

Operators Name

EPIRB ACTIVATION

Date ____/____/____

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TIME	NB ANY DOUBTS CALL DUTY WATCHOFFICER				Entered
	Report from MAC/Zone Duty Operations Manager or Search Authority				
	Name of person Reporting the Activation				
	Any Response				
	If Original request did not come from ZDOM				
	Call ZDOM Auto dial Note Name				
	CREATE INCIDENT REPORT	INCIDENT REPORT No.			
IF NOT TASKED complete and finalise Incident Report, print out report and file in folder					
IF TASKED					
	Plot position and Boardcast "ALL SHIPS" for any vessels in area that may assist				
	Send relevent MRMS to Boat Crew (Add FO30 or FO20 to message)				
	Check Inbox for replies, refresh Inbox every 1-2 minutes.				
	Update Incident Report, enter Incident Report No. and details of Incident into Vessel's Comms Log, enter Incident Report No. on all documents				
	Task our Rescue vessel into Seahawk		Update Status Board		
	Record crew names via Incident "Add Comms "				
	Commence tracking of Rescue Vessel in OPENCPN				
	Contact DWO (Auto Dial) and discuss Incident				
	During Incident maintain contact with Distressed and Rescue Vessels.				
	Provide updates to relevent people as required Record details				
	If ambulance required advise MAC				

ON COMPLETION		
	Advise MAC if previously notified Auto dial Note Rank & Name	
	Send MRMS to "Incident Completed" advising Incident completed	
	Call ZDOM Auto dial Note Name, advise Incident completed	
	Save Track and End Tracking of Rescue Vessel in OPENCPN	
	Untask Rescue Vessel	Update Status Board
	Complete and Finalise and Print Incident Report	
	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	
	Log Off Rescue Vessel and "Close Voyage" Assisted Vessel	
	Make final entry in Seahawk Comms Log "Incident Report No..... Finalised"	