

Operator's Name \_\_\_\_\_

**SIGHTING OF FLARES**

Date:     /     /

<b>TIME</b>	<b>N.B. ANY DOUBTS CALL THE DUTY WATCH OFFICER</b>	<b>Entered</b>
<b>Collecting Information</b>		
	<b>Report from a Vessel</b>	
	<b>Vessel name</b>	<b>Rego</b>
	Skipper reporting	Phone
	Location of vessel reporting	Long/Lat. (check chart)
	Colour of the flare	
	Location of flare (approx. distance from known location)	
	Direction of flare from reporting vessel	
	Any landmarks behind the flare	
	<b>Report from Land Based Person(s)</b>	
	Name: _____ Phone number: _____ Address: _____	
	Colour of the flare	
	Location of flare (e.g. approx. distance from known location)	
	Location of caller when flare sighted	
	Direction of flare from location where sighted	
	Any landmarks behind the flare	
<b>Responding</b>		
	ALL SHIPs all frequencies for any vessels in the area which may be in distress or may have seen the flare asking other vessels to proceed to the area and assist if possible (including reporting vessel if applicable)	
	Enter flare sighting in the communications log	
	<b>Contact ZDOM auto dial Note name</b>	
	<b>If directed by ZDOM call MAC.</b> Auto dial. Note rank and name	
	<b>If tasked by ZDOM create incident.</b> INCIDENT Report No. _____	
	<b>Send DV Locate to DV if applicable</b>	

	Send MRMS to Boat Crew		
	Check inbox for replies.		
	Send <b>ZDOM only</b> MRMS Crew Confirmation when all crew responded.		
	Ring DWO and discuss		
	Task our Rescue Vessel in 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		
	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 if previously notified. Auto dial. Note name and Rank		
	Send MRMS “Incident Completed” to “Incident Completed Group” in MRMSContact ZDOM. 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 FTP 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’		