MAYDAY/PANPAN

Date ___/___/___		Incident Rep No	
TIME	**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		
	MAYDAY RELAY or ALL SHIPS on all FREQUENCIES for possible assistance		
	Call out duty Skipper (stand by at vessel) Note name		
	Call out Crew Note name 1 2 3		
	Contact Regional Operations Manager. Auto dial Note name		
	If Directed by ROM Call MAC. Auto dial Note Rank & Name		
	If no confirmation from MAC witin 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, Call Unit Commander Auto dial or Ops officer 0419 144 703		
	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 record all relevent information		
	During Incident maintain contact with Distressed and Rescue Vessel.		
	Provide updates to relevent people as required - Record details		
	If ambulance required advise MAC		
	Points to ask/suggest to skipper of stricken vessel : Life Jackets, EPIRB, Anchor,		
	Oars/Paddles, Radio, Mobile Phone Flares, Torch, V Sheet		
ON COMPLETION			
	Advise MAC Auto dial Note Name and Rank		
	Advise ROM Auto dial Note Name		
	Advise Unit Comander Auto dial or Operations Officer 0419 144 703		
	Complete and Finalise Incident Report on Seahawk. 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"**		