

Operators Name

VESSEL ASSIST

Date ___/___/___		
TIME	NB ANY DOUBTS CALL DUTY WATCH OFFICER	
	Call received, Call Sign	Reg'n No Comms Type
	Location or Long/Lat(check chart)	
	Problem	
	Type & desc of vessel	
	POB ___ Mobile No	NB Skipper suggestions lower on page
	Urgent situation only call ALL SHIPS on VHF/27Meg for Assistance	
	Locate position of Distressed Vessel using DV Locate on Station 4	
	Send Desktop Message to relevant Rescue Vessel, 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 within 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)		
	Send "STAND DOWN" desktop message to Rescue Vessel, see next page for instructions	
	<i>Finalise Incident Report, enter Incident Report number and details of</i>	
	<i>Incident into Seahawk Comms Log, print out Incident Report, file in Rescue Folder</i>	
IF TASKED (ZDOM or MAC give go ahead)		
	Update Incident Report No. and details of incident into Vessel's Comms Log, enter Incident Report No. on all documents	
	Task our Rescue Vessel in 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 relevant people as required. Record details on running sheet	
	If ambulance required advise MAC	
	N.B Points to ask/suggest to skipper of stricken vessel : Life Jackets, EPIRB, Anchor,	
	Oars/Paddles, Radio, Mobile Phone, Flares, Torch, V Sheet	
ON COMPLETION OF ASSIST		
	Advise MAC if previously notified Auto dial Note Name Rank & Name	
	Send Desk Top Message to "Incident Completed" advising that Incident completed, See next page for instructions	
	Contact ZDOM. Auto dial Note name and advise Incident completed	
	Untask 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 and attach with 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

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**

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.

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.**

