# Operators Name                    *VESSEL ASSIST*

**Date ___/___/___**

| TIME | NB ANY DOUBTS CALL DUTY WATCH OFFICER | Entered |
|---|---|---|
| | Call Sign            Reg'n No                    Comms Type | |
| | Location                      or Long/Lat( check chart) | |
| | Problem | |
| | Type & desc of vessel                    DV Skipper | |
| | 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 Relevant MRMS to Boat Crew. (Add FO30 or FO20 to message) | |
| | 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"** | |