

VESSEL ASSIST

Date <u> </u> / <u> </u> / <u> </u>		Incident Rep No	
TIME	NB ANY DOUBTS CALL DUTY WATCH OFFICER		Entered
	Call received, Call Sign Reg'n No Comms Type		
	Location or Long/Lat(check chart)		
	Problem		
	Type & desc of vessel		
	POB <u> </u> Mobile No	NB Skipper suggestions lower on page	
	Urgent situation only call ALL SHIPS on VHF/27Meg for Assistance		
	Call out duty Skipper (stand by at vessel) Note name		
	Call out Crew Note name 1	2	3
	Contact Regional Operations Manager. Auto dial Note name		
	If Directed by ROM Call MAC. Auto dial Note Rank & Name		
	If no confirmation from MAC within 5 mins contact ROM		
IF NOT TASKED (Regional Operations Controller or MAC Take Over)			
	<i>Create and finalise Incident Report, enter Incident Report number and details of</i>		
	<i>Incident into Seahawk Comms Log, print out Incident Report, file in Rescue Folder</i>		
IF TASKED (Regional Operations Controller or MAC give go ahead)			
	Task Rescue Vessel, Call Unit Comander. Auto dial or Ops Officer 0419 144 703		
	Create Incident Report, enter Incident Report no.and details of Incident into		
	Seahawk Comms Log, enter Incident Report number on all documents		
	Start Operational Plan Part A (attached)		
	Log on our Vessel in Seahawk record all relevent information		
	During Incident maintain contact with Distressed and Rescue Vessel.		
	Provide updates to relevent people as required. Record details next page		
N.B Points to ask/suggest to skipper of stricken vessel : Life Jackets, EPIRB, Anchor,			
	Oars/Paddles, Radio, Mobile Phone, Flares, Torch, V Sheet		
ON COMPLETION OF ASSIST			
	Advise MAC Auto dial Note Name Rank & Name		
	Advise ROM Auto dial Note Name		
	Advise Unit Comander Auto dial or Operations Officer 0419 144 703		
	Complete and Finalise Incident Report.	PTO for assistance	
	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 " Incident Report No..... Finalised "		