VESSEL ASSIST

Date ___/___/___	**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 ____Mobile No **NB Skipper suggestions lower on page**	
	Urgent situation only call ALL SHIPS on VHF/27Meg for Assistance	
	Send Desktop Message to relevant Rescue Vessel if not already done	
	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)		
	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	
IF TASKED (Regional Operations Controller or MAC give go ahead)		
	Task Rescue Vessel	
	Create Incident Report, enter Incident Report No. and details of incident 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	
	Log on our Rescue Vessel in Seahawk Update Status Board	
	During Incident maintain contact with Distressed and Rescue Vessel.	
	Provide updates to relevent people as required. Record details next page	
	If ambulance required advise MAC	
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 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, note paper etc, together and file in Rescue Folder	
	Make final entry in Seahawk Comms Log **"Incident Report No..... Finalised"**	