

Operators Name \_\_\_\_\_

## TRANSIT VESSEL OVERDUE/MISSING

	Date: _____ / _____ / _____	
TIME	<b>NB ANY DOUBTS CLALL DUTY WATCH OFFICER</b>	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	
	<b>Is vessel visible on OpenCPN (AIS)?</b>	
	<b>If vessel is an app logon check vessel comms. Has it pinged locations? Check history as well as latest ping.</b>	
	<b>IF NO CONTACT AFTER 30 MINUTES</b>	
	Send "Overdue Vessel Escalation" SMS via overdue vessel in Seahawk	
	<b>Contact ZDOM.</b> 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	
	<b>CREATE INCIDENT REPORT</b>	<b>INCIDENT REPORT NO</b>
<b>IF NOT TASKED (ZDOM OR MAC TAKE OVER)</b>		
	Finalise Incident Report, enter report No. and details into Seahawk comms log , print out Incident Report and file in Rescue Folder	
<b>IF TASKED TO SEARCH</b>		
	<b>Send MRMS to Boat Crew</b>	
	<b>Check inbox for replies.</b>	
	Send <b>ZDOM only</b> MRMS Crew Confirmation when all crew responded.	
	Update Incident Report, enter report No and details into Vessel's Comms Log enter Incident Report No. on all documents	
	<b>Contact DWO (Auto Dial) discuss incident</b>	
	<b>Task our Vessel into Seahawk</b>	<b>Update Status Board</b>
	<b>Record crew names via Incident "Add Comms".</b>	

	<b>Commence tracking of Rescue Vessel in OpenCPN</b>	
<b>DURING INCIDENT</b>		
	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	
	<b>If Ambulance required ring ZDOM.</b>	
	<b>See instructions <i>Calling an Ambulance</i> in Flip Chart</b>	
	<b>Ring MAC who will log ambulance request</b>	
<b>ON COMPLETION</b>		
	Advise MAC if previously notified Auto dial <b>Note Name and Rank</b>	
	<b>Send MRMS to 'Incident Completed' Group advising that incident completed</b>	
	Contact ZDOM, Auto dial Note name and advise incident completed.	
	<b>Save Track and End Tracking of Rescue Vessel in OpenCPN</b>	
	<b>Untask Rescue Vessel</b>	<b>Update Status Board</b>
	<b>Complete, finalise and Print Incident Report</b>	
	Print 'vessels details sheet' Overdue/Missing Vessel and Rescue Vessel from Seahawk and attach with Incident Report. FTP and all documents, note paper etc and file in Incident Folder	
	Update Overdue/Missing Vessel in Seahawk	
	Make final entry in Seahawk Comms Log <b>Incident Report No ..... Finalised.</b>	