



## **Administrative Procedure – SOP 01-21**

### **Filing SAR Management System (SMS) Reports**

April 1, 2021

All Coxswains and Station Leaders should be familiar with the use of the SAR Management System (SMS), and are responsible for filing and signing off training and mission reports for their unit in a timely manner. The following are administrative procedures that need to be followed to ensure proper tracking of information and ensure correct reimbursement.

The individual station and society are responsible for any reimbursement submission and follow up for activities outside of EMBC and RCMSAR HQ, as per any agreement with other agencies (i.e., BCEHS). Currently only Station 106 Shuswap is authorized to have agreements with BCEHS.

#### **On the Water (OTW) Training Reports**

All seetime, training and stats are to be recorded for members regardless of reimbursement. An annual fiscal training budget is assigned to each station from RCMSAR HQ based on readiness needs. Unless otherwise pre-approved by the Manager of Operations, training reports are eligible for reimbursement, up to the cumulative station's training budget allocated, within the following parameters:

- The vessel departed base and was underway (*off time/class time can be recorded within the same report but is not eligible for reimbursement*)
- A maximum of 3 hours OTW training is eligible for reimbursement per training session per vessel (*stations can train longer and seetime will be recorded*)
- RCMSAR Minimum crewing requirements are adhered to (*personnel, seetime, certs, etc.*)
- GAR score is entered in the details/description section of the report
- Report is filed and signed off by Coxswain/Station Level within 60 days of date of activity



### **Mission Reports - JRCC**

Unless otherwise approved by the Manager of Operations, all JRCC Mission Reports are eligible for reimbursement, within the following parameters:

- JRCC Tasking Number is provided\*
- The vessel departed base and was underway (*off time can be recorded within the same report but is not eligible for reimbursement. Training time needs to be recorded in a separate report if a call came in during training*)
- RCMSAR Minimum crewing requirements are adhered to (*personnel, seetime, certs, etc.*)
- GAR score is entered in the details/description section of the report
- Report is filed and signed off by Coxswain/Station Level within 60 days of date of mission

*\*Rare cases where JRCC does not issue a tasking number, but it was clear there was a safety concern or life/limb scenario, and the Coxswain and Crew opted to self-task, may be eligible for reimbursement at the discretion of RCMSAR HQ.*

### **Mission Reports – Non-JRCC (i.e., EMBC or BCEHS)**

Filing of non-JRCC missions reports must include the following:

- The Authorizing Authority needs to be identified (EMBC or BCEHS\*\*) in the title of the mission report (*i.e., EMBC – Search Beecher Bay Missing Person*)
- For EMBC taskings only, where appropriate select “EMBC” as Type and/or “Provincial Activation” as Alert Type in operation description (*see below – appropriate mission Type is medical vs EMBC, so Provincial Activation is selected as Alert Type instead*)
- Coxswain/Station Leader to Flag “EMBC” if it is an EMBC mission when authorizing/signing off (*see below*)

*\*\*BCEHS Authorizing Authority and reports are only to be filed by station 106 Shuswap. All other stations are JRCC or EMBC.*



## Selecting Type/Alert Type

**Operation Description: ?**

**Classification & Type**

Classification ? Type ? Alert type: ?

Potential Danger Medical Provincial Activation

## Selecting Flags

Choose one

Commendation Recommended  
Critical Incident  
Delay  
EMBC  
Inter-Agency  
Mechanical Problems  
Member Injured  
No Compensation, Information Only  
Non Compliant with Crew Standards  
Outstanding Operation  
Paper Authorization  
Photo  
SE Insurance  
Vessel Damaged

Authorization

Authorize As

Authorization Level: ?

Coxswain

☐ Add Notes

☒ Add Flags

choose one

choose one

choose one

choose one

Authorize Reject

off

er 5th, 2020 12:07:54 Created by: Amber Sheasgreen

Authorization Workflow

October 5th, 2020: Coxswain

med

ber Sheasgreen

delete

EMBC Inter-Agency

October 7th, 2020: Station Level

med

ara Mullin

delete

All EMBC Mission Reports are eligible for reimbursement, within the following parameters\*\*\*:

- EMBC Tasking Number is provided
- The vessel departed base and was underway (*off time can be recorded within the same report but is not eligible for reimbursement. Training time needs to be recorded in a separate report if a call came in during training*)
- RCMSAR Minimum crewing requirements are adhered to (*personnel, seetime, certs, etc.*)
- GAR score is entered in the details/description section of the report
- Report is filed and signed off by Coxswain/Station Level within 60 days of date of mission
- EMBC mission flat rate hourly reimbursement is set by the MOU between EMBC and RCMSAR HQ
- 106 Shuswap ONLY - A list of outstanding EMBC taskings is submitted from the station to the RCMSAR HQ Finance department monthly.

\*\*\*106 Shuswap - Other rates/reimbursement criteria for BCEHS are as set out between the station's individual agreement/MOU with BCEHS. These missions are not processed through RCMSAR HQ.