

 ROYAL CANADIAN MARINE SEARCH & RESCUE <i>Saving Lives on the Water</i>	POLICY	
	HR-120 Death/Serious Injury of a Member	
	Original Date	Revision Date
	2025/03/03	

Policy

This policy sets out the steps to be taken in the event of the death or serious injury of an active volunteer. The passing of an active RCMSAR member will be acknowledged and honored by RCMSAR.

Reason for Policy

1. To provide a list of the steps that must be taken or considered in the event of the death or serious injury to one of RCMSAR's member.
 2. To provide guidance to our organization regarding acknowledging and honoring an active member who has died or been seriously injured.
 3. To provide support to the family of a member that has passed or has been seriously injured. This includes assisting the family in obtaining any benefits that they may be eligible for.
 4. To ensure that station leadership and station members receive the support required following a colleague's death or serious injury.
 5. Managing the accuracy and flow of information regarding a member death or serious injury.
 6. To ensure compliance with all regulations and legislation regarding the reporting and investigation of such an event.
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Definition(s)

Line of Duty Death: The death of a member that occurs as a direct result of an accident or incident while the member is involved in an approved RCMSAR activity/tasking.

Line of Duty Serious Injury: The serious injury of a member that occurs as a direct result of an accident or incident while the member is involved in an approved RCMSAR activity/tasking. A serious injury is one that has the potential to have a long-term, life altering effect.

Passing of a Serving Member: The death of an active member that is not a result of an injury or accident that occurs during an approved RCMSAR activity/tasking.

Member: Includes both volunteers and employees.

Family Liaison Person: An RCMSAR employee or volunteer assigned to support the family of a member who has passed involving an RCMSAR activity.

Guidelines

Line of Duty Death/Serious injury

Station Leaders will advise the RCMSAR Chief Executive Officer (CEO) immediately of an RCMSAR activity/tasking that has resulted in a **serious injury or the death of a member**. Should the CEO not be reachable then the Manager Operations is to be notified.

Station Leaders must provide the:

1. name of the member
2. details of the incident
3. confirmation of primary next of kin and
3. other RCMSAR members involved and their status
4. witnesses if known
5. any emergency services that have been involved or have been notified
6. any damage or injuries to non RCMSAR individuals

Upon receipt of the notification the CEO will, in consultation with HQ staff, determine what steps on the check list are required.

Passing of a Serving or Retired Member

Station Leaders are to advise RCMSAR HQ (Manager, Human Resources) of the passing of a member. Station Leaders must provide the:

1. name of the member
2. details of their passing
3. confirmation of primary next of kin

Upon notification the Manager of Human Resources will inform the CEO. Upon receipt of the notification the CEO will, in consultation with HQ staff, determine what steps on the check list are required.



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Annex A – CHECKLIST

Date:

Member:

Action	Responsible	Line of Duty – Death (D) or Serious Injury (SI)	Non-Line of Duty - Death (D) or Serious Injury (SI)	Date Task Completed
Notify Board of Directors, HQ staff,	CEO			
Advise CCG & CCGA	CEO			
Notify WorkSafe BC	Mgr HR			
Advise Transport Safety Board	Mgr OPS			
Notify regulatory agencies	Mgr HR			
Launch a formal incident investigation	CEO			
Notify police (as required)	Mgr OPS			
Notify insurance company	Dir FIN			
Prepare media release(s) for CEO approval	Mgr COMMS			
Notify legal counsel	CEO			
Initiate a CISM intervention	Mgr OPS			
Assign support person to the family as needed	Mgr HR			
Post memorial if required (social media)	Mgr COMMS			
Complete any final payments/administrative actions	Dir FIN			

Notes: