Operators Name   TRANSIT VESSEL OVERDUE/MISSING

	Date ___/___/___		
TIME	**NB ANY DOUBTS CALL DUTY WATCH OFFICER**		**Entered**
	TRANSIT VESSEL NO CONTACT by Log Off/ SKED time		
	Vessel Name	**Vessel Reg**.	
	Immediately send 'Overdue Vessel" message to on board mobile via Desktop Messaging.		
	Attempt to contact vessel on radio,on board mobile		
	Contact **neighbouring Bases** for assistance in contacting overdue vessel		
	If no contact, attempt to contact vessel every 10 minutes		
	IF NO CONTACT AFTER 30 MINUTES		
	Send "Overdue Vessel Escalation" message to on board mobile via Desktop Messaging.		
	Contact ZDOM. Auto dial Note name FOLLOW HIS INSTRUCTIONS		
	If directed by ZDOM call MAC. Auto dial Note Rank & Name		
	If no confirmation fZDOM MAC within 5 mins contact ZDOM		
	WE DO NOT Query shore contact, MAC will make that decision		
	CREATE INCIDENT REPORT	**INCIDENT REPORT NO.**	
IF NOT TASKED (ZDOM or MAC Take Over)			
	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, **see next page for instructions**		
	Check Inbox for replies, refresh Inbox every 1-2 minutes. **See next page for instructions**		
	Update Incident Report, enter report No and details into Vessel's Comms Log,		
	enter Incident report No on all documents		
	Contact DWO, (Auto Dial) discuss Incident		
	Task our Vessel into Seahawk **Update Status Board**		
	During Incident Maintain regular contact at least every 30 minutes with Rescue Vessel		
	Attempt to contact overdue vessel. Record in Vessel's Comm Log		
	Provide updates to relevent people eg ZDOM, MAC, UC.		
	If ambulance required advise MAC		
ON COMPLETION			
	Advise MAC if previously notified Auto dial Note Name and Rank		
	Send MRMS to "Incident Completed" advising that Incident completed		
	See next page for instructions		
	Contact ZDOM. Auto dial Note name, and advise Incident completed		
	Untask Rescue Vessel **Update Status Board**		
	Complete and Finalise and Print Incident Report		
	Print "vessels detail sheet" Overdue/Missing Vessel and Rescue Vessel and attach		
	with Incident Report, LOP and all documents, note paper etc; and file in Rescue Folder		
	Update Overdue/Missing Vessel		
	Make final entry in Seahawk Comms Log **"Incident Report No…………. Finalised"**		

MRMS FOR INCIDENTS

PROCEDURE Crew Call Out

1 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 I**n 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