

# Operators Name

# SIGHTING OF FLARES

Date ___/___/___			
TIME	NB ANY DOUBTS CALL DUTY WATCH OFFICER		Entered
	<b>Report from a vessel. Vessel Name</b>		
	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 <b>ZDOM</b> . Auto dial <b>Note name</b>		
	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		
	<b>Report from a land based person(s) Persons Name</b>		
	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		
	<b>CREATE INCIDENT REPORT</b>	<b>INCIDENT REPORT No.</b>	
<b>IF NOT TASKED</b>			
	Finalise Incident Report then enter Incident Report no. in Seahawk Comms Log		
	Print out Report and file in Rescue Folder		
<b>IF TASKED</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 of Incident and details into Seahawk Comms log, enter Incident report No on all documents		
	<b>Task our Rescue Vessel in Seahawk</b>	<b>Update Status Board</b>	
	<b>Contact DWO (Auto Dial) and discuss Incident</b>		
	<b>During Incident</b> maintain contact at least every 30 minutes with Rescue Vessel.		
	If ambulance required advise MAC		
	<b>At completion of Incident</b>		
	Call MAC if previously notified note Name and Rank		
	<b>Send MRMS to "Incident Completed" advising Incident completed</b>		
	See next page for instructions		
	<b>Contact ZDOM auto dial Note Name, advise Incident completed</b>		
	<b>Untask our Rescue Vessel</b>	<b>Update Status Board</b>	
	<b>Complete, Finalise and Printout 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 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

