Operators Name   *VESSEL ASSIST*

TIME	Date ___/___/___		Entered
	NB ANY DOUBTS CALL DUTY WATCH OFFICER		
	Call Sign Reg'n No Comms Type		
	Location or Long/Lat(check chart)		
	Problem		
	Type & desc of vessel		
	POB _____	Mobile No _ _ _ _ _ _ _ _ _ _	
	Urgent situation only call ALL SHIPS on VHF 16 and VHF19 for Assistance		
	Locate position of Distressed Vessel using DV Locate		
	Send MRMS to relevant Rescue Vessel,		
	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 MRMS Inbox for replies, refresh Inbox every 1-2 minutes.		
	CREATE INCIDENT REPORT	**INCIDENT REPORT No.**	
	IF NOT TASKED (ZDOM or MAC Take Over)		
	Send "STAND DOWN" desktop message to Rescue Vessel,		
	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		
	Contact DWO (Auto Dial) and discuss Incident		
	Task our Rescue Vessel in Seahawk, **Update Status Board**		
	Record crew names via Incident "Add Comms "		
	Commence tracking of Rescue Vessel in OPENCPN		

	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,	
	Contact ZDOM. Auto dial Note name and advise Incident completed	
	Save Track and End Tracking of Rescue Vessel in OPENCPN	
	Untask Rescue Vessel	**Update Status Board**
	Remove "DV" from "DV Locate Chart"	
	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"**	