Operators Name   *VESSEL ASSIST*

Date ___/___/___	

TIME	NB 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 **NB Skipper suggestions lower on page**	
	Urgent situation only call ALL SHIPS on VHF/27Meg for Assistance	
	Locate position of Distressed Vessel using DV Locate on Station 4	
	Send MRMS to relevant Rescue Vessel, **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 within 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)		
	Send "STAND DOWN" desktop message to Rescue Vessel,**see next page for instructions**	
	Finalise Incident Report, enter Incident Report number and details of	
	Incident into Seahawk Comms Log, print out Incident Report, file in Rescue Folder	
IF TASKED (ZDOM or MAC give go ahead)		
	Update Incident Report No. and details of incident into Vessel's Comms Log, enter Incident Report No. on all documents	
	Task our Rescue Vessel in 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 on running sheet	
	If ambulance required advise MAC	
N.B	**Points to ask/suggest to skipper of stricken vessel : Life Jackets, EPIRB, Anchor,**	
	Oars/Paddles, Radio, Mobile Phone, Flares, Torch, V Sheet	
ON COMPLETION OF ASSIST		
	Advise MAC if previously notified Auto dial Note Name Rank & Name	
	Send MRMS "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	
	Remove "DV" from "DV Locate Chart" on Station 4	
	Complete and Finalise and Print Incident Report.	
	Print "vessels detail sheet" from Assisted Vessel and 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 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