Operators Name   *SIGHTING OF FLARES*

Date ___/___/___

TIME	NB ANY DOUBTS CALL DUTY WATCH OFFICER	Entered
	Report from a vessel. Vessel Name	
	Location of vessel reporting flare S E	
	Ascertain the colour of flare	
	Location of flare and direction from sighting vessel	
	Any landmarks behind the flare	
	Request sighting vessel to proceed to the location of flare and report	
	Contact **ZDOM.** Auto dial Note name	
	If directed by ZDOM call MAC auto dial Name and Rank	
	Advise them that you have spoken to ZDOM	
	If no confirmation from MAC within 5 mins contact ZDOM	
	Report from a land based person(s) Persons Name	
	Obtain persons address and phone No.	
	Colour of flare	
	Location from which flare was sighted	
	ALL SHIPS all channels for any vessel in the area to provide assistance or	
	additional information	
	Contact ZDOM auto dial Note Name	
	If directed by ZDOM call MAC auto dial Note Name and Rank	
	CREATE INCIDENT REPORT **INCIDENT REPORT No.**	
IF NOT TASKED		
	Finalise Incident Report then enter Incident Report no. in Seahawk Comms Log	
	Print out Report and file in Rescue Folder	
IF TASKED		
	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 of Incident and details into Seahawk	
	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.	
	If ambulance required advise MAC	
	At completion of Incident	
	Call MAC if previously notified 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	
	Complete, Finalise and Printout 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	
	"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