

Operator's Name _____

Date: ____ / ____ / ____

MAYDAY PAN PAN

TIME	N.B. ANY DOUBTS CALL THE DUTY WATCH OFFICER		Entered		
	Call sign	Rego No	Comms Type		
	Location	or Long/Lat (check chart)			
	Problem				
	Type & Desc of vessel	POB			
	DV Skipper	Mobile Number _____			
	N.B. Points to ask/suggest to skipper of stricken vessel: Life jackets, EPIRB, Anchor, Oars/Paddles, Radio, Mobile Phone, Flares, Torch V Sheet				
	Send DV locate message to DV skipper and locate vessel				
	MAYDAY RELAY or ALL SHIPs on all frequencies for possible assistance				
	Send relevant MRMS to Boat Crew. (Add F030 or FO20 to the message.)				
	Contact ZDOM. Auto dial. Note Name				
	If directed by ZDOM call MAC. Auto dial. Note rank and name				
	If no confirmation from MAC within 5 minutes 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" MRMS message to Rescue Vessel	
	Finalise Incident Report, enter Incident Report number and details into Seahawk Comms log. Print out Incident Report, File in Rescue Folder.	

IF TASKED (ZDOM or MAC give go ahead)

	If vessel is logged on 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. Record in Incident Comms		
	Provide updates to relevant people as required. Record in Incident Comms .		
	If Ambulance required ring ZDOM.		
	See instructions <i>Calling an Ambulance</i> in Flip Chart		
	Ring MAC who will log ambulance request		

ON COMPLETION OF ASSIST

	Advise MAC if previously notified. Auto dial. Note name and Rank		
	Send MRMS “Incident Completed” to “Incident Completed Group” in MRMS		
	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. Attach LOP and all other documents, note paper etc together and file with Incident report in Rescue Folder. If vessel logged on print its details sheet and attach as well.		
	If distressed vessel was logged on “Close Voyage”,		
	Make final entry into Seahawk Comms log ‘ Incident Report No....finalised ’		