

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 on Station 4			
	Send MRMS to Boat Crew, see next page for instructions			
	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. See next page for instructions			
	CREATE INCIDENT REPORT	INCIDENT REPORT No		
IF NOT TASKED (ZDOM or MAC Take Over)				
	<i>Finalise Incident Report, enter Incident Report number and details of</i>			
	<i>Incident into Seahawk Comms Log, print out Incident Report, file in Rescue Folder</i>			
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		
	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>			
	See next page for instructions			
	Contact ZDOM. Auto dial Note name, advise Incident completed			
	Untask our Rescue Vessel	Update Status Board		
	Remove "DV" from "DV Locate Chart" on Station 4			
	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 "			



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

