

Operators Name

LOCAL VESSEL OVERDUE/MISSING

Date ___/___/___			
TIME	NB ANY DOUBTS CALL DUTY WATCH OFFICER		Entered
	LOCAL VESSEL NO CONTACT by LOG OFF Time		
	Vessel Name	Vessel Registration	
	Immediately send "Overdue Vessel" message to on board mobile via Desktop Messaging.		
	Attempt to contact vessel on radio, on board mobile		
	If no contact, attempt to contact every 10 minutes		
	IF NO CONTACT AFTER 30 MINUTES		
	Send "Overdue Vessel Escalation" message to on board mobile via Desktop Messaging		
	Request Duty Skipper to check Boat Ramp area for owner's vehicle/trailer		
	Contact ZDOM (auto dial) FOLLOW HIS INSTRUCTIONS		
	If directed by ZDOM Contact MAC (auto dial) and advise them of situation (car/trailer)		
	If no confirmation from MAC within 5 mins contact ZDOM		
	CREATE INCIDENT REPORT	INCIDENT REPORT NO.	
IF NOT TASKED (ZDOM or MAC have made contact with Skipper)			
	Finalise Incident Report, enter report No. and details into Seahawk		
	comms log, print out Incident Report and file in Rescue Folder		
IF TASKED TO SEARCH			
	Send Desktop Message to Boat Crew, see next page for instructions		
	Check Inbox for replies , refresh Inbox every 1-2 minutes. See next page for instructions		
	Update Incident Report, enter report No and details into Vessel's Comms Log, enter Incident report No on all documents		
	If ambulance required advise MAC		
	Contact DWO (Auto Dial) Discuss Incident		
	Task our Rescue Vessel into Seahawk	Update Status Board	
	During Incident Maintain contact at least every 30mins with Rescue Vessel.		
	Attempt to contact overdue vessel. Record in Vessel's Comms Log		
	Provide updates to relevant people eg ZDOM, MAC, UC.		
ON COMPLETION			
	Advise MAC if previously notified Auto dial Note Name and Rank		
	Send Desk Top Message to "Incident Completed" advising Incident completed		
	See next page for instructions		
	Contact ZDOM (auto dial) name, advise Incident completed		
	Untask our 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		
	file in Rescue Folder		
	"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.**

