

Basic Coxswain Studyguide

Courtesy of Jake Stroud
www.BoatswainsMate.net

This guide is intended to be a **STUDY** guide only. It is ultimately the member's responsibility to learn and research what they need to know for this qualification. This is intended to better prepare break-in Coxswains for their Oral Board and to stay as a reference once they are qualified.

Where does the Basic Cox'n receive their Authority?

REF: USCG Regulations COMDINST M5000.3B Chapter 5 Rank and Command
5-1-8 Authority and Responsibility of Boat Coxswain

- A. "Coast Guard personnel who are currently certified as a coxswain on a particular type of boat by their commanding officer may take charge of the boat to perform a specific sortie or missions(s)"
- B. "The coxswain shall be responsible, in order of precedence, for the safety and conduct of the passengers and crew; the safe operation and navigation of the boat assigned; and the completion of the sortie or missions(s) assigned or undertaken pursuant to Coast Guard Policy and regulations. A coxswain underway will at all times respond, within the limits of capabilities and legal authority, to observed hazards to life or property, and violations of laws or regulations."
- C. "The coxswain is the direct representative of the commanding officer or officer in charge and, as such, (subject to Articles 88-91 of the UCMJ) has authority and responsibility which are independent of rank or seniority in relation to other personnel embarked. The coxswain's authority and responsibility exist only when the boat is engaged on a specific sortie or missions(s). The only persons embarked in a boat who may relieve the coxswain of the responsibilities described in subparagraph B above are:
 - 1. The coxswain's CO, OIC, XO, or XPO
 - 2. A senior officer at the scene of distress, emergency or other abnormal situation who exercises authority under the provisions of Article 5-1-4, whether or not other units are involved."
- D. "While completing a mission is secondary to ensuring the safety of the crew, passengers, and the boat, the coxswain may ONLY leave the boat if:
 - 1. in the coxswain's judgment, and after careful consideration of the remaining crewmember's experience, the operational benefits clearly outweigh the risk of leaving the boat without a qualified coxswain, and
 - 2. when the time permits, every effort is made by the coxswain to receive the concurrence of their operational commander."

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What is the Coast Guard's General Salvage Policy

REF: U.S. Coast Guard Addendum to the United States National SAR Supplement
Chapter 4 – General SAR Policies

Section 4.3

General Salvage Policy (Other than Towing)

The MSAP and General Salvage Policies were developed separately and remain distinct from one another.

4.3.1 General

When commercial salvors are on scene performing salvage, Coast Guard units may assist them within the unit's capabilities, if the salvor requests. When no commercial salvage facilities are on scene, Coast Guard units should only engage in salvage other than towing when limited salvage operations (e.g., ungrounding, pumping, damage control measures, etc.) can prevent a worsening situation or complete loss of the vessel. Any salvage operations shall be performed at the discretion of the unit CO/OINC.

NOTE: Coast Guard units and personnel shall not be unduly hazarded in performing salvage.

4.3.2 Small Craft

4.3.2.1 This policy applies to small craft that need salvage other than towing. However, when no commercial salvage companies are available within a reasonable time or distance, the District commander may modify the policy to provide for refloating a grounded boat which is not in peril of further damage or loss if:

- (a) the Coast Guard units are capable of rendering the assistance,
- (b) the owner requests the assistance and agrees to the specific effort to be made, and
- (c) Coast Guard units and personnel are not unduly hazarded by the operation.

4.3.2.2 Prudent actions include:

- (a) Allowing the next tide to refloat the vessel,
- (b) Helping the mariner set anchors,
- (c) Evacuating the passengers,
- (d) Helping the mariner determine the vessel's seaworthiness.

4.3.3 Operator Insistence

Occasionally an operator will insist that the Coast Guard take action, such as pulling a vessel from a reef, which the Coast Guard personnel on scene consider unwise. The Coast Guard is under no obligation to agree to any such request or demand. If a decision to comply with such a request is made, it should be made clear to the operator that he is assuming the risk of the operation and the fact that the action is undertaken at his request against Coast Guard advice should be logged.

What is the Coast Guard's Firefighting Activities Policy?

REF: U.S. Coast Guard Addendum to the United States National SAR Supplement
Chapter 4 – General SAR Policies

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Section 4.4

Firefighting Activities Policy

The Ports and Waterways Safety Act of 1972 (PWSA) (33 U.S.C. 1221 *et seq.*) acknowledges that increased supervision of port operations is necessary to prevent damage to structures in, on, or adjacent to the navigable waters of the United States, and to reduce the possibility of vessel or cargo loss, or damage to life, property and the marine environment. This statute, along with the traditional functions and powers of the Coast Guard to render aid and save property (14 U.S.C. 88(b)), is the basis for Coast Guard firefighting activities.

4.4.1 Overview

Traditionally, the Coast Guard has provided firefighting equipment and training to protect its vessels and property. Occasionally, the Coast Guard is called upon to provide assistance at major fires onboard other vessels and waterfront facilities. Although the Coast Guard clearly has an interest in fighting fires involving vessels or waterfront facilities, primary responsibility for maintaining necessary firefighting capabilities in U.S. ports and harbors lies with local authorities. The Coast Guard renders assistance as available, based on the level of personnel training and the adequacy of equipment. Coast Guard units do not normally have advanced firefighting capabilities. Firefighting requires technical expertise and a long-term training program to be done safely. Maritime firefighting is particularly hazardous on vessels due to closed compartments, HAZMAT, etc. The Commandant intends to maintain this traditional “assistance as available” posture without conveying the impression that the Coast Guard is prepared to relieve local fire departments of their responsibilities. Paramount in preparing for vessel or waterfront fires is the need to integrate the Coast Guard planning and training efforts with those of other responsible agencies, particularly local fire departments and port authorities.

4.4.2 Operations

4.4.2.1 Responsibilities and guidance. In accordance with reference (v), primary responsibility for coordinating firefighting activities involving commercial vessels or waterfront facilities within their AOR rests with COTPs. Reference (v) provides SRU crews with guidance on firefighting equipment, extinguishing agents and procedures.

NOTE: The SMC has coordination and planning responsibilities for fires involving recreational vessels.

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Reference (v) provides detailed guidance on responsibilities for coordination, contingency planning, training, and how to do firefighting involving commercial vessels or waterfront facilities. In developing a Coast Guard unit's assistance posture, the following needs to be considered:

- (a) level of the threat of fire,
- (b) the jurisdictions involved,
- (c) the capabilities of local fire departments,
- (d) the availability of Coast Guard equipment,
- (e) level of Coast Guard training.

4.4.2.2 Operations. Coast Guard personnel shall be prepared for and respond to fires onboard Coast Guard vessels. For all other marine firefighting situations, Commanding Officers of Coast Guard units shall adopt a conservative response posture, and shall focus their actions on those traditional Coast Guard activities not requiring unit personnel to enter into a hazardous environment.

(a) **Independent firefighting.** Coast Guard personnel shall not engage in independent firefighting operations, except to save a life or in the early stages of a fire to avert a significant threat without undue risk.

(b) **Commercial vessels and waterfront facilities.** Coast Guard personnel shall not actively engage in firefighting except in support of a regular firefighting agency under the supervision of a qualified fire officer.

NOTE: This term means a person who has been trained and certified, under National Fire Protection Association (NFPA) guidelines to take command of firefighting operations.

The Commandant recognizes the significance of the cautious approach the Coast Guard has adopted for marine firefighting situations. The high training, equipment, and staffing thresholds will limit the response capability of many units, and in some areas, sources of support will not be readily available. Consequently, there will be occasions when a unit will be unable to mount a complete response to an incident. This circumstance is preferred to attempting a complex and potentially hazardous job without the necessary staffing, training and equipment.

4.4.2.3 Firefighting in an ICS response structure. If the Incident Command System (ICS) structure is used in responding to incidents involving fires on vessels or at waterfront facilities, a Firefighting Group should be established to coordinate local authorities responsible for fighting the fires. This should be coordinated prior to an incident.

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As a Basic Coxswain, are you required to ensure your Boarding Officer and Boarding Team Members have their PFD and Pyro Jacket on at all times during a boarding?

REF: MLEM Chapter 3, Appendix H Outfitting and Equipping LE Personnel

H.8. Personal Flotation Devices and Survival Vest

Boarding team personnel shall wear PFDs and survival vest at all times when embarking or disembarking small boats, or being transported by boat to or from the vessel being boarded. During a boarding, boarding team personnel may remove their PFDs and survival vest when necessary (such as to go below decks or into a confined space). PFDs and survival vest must be clean and free of stains or blemishes.

H.8.a. Standards

The standard PFD for boarding operations is an international orange, Type III vest. In lieu of a PFD in cold or heavy weather operations, the boarding team is authorized to wear any of the prescribed standard issue protective equipment described in the *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series).

H.8.b. Automatic Inflatable Personal Flotation Devices

Automatic inflatable PFDs are authorized and may be worn as authorized by the *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series).

H.8.c. Marking Garment

PFDs, anti-exposure coveralls, and float coats worn during LE operations shall be free of manufacturer's emblems on the outside of the garment and marked as follows:

- On the left breast, with a Coast Guard emblem as described in Title 33 CFR Subpart 23. The emblem shall have a diameter of three inches, plus or minus ¼ inch.
- On the right breast, with a Coast Guard ensign as described in Title 33 CFR Subpart 23. The ensign shall measure 2½ inches in height and 3½ inches in width, plus or minus ¼ inch.
- In the center of the back, with the words "U.S. COAST GUARD" in block letters measuring 2½ inches plus or minus ½ inch. Lettering shall be solid black or white in color against the international orange background.
- Identification markings should be applied using a silk-screen process or embroidered patch. Silk-screened markings are available from manufacturers or distributors as described in the *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series). The embroidered patch may be procured locally and sewn or attached to the garment using adhesive.

H.8.d. Boat Crew Survival Vest

Excerpt from *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series):

The boat crew survival vest is used to store survival components required during operational missions. The vest is worn by all coxswains, crewmembers, Boarding Officers and boarding team members over a Type I or Type III Coast Guard-approved PFD, anti-exposure coverall, or float coat on all missions. The components of the boat crew survival vest shall not be removed to other devices.

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What is the Coast Guard's Policy on starting and stopping CPR?

REF: CH-1 TO COMDTINST M16135.4, EMERGENCY MEDICAL SERVICES MANUAL

CHAPTER 2. MEDEVAC AND FIRST RESPONSE GUIDELINES

A. Where operations permit, unit commanding officers shall ensure that personnel with current training in first aid or EMT protocols are included in the crew of any SAR MEDEVAC mission. One or more of the following personnel are appropriate, subject to the constraints of availability, space and weight: medical officers, paramedics, HSs(EMT), ASMs(EMT), EMTs(basic), or first aid providers.

B. The nature of the incident should guide the choice as to the level of provider assigned to the MEDEVAC mission. In cardiac, diabetic, asthmatic, allergic, and other medical emergencies, where the administration of medications or intravenous fluids might be indicated, an HS or medical officer (if available) may be the most logical choice. Where a water rescue may be indicated, a rescue swimmer is the best choice. Most trauma emergencies can be handled by any variety of EMT or medical officer trained in pre-hospital care. These are judgement calls to be made by the SAR dispatcher, OOD, flight surgeon, etc.

C. Proper documentation is an essential part of any emergency medical treatment rendered. Form CG-5214, Coast Guard MEDEVAC Report, provides pertinent clinical information about the patient to the receiving medical facility, and is a permanent record of patient care. Detailed instructions for using this form are contained in Chapter 4 of the Medical Manual, COMDTINST M6000.1 (series). The form is intended for use by all personnel who respond to a SAR MEDEVAC. Unit commanding officers shall ensure that the MEDEVAC Report form is completed on every SAR case where medical care or transport is rendered. The MEDEVAC report form may be completed by other SAR crewman when medical personnel are not available.

1. The Coast Guard EMT School maintains a data base derived from the MEDEVAC report forms. Unit commanding officers may request a summary of the MEDEVAC activities of their unit by submitting a letter request to Commanding Officer, Coast Guard Training Center Petaluma, attn: Chief, EMT School.
2. MEDEVAC report forms can be obtained from Coast Guard Supply Center Brooklyn, using SN 7530-01-GF2-9080.

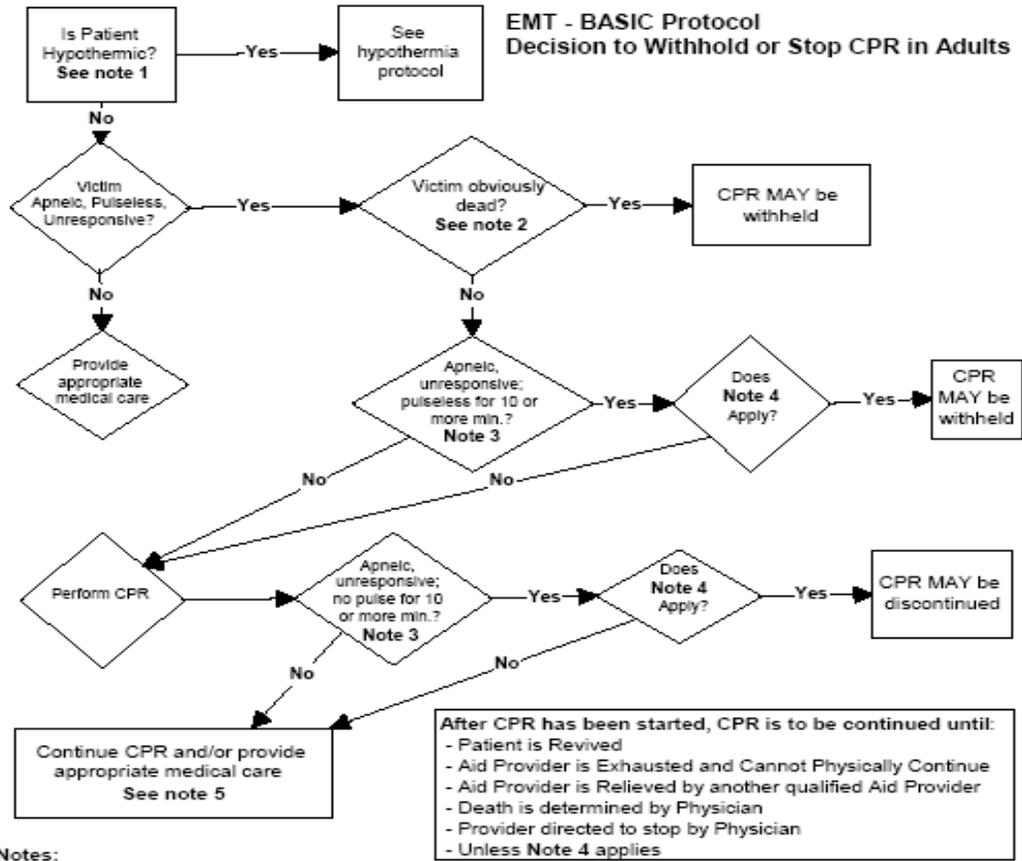
D. Units are encouraged to develop good working relations with their local EMS system. Medical practitioners, paramedics, and basic EMTs from the local civilian EMS system may be incorporated into SAR crews as the situation requires in accordance with Coast Guard directives.

E. Information on currently authorized EMS equipment, and maintenance requirements for this equipment, are described in Chapter 10 of Coast Guard Rescue and Survival Systems Manual, COMDTINST M10470.10 (series). Unit commanding officers shall ensure that EMS equipment is maintained in accordance with these requirements.

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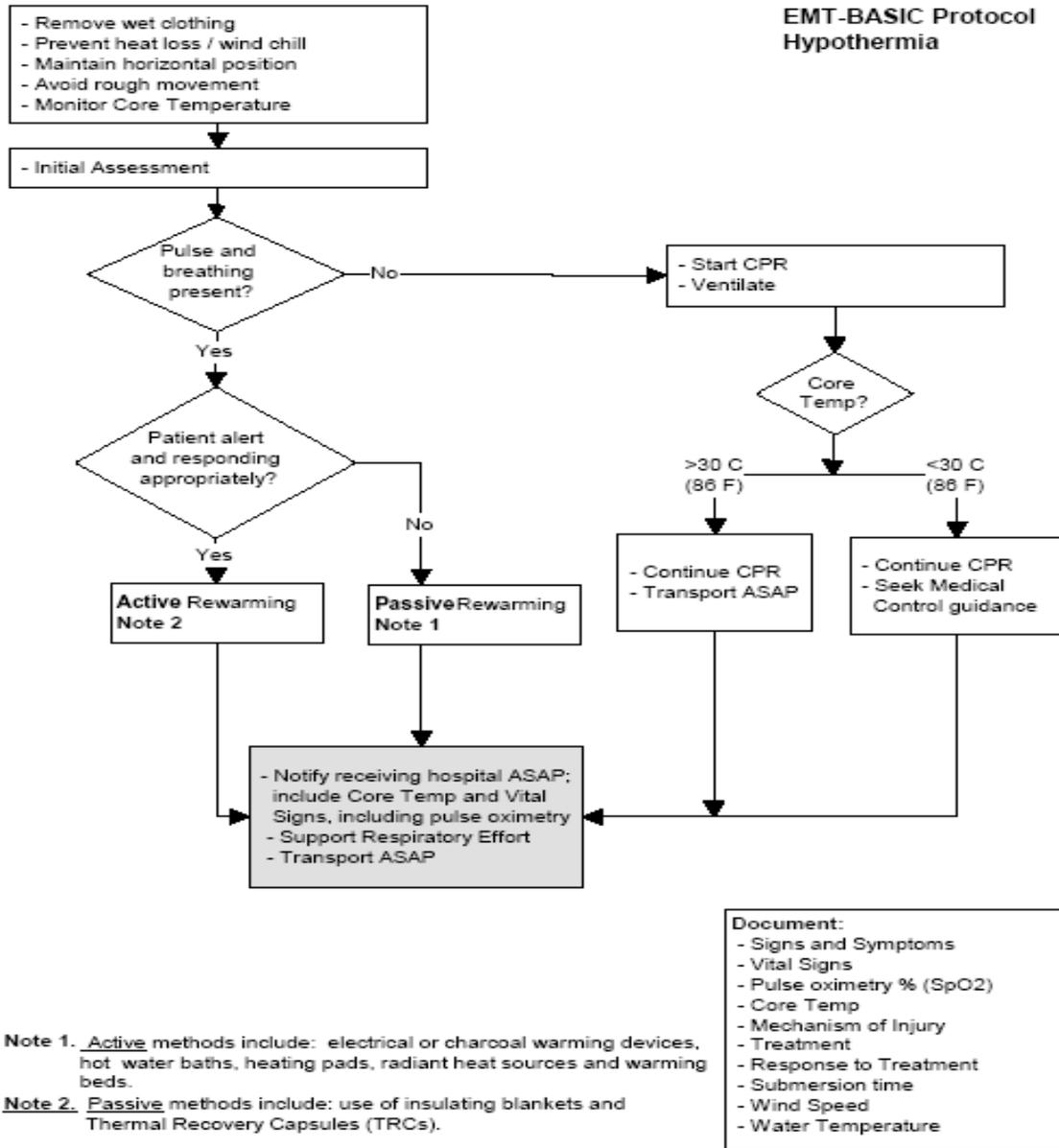
Notes:

1. Hypothermia is defined as a core body temperature of less than 35°C (95°F). For suspected Hypothermic patients, follow the Hypothermia protocol.
2. Obviously dead patients include those that are decapitated, incinerated, have major organs (heart, lungs, brain or liver) separated, or for whom rigor mortis or lividity is present.
3. The following must be observed and recorded by CG EMS provider: No pulse in carotid artery or cardiac apex for 60 seconds (if available, a cardiac monitor must be used); No respiratory effort for 60 seconds despite open airway (if available, a stethoscope must be used for confirmation); Unresponsive to painful stimulus such as a sternal rub and no tendon reflexes; No pupillary reflexes (i.e. pupils non-responsive to light and remain fixed and dilated) and no corneal reflexes; No evidence of drug overdose as the cause of unresponsiveness.
4. This is a SAR or MedEvac Mission, where higher level medical care is more than 30 minutes away, contact with a physician is impossible and the patient is 18 years of age or older.
5. When patient is not obviously dead, CG EMS providers will start and continue CPR until: Patient revives, EMS provider becomes physically exhausted and cannot continue, EMS provider is relieved by another qualified aid provider, death is determined by a physician, or aid provider directed to stop by a physician.

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What is TCT (Team Coordination Training)?

A program that focuses on reducing the probability of human error by increasing individual and team effectiveness. This training assumes that individual team members are technically proficient in their assigned tasks.(Qualified)

What are the Seven Critical Skills of TCT?

1. LEADERSHIP-Directing and guiding the activities of other team members, stimulating personnel to work together as a team, and providing feed back to team members regarding their performance.
2. MISSION ANALYSIS-Making long-term and contingency plans, and organizing, allocating, and monitoring team resources.
3. ADAPTIBILITY AND FLEXIBILITY-Altering a course of action to meet changing demands, maintaining constructive behavior under pressure, and working effectively with other team members.
4. SITUATIONAL AWARENESS-Knowing at all times what is happening to the team, the vessel, and the mission
5. DECISION MAKING-Appling logical and sound judgement based on information available.
6. COMMUNICATION-Clearly and accurately sending and acknowledging information, instructions, and commands; and providing useful feedback.
7. ASSERTIVENESS-Actively participating, stating, and maintaining a position until convinced by the facts (not the authority or personality of another) that your position is wrong. Taking action when necessary.

As a Coast Guard Coxswain, what are your Nav Standard responsibilities?

REF: Coast Guard Navigation Standards COMDTINST M3530.2A

2. Coxswains:

- a. Ultimate responsibility for the safety of boat and crew (including safe navigation) rests with the coxswain.
- b. Coxswains shall permanently mark their paper charts with standard track-lines, courses, and turn bearings along established routes and waypoints.
- c. Coxswains shall ensure paper and electronic charts are up-to-date.
- d. The coxswain must know the advantages and limitations of all electronic navigation equipment available. The coxswain should become proficient with those onboard tools that act as quick references for safely determining the boat's current and projected position such as the cross track error, danger and turn ranges, minimum depth alarms, waypoint display on the radar, and best use of electronic bearing lines.
- e. The coxswain must hone the selection and use of ranges (natural and man made), and other basic reliable visual cues within their own AOR and practice their use during day and night area familiarization runs required for currency maintenance.
- f. Coxswains transiting close to navigation hazards and shoals, or running during restricted visibility or darkness, shall operate the vessel with extreme caution, which may include:

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- (1) Reducing speed.
- (2) Stopping to review the navigation picture.
- (3) Utilizing navigational data such as soundings, danger ranges, or bearings to verify position.
- (4) Coordinating the boat crew as a navigation team to specifically observe the compass heading, fathometer, radar, ECS, or otherwise augment the coxswain's navigational ability.
- (5) Any time the coxswain is uncertain of his/her position, he/she shall stop all way, or anchor if necessary and fix the boat's position.

What is the GAR model, and what is it's purpose?

GAR RISK ASSESSMENT MODEL

We can address more general risk concerns, involving planning operations or reassessing risks as we reach milestones within our plans, by using the GAR model. A survey of cutter commanding officers identified these elements as contributing to the majority of risk in their cutter operations: supervision, planning, crew selection, crew fitness, environment, and event or evolution complexity. The GAR model incorporates these elements, further defined below:

Supervision: Supervisory control should consider how qualified a supervisor is and whether he or she actually is supervising. Even if a person is qualified to perform a task, supervision, even as simple as verifying the correctness of a task, further minimizes risk. The higher the risk, the more a supervisor needs to focus on observing and checking. A supervisor actively involved in a task (doing something) can be distracted easily and probably is not an effective safety observer in moderate to high-risk conditions.

Planning: Preparation and planning should consider how much information is available, how clear it is, and how much time is available to plan the evolution or evaluate the situation.

Crew and Watchstander Selection: Crew and watchstander selection should consider the experience of the persons performing the specific event or evolution. If individuals are replaced during the event or evolution, assess the new team members' experience.

Crew and Watchstander Fitness: Crew and watchstander fitness should judge the team members' physical and mental state, generally a function of how much rest they have had. Quality of rest should consider how a platform rides and its habitability, potential sleep length, and any interruptions. Fatigue normally becomes a factor after 18 hours without rest; however, lack of quality sleep builds a deficit that worsens the effects of fatigue.

Environment: Environment should consider all factors affecting personnel, unit, or resource performance, including time of day, lighting, atmospheric and oceanic conditions, chemical hazards, and proximity to other external and geographic hazards and barriers, among other factors.

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Event or Evolution Complexity: Event or evolution complexity considers both the time and resources required to conduct an evolution. Generally, the longer the exposure to a hazard, the greater the risks involved. However, each circumstance is unique. For example, more iterations of an evolution can increase the opportunity for a loss to occur, but on the positive side, may improve the proficiency of the team conducting the evolution, depending on the team's experience, thus possibly decreasing the chance of error. Other factors to consider in this element include how long the environmental conditions will remain stable and the precision and level of coordination needed to conduct the evolution.

Calculating Risk: To compute the total degree of risk for each hazard previously identified, assign a risk code of 0 for no risk through 10 for maximum risk to each of the six elements to obtain a personal estimate of the risk. Add the risk scores to come up with a total risk score for each hazard.

What is Operation Risk Management?

CONCEPT. The ORM process:

- a. Is a decision making tool people at all levels use to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission.
- b. Advocates harnessing feedback and input from all organizational levels to make the most informed decisions possible.
- c. Exists on three levels: time-critical, deliberate and strategic. Risk decisions must be made at levels of responsibility that correspond to the degree of risk, considering the mission significance and the timeliness of the required decision. Enclosure (1) discusses these three levels of risk management application in more detail.

PRINCIPLES. Apply these basic decision-making principles before executing any anticipated job, action or mission. As an operation progresses and evolves, personnel should continuously employ risk management principles during the decision-making process.

- a. **Accept No Unnecessary Risk:** All Coast Guard operations and daily routines entail risk. *Unnecessary* risk conveys no commensurate benefit to safety of a mission. The most logical courses of action for accomplishing a mission are those meeting all mission requirements while exposing personnel and resources to the lowest possible risk. ORM provides tools to determine which risk or what degree of risk is unnecessary.
- b. **Accept Necessary Risk When Benefits Outweigh Costs:** Compare all identified benefits to all identified costs. The process of weighing risks against opportunities and benefits helps to maximize unit capability. Even high-risk endeavors may be undertaken when decision-makers clearly acknowledge the sum of the benefits exceeds the sum of the costs. Balancing costs and benefits may be a subjective process open to interpretation. Ultimately, the appropriate decision authority may have to determine the balance.
- c. **Make Risk Decisions at the Appropriate Level:** Depending on the situation, anyone can make a risk decision. However, the appropriate level to make those decisions is that which most effectively allocates the resources to reduce the risk, eliminate the hazard, and

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implement controls. Commanders at all levels must ensure subordinates are aware of their own limitations and when subordinates must refer a decision to a higher level.

d. ORM is Just as Critical in Executing as in Planning All Activities: While ORM is critically important in an operation's planning stages, risk can change dramatically during an actual mission. Therefore, supervisors and senior leadership should remain flexible and integrate ORM in executing tasks as much as in planning for them.

What are the 7 steps in the ORM Process?

1. Identify Mission Tasks
2. Identify Hazards
3. Assess Risks
4. Identify Options
5. Evaluate Risk Vs.Gain
6. Execute Decision
7. Monitor Situation

What are the two principle types of stability?

1. Longitudinal- tends to balance the boat, preventing it from pitching end-over-end (pitch poling). Vessels are designed with enough longitudinal stability to avoid damage under normal circumstances. However, differences in vessel design varies the longitudinal stability characteristics of different vessels depending on the purpose for which a vessel is designed. Some vessels can suffer excessive pitching and offer a very wet and uncomfortable ride during rough sea and weather conditions. Such an uncomfortable ride often affects the endurance and capability of the crew as well as the people on the vessels being assisted.
2. Transverse-tends to keep the boat from rolling over (capsizing). Additional weight above the center of gravity up to the center of buoyancy. As a result, stability is also decreased. Removal of weight from below the center of gravity also decreased stability. If the center of gravity is raised enough, the boat will become unstable.

What are the two principles that effect a boats stability?

1. Static Forces- caused by placement of weight within the hull. Adding weight on one side of a boat's centerline or above it's center of gravity usually reduces stability. Flooding or grounding a boat makes it susceptible to static forces which may adversely affect stability

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2. Dynamic Forces- caused by actions outside the hull such as wind and waves. Strong gusts of wind or heavy seas, especially in shallow water, may build up in a dangerous sea tending to capsize a boat.

What is the difference between shock and Anaphylactic Shock?

Shock is a depressed physiological or mental state.

Anaphylactic shock is a rapid, extreme allergic reaction.

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