

LOCAL VESSEL OVERDUE/MISSING

Date ____/____/____		Incident Rep No	
TIME	NB ANY DOUBTS CALL DUTY WATCH OFFICER		Entered
	LOCAL VESSEL NO CONTACT after 1 hour		
	Vessel Name	Vessel Registration	
	Immediately send 'Overdue Vessel" message to on board mobile via Desktop Messaging.		
	Attempt to contact vessel on radio,on board mobile		
	Request Duty Skipper to check Boat Ramp area for owner's vehicle/trailer		
	Contact MAC (auto dial) and advise them of situation (car/trailer at ramp or not at ramp).If car/trailer not at ramp suggest MAC check shore contact MAC will make decision regarding action to be taken. WE DO NOT Query shore contact, Note Officer's Name and Rank		
	If no confirmation from MAC within 5 mins contact ROM		
	Contact ROM (auto dial) and advise him of situation		
IF NOT TASKED (ROM or MAC Take Over)			
	<i>Create and finalise Incident Report, enter report No. and details into Seahawk</i>		
	<i>comms log, print out Incident Report and file in Rescue Folder</i>		
IF TASKED TO SEARCH			
	Send Desktop Message to relevant Rescue Vessel if not already done		
	Create Incident Report, enter report No and details into Vessel's Comms Log, enter Incident report No on all documents		
	Compose Email Operational Plan Part A (see Flip Folder) Print out Email (see Flip Folder), Send Email to Rescue Vessel		
	If ambulance required advise MAC		
	Log on our Rescue Vessel into Seahawk Update Status Board		
	During Incident Maintain regular contact with Rescue Vessel.		
	Attempt to contact overdue vessel. Record in Vessel's Comms Log		
	Provide updates to relevent people eg ROM, MAC, UC.		
ON COMPLETION			
	Advise MAC Auto dial Note Name and Rank		
	Advise ROM Auto dial Note Name		
	Advise Unit Comander, auto dial or Operations Officer 0409 874 838		
	Update Status Board Complete and Finalise and 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"		