SIGHTING OF FLARES

Date ___/___/___		Incident Rep No	
TIME	**NB ANY DOUBTS CALL DUTY WATCH OFFICER**		**Entered**
	Report from a vessel. Vessel Name		
	Location of vessel reporting flare S E		
	Ascertain the colour of flare		
	Location of flare and direction from sighting vessel		
	Any landmarks behind the flare		
	Request sighting vessel to proceed to the location of flare and report		
	Contact **Regional Operations Manager.** Auto dial Note name		
	If directed by **ROM** call **MAC** auto dial Name and Rank		
	Advise them that you have spoken to **ROM**		
	If no confirmation from MAC within 5 mins contact ROM		
	Report from a land based person(s) Persons Name		
	Obtain persons address and phone No.		
	Colour of flare		
	Location from which flare was sighted		
	ALL SHIPS all channels for any vessel in the area to provide assistance or		
	additional information		
	Contact **Regional Operations Manager** auto dial Note Name		
	If directed by ROM call MAC auto dial Note Name and Rank		
	Advise them that you have spoken to ROM		
IF NOT TASKED			
	Create and finalise Incident Report then enter Incident Report no. in Seahawk Comms Log		
	Print out Report and file in Rescue Folder		
IF TASKED			
	Send Desktop Message to relevant Rescue Vessel if not already done		
	Create Incident Report,enter report No of Incident and details into Seahawk		
	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		
	Maintain contact with Rescue Vessel.		
	If ambulance required advise MAC		
	At completion of Incident		
	Call MAC, ROM, UC OR OPS Officer 0409 874 838		
	Update Status Board Complete, Finalise and Printout 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"**		