

# Operators Name

# LOCAL VESSEL OVERDUE/MISSING

Date ___/___/___		
TIME	NB ANY DOUBTS CALL DUTY WATCH OFFICER	Entered
	<b>LOCAL VESSEL NO CONTACT by LOG OFF Time</b>	
	<b>Vessel Name</b>	<b>Vessel Registration</b>
	Immediately send "Overdue Vessel" message to on board mobile via Desktop Messaging.	
	Attempt to contact vessel on radio, on board mobile	
	If no contact, attempt to contact every 10 minutes	
	<b>IF NO CONTACT AFTER 30 MINUTES</b>	
	Send "Overdue Vessel Escalation" message to on board mobile via Desktop Messaging	
	Request <b>Duty Skipper</b> 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	
	If no confirmation from MAC within 5 mins contact ZDOM	
	<b>CREATE INCIDENT REPORT</b>	<b>INCIDENT REPORT NO.</b>
	<b>IF NOT TASKED ( ZDOM or MAC have made contact with Skipper)</b>	
	<i>Finalise Incident Report, enter report No. and details into Seahawk</i>	
	<i>comms log, print out Incident Report and file in Rescue Folder</i>	
	<b>IF TASKED TO SEARCH</b>	
	<b>Send MRMS to Boat Crew, see next page for instructions</b>	
	<b>Check Inbox for replies</b> , refresh Inbox every 1-2 minutes. <b>See next page for instructions</b>	
	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	
	<b>Contact DWO (Auto Dial) Discuss Incident</b>	
	<b>Task our Rescue Vessel into Seahawk</b>	<b>Update Status Board</b>
	<b>During Incident</b> Maintain contact at least very 30mins with Rescue Vessel.	
	Attempt to contact overdue vessel. Record in Vessel's Comms Log	
	Provide updates to relevant people eg ZDOM, MAC, UC.	
	<b>ON COMPLETION</b>	
	Advise MAC if previously notified Auto dial <b>Note Name and Rank</b>	
	<b><u>Send MRMS to "Incident Completed" advising Incident completd</u></b> <b>See next page for instructions</b>	
	Contact ZDOM (auto dial) name, advise Incident completed	
	<b>Untask our Rescue Vessel</b>	<b>Update Status Board</b>
	<b>Complete and Finalise and Print Incident Report</b>	
	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 <b>"Incident Report No..... Finalised"</b>	



# 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

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## 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

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## IF REQUIRED TO STAND DOWN CREW

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



# INCIDENT OPERATIONAL LOG

Sheet: \_\_\_/\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Position: \_\_\_\_\_

Location: \_\_\_\_\_

Incident Name: \_\_\_\_\_

Incident Number: \_\_\_\_\_

T = Telephone

R = Radio

V = Verbal

M=TDMS

Time 24hrs	TO or FROM	Name or Callsign	TRV M		Action Reqd	Action Cmpl