

Operators Name

EPIRB ACTIVATION

Date ___/___/___		
TIME	NB ANY DOUBTS CALL DUTY WATCHOFFICER	Entered
	Report from MAC/Zone Duty Operations Manager or Search Authority	
	Name of person Reporting the Activation	
	Any Response	
	If Original request did not come from ZDOM	
	Call ZDOM Auto dial Note Name	
	CREATE INCIDENT REPORT	INCIDENT REPORT No.
IF NOT TASKED complete and finalise Incident Report, print out report and file in folder		
IF TASKED		
	Plot position and Boardcast "ALL SHIPS" for any vessels in area that may assist	
	Send MRMS to relevant Rescue Vessel, see next page for instructions	
	Check Inbox for replies , refresh Inbox every 1-2 minutes. See next page for instructions	
	Update Incident Report, enter Incident Report No. and details of Incident into Vessel's Comms Log, enter Incident Report No. on all documents	
	Task our Rescue vessel into Seahawk	Update Status Board
	Contact DWO (Auto Dial) and discuss Incident	
	During Incident maintain contact with Distressed and Rescue Vessels.(Follow LOP105)	
	Provide updates to relevent people as required Record details	
	If ambulance required advise MAC	
ON COMPLETION		
	Advise MAC if previously notified Auto dial Note Rank & Name	
	Send MRMS to "Incident Completed" advising Incident completed See next page for instructions	
	Call ZDOM Auto dial Note Name, advise Incident completed	
	Untask 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 in Rescue Folder	
	Log Off Rescue Vessel and "Close Voyage" Assisted Vessel	
	Make final entry in Seahawk Comms Log "Incident Report No..... Finalised"	



MRMS FOR INCIDENTS

PROCEDURE Crew Call Out

- 1 Click on **MRMS Portal** on bookmark bar (<https://mrms.marinerescuensw.com.au/login>)
- 2 click: **Login** (N and password)
- 3 click **NEW SMS**
- 4 Select **Template Offshore Assist, Inshore Assist etc;**
- 5 **In Title/Subject Box** enter FORSTER 30 or Forster 20
- 6 Click **In Recipient box** below Recipient* Insert **Boat Crew** or **Boat Crew Solas**
Group, should appear below "Select recipients or input a valid phone number"
- 7 In Message Box add Location (if known) or any additional info.
- 9 Click **Send Now**, message will be sent
- 10 Replies from crew will appear on screen (Box top left must show **Inbox**)
- 11 If **Duty Crew Member(s)** has **not replied within 5 minutes**, ring missing crew, if no contact
Send new message, same as above except select template **Urgent More Crew Required**
nominating what ratings required, eg; Skipper or Crew
- 12 Replies will appear on screen (Box top left under Activity must show **Inbox**)
- 13 To logoff click on your name top right corner

=====

After Completion of Incident send "Incident Completed"

Same as above except 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.
To logoff click on your name top right corner

=====

IF REQUIRED TO STAND DOWN CREW

Same as above except use Template "**Stand Down**".
To logoff click on your name top right corner

