

Operator's Name _____

EPIRB ACTIVATION

Date: ____ / ____ / ____

TIME	N.B. ANY DOUBTS CALL THE DUTY WATCH OFFICER	Entered
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Report of EPIRB Activation

	Authority notifying of the EPIRB activation Name _____	ZDOM	MAC	AMSA	
	Details given Location:				
	If not notified by ZDOM	Call ZDOM.	Auto dial Note Name.		
	If not notified by the MAC	Call MAC	Auto dial Note name and rank.		
	Create Incident Report		Incident Report No		

IF NOT TASKED

	Complete and finalise Incident Report, print out report and file in folder	
	If not tasked the Radio Operator should enter any overheard communications into the unit's Comms log under the prefix ' OVERHEARD '	

IF TASKED

	Plot position and broadcast ' MAYDAY RELAY ' for any vessels in the area that may assist and advise each vessel to assess their own ability to respond taking into account relevant risks. (Record details in Seahawk Incident)	
	Plot position in OpenCPN	
	Send relevant MRMS to Boat Crew (Add FO30 or FO20)	
	Check in box for replies	
	Send ZDOM only MRMS Crew Confirmation when all crew responded.	
	Contact DWO	
	Task our Rescue vessel into Seahawk through Incident	
	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	
	If contact is made with Distressed vessel maintain regular contact Record in Incident Comms	
	Provide updates to relevant people as required. Record in Incident Comms .	
	If Ambulance required ring ZDOM.	
	See instructions Calling an Ambulance in Flip Chart	
	Ring MAC who will log ambulance request	

On Completion

	Advise MAC 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
	If distressed vessel was logged on ‘Close Voyage’,	
	Make final entry into Seahawk Comms log ‘ Incident Report No....finalised ’	