Operators Name _____ LOCAL VESSEL OVERDUE/MISSING

TIME	Date: ___ / ___ / ___		ENTERED
	NB ANY DOUBTS CLALL DUTY WATCH OFFICER		
	Vessel Name	Vessel Reg.	
	Immediately send 'overdue vessel' SMS via overdue vessel in Seahawk		
	Attempt to contact vessel on radio, onboard mobile		
	If no contact, attempt to contact vessel every 10 minutes		
	If vessel is an app logon check vessel comms. Has it pinged locations? Check history as well as latest ping. Have phone & vessel been out and returned.		
	IF NO CONTACT AFTER 30 MINUTES		
	Request Duty skipper check Boat Ramp area for owner's vehicle/trailer		
	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 And advise them of situation (car/trailer at ramp or not at ramp)		
	If no confirmation from MAC within 5 minutes contact ZDOM		
	CREATE INCIDENT REPORT	**INCIDENT REPORT NO**	
	IF NOT TASKED (ZDOM OR MAC Have made contact with skipper)		
	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	
	N.B. Points to ask/suggest to skipper of stricken vessel: Life jackets, EPIRB, Anchor, Oars/Paddles, Radio, Mobile Phone, Flares, Torch V Sheet	
	If Ambulance required ring ZDOM.	
	See instructions *Calling an Ambulance* in Flip Chart	
	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.**	