

Operators Name _____

TRANSIT VESSEL OVERDUE/MISSING

	Date: _____ / _____ / _____	
TIME	NB ANY DOUBTS CLALL DUTY WATCH OFFICER	ENTERED
	Vessel Name	Vessel Reg.
	Immediately send 'overdue vessel' SMS via overdue vessel in Seahawk	
	Attempt to contact vessel on radio, onboard mobile	
	Contact neighbouring bases for assistance in contacting overdue vessel	
	If no contact, attempt to contact vessel every 10 minutes	
	Is vessel visible on OpenCPN (AIS)?	
	If vessel is an app logon check vessel comms. Has it pinged locations? Check history as well as latest ping.	
	IF NO CONTACT AFTER 30 MINUTES	
	Send "Overdue Vessel Escalation" SMS via overdue vessel in Seahawk	
	Contact ZDOM. Auto dial. Note name. FOLLOW HIS/HER INSTRUCTIONS	
	If directed by ZDOM contact MAC. Auto dial Note Rank and Name	
	If no confirmation from MAC within 5 minutes contact ZDOM	
	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	
	Check inbox for replies , refresh inbox every 1-2 minutes	
	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
	Record crew names via Incident "Add Comms".	
	Commence tracking of Rescue Vessel in OpenCPN	

DURING INCIDENT		
	Maintain regular contact at least every 30 minutes with Rescue Vessel	
	Attempt to contact overdue vessel. Record in Vessel's Comms log	
	Provide updates to relevant people. E.g ZDOM, MAC, UC	
	If Ambulance required ring ZDOM.	
	See instructions <i>Calling an Ambulance in Flip Chart</i>	
	Ring MAC who will log ambulance request	
ON COMPLETION		
	Advise MAC if previously notified Auto dial Note Name and Rank	
	Send MRMS to 'Incident Completed' Group 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
	Complete, finalise and Print Incident Report	
	Print 'vessels details sheet' Overdue/Missing Vessel and Rescue Vessel from Seahawk and attach with Incident Report. LOP and all documents, note paper etc and file in Incident Folder	
	Update Overdue/Missing Vessel in Seahawk	
	Make final entry in Seahawk Comms Log Incident Report No Finalised.	