

Operators Name

MAYDAY/PANPAN

Date ____/____/____			
TIME	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		
	Send MRMS to Boat Crew		
	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.		
	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	
	Record crew names via Incident "Add Comms "		
	Commence tracking of Rescue Vessel in OPENCPN		
	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			
	<u>Send MRMS to "Incident Completed" advising Incident completed</u>			
	Contact ZDOM. Auto dial Note name, advise Incident completed			
	Save Track and End Tracking of Rescue Vessel in OPENCN			
	Untask our Rescue Vessel		Update Status Board	
	Remove "DV" from "DV Locate Chart"			
	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"			