:
 - (1) Distress
 - (2) Alert
 - (3) Uncertainty
- b. Distress cases are ones that a craft or person is threatened by grave or imminent danger and requires immediate response. Immediate notification to Station New York is required.
 - (1) Examples of distress cases:
 - (a) Person in the water
 - (b) Vessel taking on water
 - (c) Medical emergency
 - (d) Fire
- c. Alert cases are ones that a craft or person has difficulty and may need assistance, but is not in danger or in need of immediate response.
 - (1) Examples of alert cases:
 - (a) Disabled vessel
 - (b) Vessel aground (not taking on water)
 - (c) Vessel lost or disoriented
- d. Uncertainty cases do not normally rise to the level of a SAR case. Uncertainty cases are ones that there is no knowledge of a distress, but may present a situation that needs to be monitored. An Auxiliary Facility may offer assistance in a Good Samaritan capacity for uncertainty cases.

(1) Examples of uncertainty cases:

- (a) A small overturned sailing vessel that can be righted by the operator
- (b) A jet skier or water skier in the water
- (c) Providing a life jacket to a vessel

- e. In the event that a SAR case classification can not be determined, assume distress and proceed accordingly.
- f. Contact Station New York OOD for guidance on any SAR cases or SAR related policy.

4. SALVAGE:

- a. Salvage is done only at the discretion of Station New York's Commanding Officer and requires explicit permission prior to commencing.

(1) Example of salvage:

- (a) Towing a vessel that is aground to safe water
- (b) Towing a moored disabled vessel to another mooring
- (c) Dewatering a moored vessel that is not jeopardizing additional vessels

5. DOCUMENTATION:

- a. The following documentation will be provided to Station New York in order for the SAR case to be put into the MISLE computer system:
 - (1) Auxiliary SAR Incident Report (CG-4912) filled out completely. Latitudes and longitudes will be in degrees, minutes, and hundredths of minutes (eg: 40° 35.95' N).
 - (2) A chronological log detailing what transpired from the beginning to the end of the case.
 - (3) Any other pertinent information.
- b. It is important to fill out all documentation completely and correctly. Inaccurate or incomplete Incident Reports prevent entry into MISLE and may delay case numbers and case closures with the Auxiliary Facility.

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