

Operators Name	SIGHTING OF FLARES
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	
71	
72	
73	
74	
75	
76	
77	
78	
79	
80	
81	
82	
83	
84	
85	
86	
87	
88	
89	
90	
91	
92	
93	
94	
95	
96	
97	
98	
99	
100	

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 MRMS to Boat crew.		
	Check Inbox for replies , refresh Inbox every 1-2 minutes.		
	Update Incident Report, enter report No of Incident and details into Seahawk Comms log, enter Incident report No on all documents		
	Contact DWO (Auto Dial) and discuss Incident		
	Task our Rescue Vessel in Seahawk	Update Status Board	
	Record crew names via Incident "Add Comms "		
	Commence tracking of Rescue Vessel in OPENCPN		
	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 MRMS to "Incident Completed" advising Incident completed		
	Contact ZDOM auto dial Note Name, advise Incident completed		
	Save Track and End Tracking of Rescue Vessel in OPENCPN		
	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"		