FIRST ALERT INCIDENT NOTIFICATION FOR PERSONNEL / SHIP / ENVIRONMENT

COLLISION		SERIOUS DAMAGE AT SEA		SIGNIFICANT NEAR MISS		STRANDING / GROUNDING		EXPLOSION / FIRE		LOSS OF PROPULSION / STEERING / ELECTRICAL POWER		POLLUTION AND SPILLS (OIL AND OTHERS)		SERIOUS INJURY / ILLNESS/ LOST TIME INJURY (LTI)		BREACH OF SECURITY	
AA	TYPE OF INCIDENT	AA	TYPE OF INCIDENT	AA	TYPE OF INCIDENT	AA	TYPE OF INCIDENT	AA	TYPE OF INCIDENT	AA	TYPE OF INCIDENT	AA	TYPE OF INCIDENT	AA	TYPE OF INCIDENT	AA	TYPE OF INCIDENT
BB	DATE & TIME (LT & GMT)	BB	DATE & TIME (LT & GMT)	BB	DATE & TIME (LT & GMT)	BB	DATE & TIME (LT & GMT)	BB	DATE & TIME (LT & GMT)	BB	DATE & TIME (LT & GMT)	BB	DATE & TIME (LT & GMT)	BB	DATE & TIME (LT & GMT)	BB	DATE & TIME (LT & GMT)
CC	SHIP'S POSITION	CC	SHIP'S POSITION	CC	SHIP'S POSITION	CC	SHIP'S POSITION	CC	SHIP'S POSITION	CC	SHIP'S POSITION	CC	SHIP'S POSITION	CC	SHIP'S POSITION	CC	SHIP'S POSITION
DD	DEPARTURE / DESTINATION PORTS	DD	DEPARTURE / DESTINATION PORTS	DD	DEPARTURE / DESTINATION PORTS	DD	DEPARTURE / DESTINATION PORTS	DD	DEPARTURE / DESTINATION PORTS	DD	DEPARTURE / DESTINATION PORTS	DD	NATURE OF POLLUTION	DD	DEPARTURE / DESTINATION PORTS	DD	DEPARTURE / DESTINATION PORTS
EE	CIRCUMSTANCES OF COLLISION	EE	LOCATION / EXTENT OF DAMAGE	EE	COMMERCIAL IMPLICATIONS	EE	CAUSE OF STRANDING / GROUNDING	EE	ORIGIN & EXTENT OF EXPLOSION / FIRE, IF KNOWN	EE	EXTENT OF TROUBLE AS KNOWN	EE	CAUSE OF POLLUTION	EE	NAME OF PERSON & TYPE OF INJURY / ILLNESS	EE	TYPE OF BREACH OF SECURITY
FF	PERSONNEL INJURY (EITHER VESSEL)	FF	ADVERSE EFFECTS TO WATERTIGHT INTEGRITY	FF	PORT STATE INTERVENTION (E.G. NEAR MISS OIL SPILL)	FF	PERSONNEL INJURY	FF	PERSONNEL INJURY	FF	CAUSE OF TROUBLE	FF	PERSONNEL INJURY	FF	CAUSE OF INJURY / ILLNESS	FF	SECURITY LEVEL AT THE TIME OF INCIDENT
GG	LOCATION & EXTENT OF HULL DAMAGE	GG	ADVERSE EFFECTS TO SEAWORTHINESS	GG	THIRD PARTY INVOLVEMENT (E.G. SHIP, TERMINAL, ETC.)	GG	LOCATION & EXTENT OF HULL DAMAGE	GG	IMPLICATIONS OF CARGO	GG	PERSONNEL INJURY	GG	QUANTITY OF OIL OVERBOARD	GG	MEDICAL TREATMENT ADMINISTERED	GG	IMPLICATIONS EXPECTED / IMMEDIATE THREATS IDENTIFIED
HH	FLOODING, FIRE OR OTHER SITUATIONS AT RISK	HH	ADVERSE EFFECTS TO INTACT STABILITY	HH	OTHER INFORMATION CONSIDERED RELEVANT	HH	FLOODING / LEAKAGE OF OIL	HH	DAMAGE TO SHIP	HH	PROBABILITY OF REPAIR BY SHIP'S STAFF & ESTIMATED TIME TO EFFECT REPAIRS	HH	TREATMENT OF OIL SPILLAGE PREVIOUSLY TAKEN &/OR BEING TAKEN	HH	FUTURE MEASURES / ACTIONS TO BE TAKEN	HH	CORRECTIVE ACTIONS UNDERTAKEN
II	LEAKAGE OF OIL	II	ADVERSE EFFECTS TO CARGO			II	SALVAGE / ASSISTANCE REQUIREMENTS	II	FIRE FIGHTING MEASURES	II	SALVAGE / ASSISTANCE REQUIREMENTS	II	POLLUTION RESPONSE / ASSISTANCE REQUIREMENTS	II	OTHER ORGANIZATIONS CONTACTED	II	NAME OF ANY OTHER PARTIES NOTIFIED
JJ	TYPE OF CARGO & DAMAGE TO CARGO	JJ	SALVAGE / ASSISTANCE REQUIREMENTS			JJ	SHIP'S HEADING	JJ	DAMAGE CONTROL MEASURES	JJ	COUNTERMEASURES BEING TAKEN & PRESENT CONDITION	JJ	ADDITIONAL POLLUTION & POSSIBLE COUNTERMEASURES	JJ	CLOSEST PORT & ETA	JJ	OTHER INFORMATION CONSIDERED RELEVANT
KK	CAPABILITY OF MOVING UNDER OWN POWER / STEERING	KK	IF APPLICABLE, NEAREST PORT OF REFUGE			KK	SPEED & DRAFT AT TIME OF STRANDING / GROUNDING	KK	FUTURE INTENTIONS / ACTION TO BE TAKEN	KK	FUTURE INTENTIONS / ACTION TO BE TAKEN	KK	STATE OF WEATHER & SEA	KK	STATE OF WEATHER & SEA		
LL	POSSIBILITY OF REPAIR	LL	STATE OF WEATHER & SEA CONDITIONS			LL	ANGLE OF LIST	LL	SALVAGE OR OTHER EXTERNAL ASSISTANCE SUPPORT REQUIRED	LL	STATE OF WEATHER & SEA	LL	NAME & RANK OF OFFICIALS NOTIFIED (I.E. AMSA / USCG / OTHER	LL	MASTER'S REQUIREMENT FOR ASSISTANCE		
MM	SALVAGE / ASSISTANCE REQUIREMENTS	MM	ARE CONDITIONS SAFE FOR STAFF TO PROCEED ON DECK?			MM	DISTANCE FROM SHORE	MM	DATE & TIME WHEN EXTINGUISHED	MM	DISTANCE FROM SHORE / DANGER	MM	NOTIFICATION TO P&I, CHARTERERS & AGENT	MM	NOTIFICATION TO P&I, CHARTERERS & AGENT		
NN	CORRECTIVE MEASURES BEING TAKEN	NN	DAMAGE CONTROL MEASURES BEING TAKEN OR TO BE TAKEN			NN	STATE OF WEATHER & SEA	NN	RE-IGNITION WATCH SET	NN	NAME OF ANY OTHER PARTIES NOTIFIED	NN	NAME OF ANY OTHER PARTIES NOTIFIED	NN	NAME OF ANY OTHER PARTIES NOTIFIED		
OO	NAME, FLAG & TYPE OF OTHER VESSEL	OO	NAME OF ANY OTHER PARTIES NOTIFIED			OO	NATURE OF SEA BOTTOM	OO	STATE OF WEATHER & SEA	OO	OTHER INFORMATION CONSIDERED RELEVANT	OO	OTHER INFORMATION CONSIDERED RELEVANT	OO	OTHER INFORMATION CONSIDERED RELEVANT		
PP	GROSS TONNAGE, INSURERS & OWNER'S NAME OF OTHER VESSEL	PP	OTHER INFORMATION CONSIDERED RELEVANT			PP	SOUNDINGS AROUND VESSEL	PP	NAME OF ANY OTHER PARTIES NOTIFIED								
QQ	DEPARTURE / DESTINATION PORTS OF OTHER VESSEL					QQ	CURRENT & TIDE AT PRESENT	QQ	OTHER INFORMATION CONSIDERED RELEVANT								
RR	DAMAGE TO OTHER VESSEL					RR	WEIGHT DISTRIBUTION ONBOARD										
SS	OTHER VESSEL'S CARGO					SS	CURRENT AND TIDE FOR NEXT 24 HOURS										
TT	INTENDED MOVEMENTS OF OTHER VESSEL					TT	DAMAGE CONTROL MEASURES BEING TAKEN & TO BE TAKEN										
UU	STATE OF WEATHER & SEA					UU	PROBABILITY TO REFLOAT										
VV	INTENDED PORT OF REFUGE					VV	NAME OF PILOT										
WW	NAME OF PILOT					WW	NAME OF ANY OTHER PARTIES NOTIFIED										
XX	NAME OF ANY OTHER PARTIES NOTIFIED					XX	OTHER INFORMATION CONSIDERED RELEVANT										
YY	OTHER INFORMATION CONSIDERED RELEVANT																

FIRST ALERT NOTIFICATION PROCEDURE

* NOTIFY THE REGIONAL OFFICE BY TELEPHONE: (fix regional number here)
* FOR SECURITY INCIDENTS IF UNABLE TO RAISE FIRST ALERT BY USING THE TELEPHONE THEN USE COVERT SHIP SECURITY ALARM SYSTEM
* CONFIRM INFORMATION TO THE REGIONAL OFFICE BY Fax; Email; Telex; Etc. AND EMAIL TO "_First Alert Team"
* UPDATES MUST FOLLOW, SUBJECT TO INCIDENT SEVERITY (AS A MINIMUM, ONE REPORT EVERY 12 HOURS)
* 24 HOUR NOTATION TO BE USED AT ALL TIMES AND TO BE EXPRESSED IN LT AND GMT

IF IN DOUBT, THEN NOTIFY