**SITREP TEMPLATE**

**INCLUDING PLACE OF REFUGE (PoR) SITUATION REPORT**

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| Transmission (Distress/Urgency):  Date & time:  From: **MRCC Koper / NCA Slovenia**  To:  SITREP number: |

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| **Identifier** | **Function** | **Information Required** |
| A | Identity of casualty | IMO, number, Name of vessel, call-sign, flag state |
| B | Position | Latitude/longitude or bearing and distance from a mark |
| C | Situation | Type of message - e.g. distress/ urgency, date/time, nature of distress/urgency, e.g. fire on board, collision, medical evacuation, grounding flooding, abandon ship, capsizing, list, shifting of cargo, engine failure, structural failure, steering gear failure, electrical generating system failure, navigational equipment failure, etc. |
| D | Number of persons at risk |  |
| E | Assistance required | A request by the co-ordinating station for specific assistance from one or more of the addressees |
| F | Co-ordinating MRCC |  |
| G | Description of casualty | Physical description, owner/charterer, cargo carried, passage from/to, lifesaving appliances carried, etc. |
| H | Weather on scene | Wind, sea/swell state, air/sea temperature, visibility, cloud cover/ceiling, barometric pressure |
| J | Initial actions taken | By casualty and co-ordination centre |
| K | Search area | As planned by the co-ordinating MRCC |
| L | Co-ordinating instructions | OSC/ACO designated, units participating, communications, etc. |
| M | Future plans |  |
| N | Additional information/conclusion | Include time SAR Operation terminated |
| O | Address where cargo information can be found |  |

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| **Identifier** | | **Function** | **Information Required** |
| **Place of Refuge (POR) Situation Report (POR Specific Information)** | | | |
| PoR\_1 | Report Number | | Ships name followed by the sequential number of the report (e.g. “*MV STARLIGHT - POR Situation Report No.01”*) |
| PoR\_2 | Coordinating Authority/Member State | | Identification of the Coordinating Authority/Member State |
| PoR\_3 | Ship Information | | Ship type, length, breadth, draught, gross and deadweight tonnage, height (bridge/cabling clearance) etc., as required |
| PoR\_4 | PoR Status | | i) Status Report  ii) Agreement  iii) Transfer/handover |
| PoR\_5 | Transfer of Coordination Position | | Coordinates: A 4-digit group giving latitude in degrees and minutes suffixed with N (north) or S (south) and a 5-digit group giving longitude in degrees and minutes suffixed with E (east) or W (west)  or  True bearing (first three digits) and distance (state distance) in nautical miles from a conspicuous point |
| PoR\_6 | Course | | True course as a 3-digit group |
| PoR\_7 | Speed | | Speed in knots and tenths of knots as a 3-digit group |
| PoR\_8 | Port of Departure | | Name of last port of call |
| PoR\_9 | Entry in MS Area of Responsibility | | Date, time15 and point of entry into the member state’s area of responsibility, if applicable, expressed as in (PoR\_5). |
| PoR\_10 | Route | | Intended track, including waypoints, as specified by agreed passage plan |
| PoR\_11 | Radio Communications | | State full names of stations/frequencies guarded and main communications frequency for the incident. (see also field L above) |
| PoR\_12 | Exit from MS Area of Responsibility | | Date, time and point of exit from member state’s area of responsibility, expressed as in (PoR\_5). |
| PoR\_13 | Original Destination | | Name of original port of destination |
| PoR\_14 | PoR Destination | | Name of place of refuge (e.g. port or area) |
| PoR\_15 | Pilot | | State whether deep-sea or local pilot is on board |
| PoR\_16 | Next Communication Report | | Date time group of the next agreed scheduled communication report |
| PoR\_17 | Current Draught | | Maximum present static draught expressed as a 4-digit group in meters and centimetres. If draught is not consistent for the length of the vessel draughts are to be noted as Bow, Mid-ships, Stern, port and starboard as appropriate. |
| PoR\_18 | Cargo and Quantity | | Cargo and details of any dangerous cargo as well as harmful substances and gases that could endanger persons or the environment. Quantities should include individual weights and classification of multiple hazardous cargoes. |
| PoR\_19 | Defect, damage, deficiency, limitations | | Brief details of defects, damage, deficiencies or other limitations; radar, steerage, communications |
| PoR\_20 | Pollution/dangerous goods lost and potential to lose overboard | | Brief details of type of pollution (oil, chemicals etc.) or dangerous goods lost, or potential to lose, overboard including bunker fuel; position expresses as in (PoR\_5). |
| PoR\_21 | Weather Forecast | | Weather forecast for the next 24 hours |
| PoR\_22 | Ships Agent/ Representative | | Ships P&I Club/H&M Insurers/charterers and/or owner |
| PoR\_23 | Salvage / Towing | | Name of Salvage and/or Towage Company if appointed |
| PoR\_24 | Medic | | Doctor, physician’s assistant, nurse, personnel without medical training |
| PoR\_25 | Persons | | Number of persons on board by:  i) Passengers  ii) Crew  iii) Salvors  iv) Assessment team |
| PoR\_26 | PoR Incident Details / Remarks | | Any other information – including as appropriate brief details of the incident; explosive potential, structural integrity, health concerns, water ingress and of other ships involved either in the incident, providing assistance or salvage.  Maritime Security declaration of vessel’s flag state |
| PoR\_27 | Relay | | Request to relay information, if necessary, to other member states and/or reporting systems. |
| PoR\_28 | End of Report | | End of Report |