Operators Name	LOCAL VESSEL OVERDUE/MISSING	
Date ___/___/___		

TIME	NB ANY DOUBTS CALL DUTY WATCH OFFICER	Entered
	LOCAL VESSEL NO CONTACT by LOG OFF Time	
	Vessel Name **Vessel Registration**	
	Immediately send 'Overdue Vessel" SMS via overdue vessel	
	Attempt to contact vessel on radio,on board mobile	
	If no contact, attempt to contact every 10 minutes	
	IF NO CONTACT AFTER 30 MINUTES	
	Send "Overdue Vessel Escalation" SMS via overdue vessel	
	Request **Duty Skipper** to check Boat Ramp area for owner's vehicle/trailer	
	Contact ZDOM (auto dial) FOLLOW HIS INSTRUCTIONS	
	If directed by ZDOM Contact MAC (auto dial) and advise them of situation (car/trailer at ramp or not at ramp). Note Officer's Name and Rank	
	If no confirmation from MAC within 5 mins contact ZDOM	
	CREATE INCIDENT REPORT **INCIDENT REPORT NO.**	
IF NOT TASKED (ZDOM or MAC have made contact with Skipper)		
	Finalise Incident Report, enter report No. and details into Seahawk	
	comms log, print out Incident Report and file in Rescue Folder	
IF TASKED TO SEARCH		
	Send MRMS to Boat Crew	
	Check Inbox for replies, refresh Inbox every 1-2 minutes.	
	Update Incident Report, enter report No and details into Vessel's Comms Log,	
	enter Incident report No on all documents	
	If ambulance required advise MAC	
	Contact DWO (Auto Dial) Discuss Incident	
	Task our Rescue Vessel into Seahawk **Update Status Board**	
	Record crew names via Incident "Add Comms "	
	Commence tracking of Rescue Vessel in OPENCPN	

	During Incident Maintain contact at least very 30mins with Rescue Vessel.	
	Attempt to contact overdue vessel. Record in Vessel's Comms Log	
	Provide updates to relevent people eg ZDOM, MAC, UC.	
N.B **Points to ask/suggest to skipper of stricken vessel : Life Jackets, EPIRB, Anchor,**		
	Oars/Paddles, Radio, Mobile Phone, Flares, Torch, V Sheet	
	Advise MAC if previously notified Auto dial Note Name and Rank	
	Send MRMS to"Incident Completed" advising Incident completd	
	Contact ZDOM (auto dial) name, advise Incident completed	
	Save Track and End Tracking of Rescue Vessel in OPENCPN	
	Untask our 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	
	file in Rescue Folder	
	"Close Voyage" Assisted Vessel	
	Make final entry in Seahawk Comms Log **"Incident Report No…………. Finalised"**	