EPIRB ACTIVATION

Date ___/___/___	Incident Rep No ……………………………….	
TIME	**NB ANY DOUBTS CALL DUTY WATCHOFFICER**	**Entered**
	Report from MAC/Regional Operations Manager or Search Authority	
	Name of person Reporting the Activation	
	Any Response	
	If Original request did not come from **ROM**	
	Call **ROM** Auto dial Note Name	
IF NOT TASKED complete and finalise Incident, print out report and file in folder		
IF TASKED		
	Advise Unit Commander. Auto dial or Operations Officer 0419 144 703	
	Call out Duty Skipper Note Name	
	Call out Crew 1 2 3	
	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)	
	Log on our vessel into Seahawk and all relevent information	
	During Incident maintain contact with Distressed and Rescue Vessels.	
	Provide updates to relevent people as required Record details	
ON COMPLETION		
	Advise MAC Auto dial Note Rank & Name	
	Advise ROM Auto dial Note Name	
	Advise UNIT COMMANDER, 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"**	