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, **see next page for instructions**	
	Contact ROM. 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	
	Check Inbox for replies, refresh Inbox every 1-2 minutes. **See next page for instructions**	
IF NOT TASKED (ROM or MAC Take Over)		
	Send "STAND DOWN" desktop message to Rescue Vessel,**see next page for instructions**	
	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 (ROM or MAC give go ahead)		
	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 (Follow LOP105) Update Status Board	
	During Incident maintain contact with Distressed and Rescue Vessel.(Follow LOP105)	
	Provide updates to relevent people as required.Record details on running sheet	
	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 if previously notified Auto dial Note Name Rank & Name	
	Send Desk Top Message to "Incident Completed" advising that Incident completed, See next page for instructions	
	Update Status Board Complete and Finalise and Print Incident Report.	
	Print "vessels detail sheet" from Assisted Vessel and Rescue Vessel and attach	
	with Incident Report, Operational Plan Parts A & B (from rescue vessel Skipper),	
	LOP and all other documents, note paper etc, together and file in Rescue Folder	
	Log Off Rescue Vessel and "Close Voyage" Assisted Vessel	
	Make final entry in Seahawk Comms Log **"Incident Report No............. Finalised"**	