Operators Name   *LOCAL VESSEL OVERDUE/MISSING*

TIME	Date ___/___/___ **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 very 30mins with Rescue Vessel.	
	Attempt to contact overdue vessel. Record in Vessel's Comms Log	
	Provide updates to relevent 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 completd 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 Select: **Desktop Messaging Tab** on Chrome Bookmark Bar, stations 1,2 or 4.

2 Select: **Login** below username and password (saved)

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

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

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

6 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

Add 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