Operators Name   *EPIRB ACTIVATION*

	Date ___/___/___	

TIME	**NB ANY DOUBTS CALL DUTY WATCHOFFICER**	Entered
	Report from MAC/Zone Duty Operations Manager or Search Authority	
	Name of person Reporting the Activation	
	Any Response	
	If Original request did not come from ZDOM	
	Call ZDOM Auto dial Note Name	
	CREATE INCIDENT REPORT **INCIDENT REPORT No.**	
IF NOT TASKED complete and finalise Incident Report, print out report and file in folder		
IF TASKED		
	Plot position and Boardcast "ALL SHIPS" for any vessels in area that may assist	
	Send Desktop Message to relevant Rescue Vessel, **see next page for instructions**	
	Check Inbox for replies, refresh Inbox every 1-2 minutes. **See next page for instructions**	
	Update Incident Report, enter Incident Report No. and details of Incident into Vessel's Comms Log, enter Incident Report No. on all documents	
	Task our Rescue vessel into Seahawk Update Status Board	
	Contact DWO (Auto Dial) and discuss Incident	
	During Incident maintain contact with Distressed and Rescue Vessels.(Follow LOP105)	
	Provide updates to relevent people as required Record details	
	If ambulance required advise MAC	
ON COMPLETION		
	Advise MAC if previously notified Auto dial Note Rank & Name	
	Send Desk Top Message to "Incident Completed" advising Incident completed See next page for instructions	
	Call ZDOM Auto dial Note Name, advise Incident completed	
	Untask Rescue Vessel 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, 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"**	

DESKTOP MESSAGING FOR INCIDENTS

PROCEDURE Crew Call Out

1 Click on **Desktop Messaging Tab** on top of page on Station 4

2 click: **Login (**username and password saved)

3 Two-step verification click **Next**

4 click on tab **inbox wx.forstertuncurry** on top of page on station 4

5 Open email "no-reply…" copy 6 digit number and then paste into box Desktop Messaging page then click **Next**

6 Select: **Personal Groups** (Left hand side)

7 Select: Either **Boat Crew** or **SOLAS Boat Crew**

8 Select: **Add to Recipients** (Left hand side)

9 Select: **"Click for Template"** then

"**Select Template**" (select a message that is appropriate to the call out)

You Must Add FO20 or FO30 to compose section

Also add location of Incident

Or Compose message (A brief description of the Incident) followed by

"Please respond "Y/N" + Name + Rating + ETA, include Rescue Vessel required FO20 or FO30

And location of Incident"

7 Select: **Send Now** (Message will be sent)

8 Select: **Inbox**, Crew will respond

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CHECKING REPLIES FROM DUTY CREW

1 Select: **Inbox,** check for replies from crew, **refresh Inbox every 1-2 minutes**.

To refresh click on "**Inbox**" or click ↻ top left of page

2 If **Duty Crew Member(s) has** **not replied within 5 minutes,** ring missing crew, if no contact compose new message nominating what ratings required eg; Skipper or Crew and send to **Boat Crew**

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After Completion of Incident send "Incident Completed"

Same as Crew Call Out above except use Personal Group-Incident Completed and then use Template "**Incident Completed**".

"Incident Completed" is sent to ROM, UC, Boat Ops Officer and Duty Watch Officers advising that Incident completed, include any relevant information regarding Incident.

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IF REQUIRED TO STAND DOWN CREW

Same as Crew Call Out above except use Template "Stand Down".

ENSURE THAT INCIDENT REPORT IS CREATED, FINALISED AND PRINTED OUT

And filed in Rescue Folder.

INCIDENT OPERATIONAL LOG

Sheet:___/___

Name: _____ **Date:** ___/___/____

Position:_____ **Location:**_____

Incident Name:_____ **Incident Number:**_____

T = Telephone   R = Radio   V = Verbal   M=TDMS

Time 24hrs	TO or FROM	Name or Callsign	TRV M		Action Reqd	Action Cmpl