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	
	Check Inbox for replies, refresh Inbox every 1-2 minutes.	
	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**	
	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 with Distressed and Rescue Vessels.	
	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		
	Call ZDOM Auto dial Note Name, advise Incident completed		
	Save Track and End Tracking of Rescue Vessel in OPENCPN		
	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"**		