Operators Name   *MAYDAY/PANPAN*

TIME	Date ___/___/___	Entered
	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	
	Locate position of Distressed Vessel using DV Locate on Station 4	
	Send Desktop Message to Boat Crewl, **see next page for instructions**	
	Contact ZDOM. Auto dial Note name	
	If Directed by ZDOM Call MAC. Auto dial Note Rank & Name	
	If no confirmation from MAC witin 5 mins contact ZDOM	
	Check Inbox for replies, refresh Inbox every 1-2 minutes. **See next page for instructions**	
	CREATE INCIDENT REPORT INCIDENT REPORT No	
IF NOT TASKED (ZDOM or MAC Take Over)		
	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 (ZDOM or MAC give go ahead)		
	Update Incident Report number and details of Incident into	
	Vessel's Comms Log, enter Incident Report number on all documents	
	Task our Vessel into Seahawk Update Status Board	
	Contact DWO (Auto Dial) and discuss Incident	
	During Incident maintain contact at least every 30 minutes with 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 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 Note name, advise Incident completed	
	Untask our Rescue Vessel Update Status Board	
	Remove "DV" from "DV Locate Chart" on Station 4	
	Complete and Finalise and print Incident Report	
	Print "vessels detail sheet" from Assisted Vessel attachwith Incident Report,	
	LOP and all other documents, note paper etc, together and 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.

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