

# MAYDAY/PANPAN

<b>Date</b> ____/____/____		<b>Incident Rep No</b> .....	
<b>TURN ON TAPE RECORDER</b>			
<b>TIME</b>	<b>ANY DOUBTS CALL DUTY WATCH OFFICER</b>		<b>Entered</b>
	Call received, Call Sign	Reg'n No	Comms Type
	Location or Long/Lat(check chart)		
	Problem		
	Type & desc of vessel		
	POB ____ Mobile No		
	<b>MAYDAY RELAY or ALL SHIPS</b> on all FREQUENCIES for possible assistance		
	Call out duty Skipper (stand by at vessel) <span style="color: red;">Note name</span>		
	Call out Crew <span style="color: red;">Note name</span> 1	2	3
	Contact Regional Operations Manager. Auto dial <span style="color: red;">Note name</span>		
	If Directed by ROM Call MAC. Auto dial <span style="color: red;">Note Rank &amp; Name</span>		
	If no confirmation from MAC witin 5 mins contact ROM		
<b>IF NOT TASKED ( Regional Operations Controller or MAC Take Over)</b>			
	Create and finalise Incident Report, enter Incident Report number and details of		
	Incident into Seahawk Comms Log, print out Incident Report, file in Rescue Folder		
<b>IF TASKED (Regional Operations Controller or MAC give go ahead)</b>			
	Task Rescue Vessel, Call Unit Commander Auto dial or Ops officer 0419 144 703		
	Create Incident Report, enter Incident Report number and details of Incident into		
	Seahawk Comms Log, enter Incident Report number on all documents		
	Start Operational Plan Part A (attached)		
	<span style="color: red;">Log on our Vessel into Seahawk</span> record all relevent information		
	During Incident maintain contact with Distressed and Rescue Vessel.		
	Provide updates to relevent people as required - Record details		
	<b>Points to ask/suggest to skipper of stricken vessel : Life Jackets, EPIRB, Anchor,</b>		
	<b>Oars/Paddles, Radio, Mobile Phone Flares, Torch, V Sheet</b>		
<b>ON COMPLETION</b>			
	Advise MAC Auto dial <span style="color: red;">Note Name and Rank</span>		
	Advise ROM Auto dial <span style="color: red;">Note Name</span>		
	Advise Unit Comander Auto dial or Operations Officer 0419 144 703		
	Complete and Finalise Incident Report on Seahawk. <span style="color: red;">PTO for assistance</span>		
	Print Incident Report.		
	Attach Incident Report, Operational Plan Parts A & B (from rescue vessel Skipper),		
	and all other documents, note paper etc, together and file in Rescue Folder		
	Make final entry in Seahawk Comms Log <b>"Incident Report No..... Finalised"</b>		