

LOCAL VESSEL OVERDUE/MISSING

Date ____/____/____	Incident Rep No	
TIME	NB ANY DOUBTS CALL DUTY WATCH OFFICER	Entered
	LOCAL VESSEL NO CONTACT after 1 hour	
	Attempt to contact vessel on radio, on board mobile	
	Request Duty Skipper to check Boat Ramp area for owner's vehicle/trailer	
	If vehicle/trailer NOT at boat ramp	
	Phone shore contact at ascertain owner's whereabouts	
	If unable to contact owner then call ROM (Auto dial)	
	If vehicle/trailer STILL AT boat ramp Do Not Contact onshore contact	
	WE DO NOT Query shore contact, MAC will make that decision	
	Contact ROM (Auto dial)	
	If directed by ROM call MAC . Auto dial Note Rank & Name	
	If no confirmation from MAC within 5 mins contact ROM	
IF NOT TASKED (ROM or MAC Take Over)		
	Create and finalise Incident Report, enter report No. and details into Seahawk	
	comms log, print out Incident Report and file in Rescue Folder	
IF TASKED TO SEARCH		
	Task Rescue Vessel, Call Unit Commander auto dial or Ops Officer 0419 144 703	
	Call out duty Skipper Note name	
	Call out Crew Note name 1 2 3	
	Create Incident Report, enter report No and details into Seahawk Comms Log,	
	enter Incident report No on all documents	
	Start Operational Plan Part A	
	Log on our Vessel into Seahawk record all relevant information	
	During Incident Maintain regular contact with Rescue Vessel. Record below.	
	Attempt to contact overdue vessel. Record below.	
	Provide updates to relevant people eg ROM, MAC, UC.	
ON COMPLETION		
	Advise MAC Auto dial Note Name and Rank	
	Advise ROM Auto dial Note Name	
	Advise Unit Commander, auto dial or Operations Officer 0419 144 703	
	Complete and Finalise Incident Report on Seahawk. PTO for assistance	
	Print Incident Report.	
	Attach Incident Report, Operational Plan Parts A & B (from rescue vessel Skipper),	
	and all other documents together and file in Rescue Folder	
	Make final entry in Seahawk Comms Log "Incident Report No..... Finalised"	