

Canadian Coast Guard Auxiliary - Pacific New member Initial Training Sequence Package



CCGA-Pacific Unit's Guide to Training
New Members

Orientation Template

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1 Training a New Crewmember

Before a new member of the Canadian Coast Guard Auxiliary takes on active duty on board a Search and Rescue vessel he or she must be capable of performing some basic procedures and they must be familiar with the fundamentals of seamanship. This document gives Station Leader and the training officers a guide as to what training to give the new members before they begin active duty. All on board, should be able to don and attend to their personal safety gear, handle on board emergencies, and assist in the maintenance and securing of the vessel. Once the member has been trained to a new member level then they may begin the crew level training and receive a logbook.

The new members will need approximately 10-15 training hours to complete all of the skills outlined in the following steps if they are novice boaters. Variations in the timing will depend on a new member's previous boating experience and ability. The trainer may wish to do most of these lessons on board the vessel or in the classroom. The on the water skills may be accomplished in one trip or with an initial familiarization ride followed by another trip for the skill drills. Station leaders may wish to include more initial training than is suggested here and add sections from the crew level training or even locally developed exercises.

WARNING: Coxswain's and Station Leaders must not use crewmembers that are not capable of performing these basic skills as duty crew.

Eight Steps for New Members

- ☐ Recruiting/Screening and Initial Interview
- ☐ Pre-reading and Assignments
- ☐ Personal Safety gear and Cold Water Survival
- ☐ Introduction to vessel and facilities
- ☐ Check Ride
- ☐ Skill Drills and Assessment
- ☐ Seamanship and Deck Safety
- ☐ Issue Log book and Crew Level Training materials

WARNING: New crew should never be in the position of being a primary SAR crewmember. This means the vessel shall always be complemented by a coxswain and another advanced crewmember as well as the new member.

This template will be distributed electronically to all of the Station Leaders. It is for the unrestricted use of the units and only contains suggested materials. The individual stations will adapt this electronic document for new member introduction and initial training. Each station has different vessels, equipment and protocols to impart to its newest crew and therefore the following

procedures and routines are only suggestions to be used at the discretion of the CCGA P Station Trainers and Station Leader. Yet one will find that most CCGA trainers will agree on a general routine for the new members, please adapt and use this document as a step-by-step guide for the trainer/coxswain during the initiations.

This package will include more materials than one trainer would use for initiations and therefore the resources provided here can be trimmed and adapted to suit the needs of the station.

2 Introduction to the Station

New members need direction and guidance when they first apply to join the auxiliary. As a future boat crewmember, they must be able to perform at a basic level of awareness and safety before they find themselves on board a rescue vessel with crew responsibilities. It should be the Station Leader and or training officer's responsibility to welcome each new member into the station and orient them to the responsibilities and risks of what they are about to undertake. Some stations will conduct a screening for interview each new member and assess their training, knowledge, and abilities before starting the initial training.

3 CCGA P Suggested Pre-requisites

Each station can establish their own recruiting and enrolment criteria in accordance with the CCGA guidelines and the recruitment needs of the station. Some stations provide new members with the opportunity to study for and write the Radio Operator's Exam and the Pleasure craft Operator's Certificate through the station.

Here are some suggested pre-requisites or pre-initial training sequence courses:

- **First Aid**
Minimum: Emergency First Aid or Occupational First Aid level one (one day)
Preferred: Standard First Aid or Marine Advanced First Aid (two days)
- **Radio Operators Certificate (Power Squadron)**
- **Coast Guard Auxiliary of equivalent Pleasure Craft Operators Certificate (PCOC)**

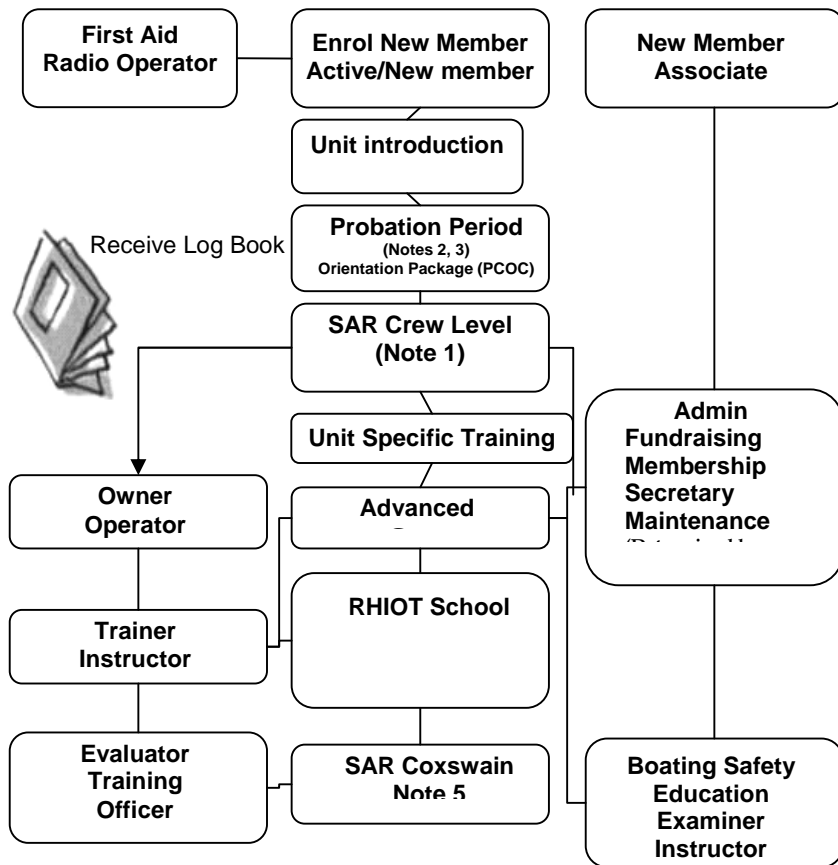
The overall training path for rescue boat crews in the coast guard auxiliary should be simple and straightforward. This path should be explained to each new member with suggested timelines and evaluation criteria. The new member will receive their CCGA logbook at the end of their initial training that will include the steps to obtaining the crew level and higher levels. Station Leaders can use a graphic like the "CCGA Training Profile" to explain the steps and requirements for progression.

Once a member is past their probationary levels and assigned a crew to work with then it is that coxswain's responsibility to assist in the active training of their basic individual skills. The new crewmember will use their own coxswain; other coxswains or experienced crewmembers to get enough practice and get their skills signed off in their logbook. As they progress into the more complex team skills (Sections 7-10) they will require an evaluator to set up scenarios designed to evaluate specific skill sets. Once they have the required skills signed off in the logbooks they will be awarded their crew level.

CGA Training Profile

Notes:

- 1st Aid Training is being reviewed and could become an individual responsibility while CGA provides SFA updates after crew level.
- Probation Period to be determined by the unit
- 75% percent pass on PCOC exam required
- Advanced crew training is to be developed in the future
- The appointment of coxswain's will remain a unit responsibility; however the qualification other than RHIOT is under review.



4 Assignments and Pre-reading

After an initial assessment and interview the new member will be asked to complete some reading and assignments regarding the vessel operations. The *CCGA SAR Crew Manual* Introduction and Chapters 1-3 will give the new member a thorough reference in CCGA procedures, personal safety and vessel safety. The assignments can vary from vessel familiarisation sheets, terms and abbreviations and case studies for analysis. On the following pages are some examples of other unit's assignments and work sheets.

Reading Assignments:

Assignment One:

Please read the; Introduction and Chapter One of the *CCGA SAR Crew Manual* and answer the following questions

1. What is the Mission Statement of the CCGA?
2. What are the responsibilities of The Joint Rescue Coordination Centres (JRCC) and the Marine Communications and Traffic Centres (MCTS) in Canada?
3. What parts do the Department of National Defence and The Canadian Coast Guard play in Canadian Search and Rescue?
4. List the Priorities of a Rescue Team:
5. What is Malicious Obedience?
6. What are the responsibilities of a lookout?
7. Define SAP and describe this protocol's use with an example?
8. List the steps to effective 2 way communication:
9. List 3 risks that you may face when volunteering for the CCGA in Search and Rescue

Assignment Two:

Please read the Chapter Two of the *CGA SAR Crew Manual* and answer the following questions:

1. What are the required safety items that must be worn at all times when underway on an Auxiliary Rescue Vessel?
2. What is the difference between a PFD and a Life Jacket?
3. Complete the "Wish List" exercise
4. Make a list of all the personal safety items that you will wear before you go out on a call with your CCGA unit.
5. Make a list of all the items that you would include in your gear bag.

Wish List

Scenario:

One night after a long days fishing, you are out on the aft deck of your friends fishing boat and you lose your balance and fall over the stern.

There you are in the pitch black ice cold waters treading for your life. You are wearing only street cloths and the fishing boat is steaming away into the night.

If you could wish for any personal safety equipment (not including a boat or rescue), what five things would you wish for?

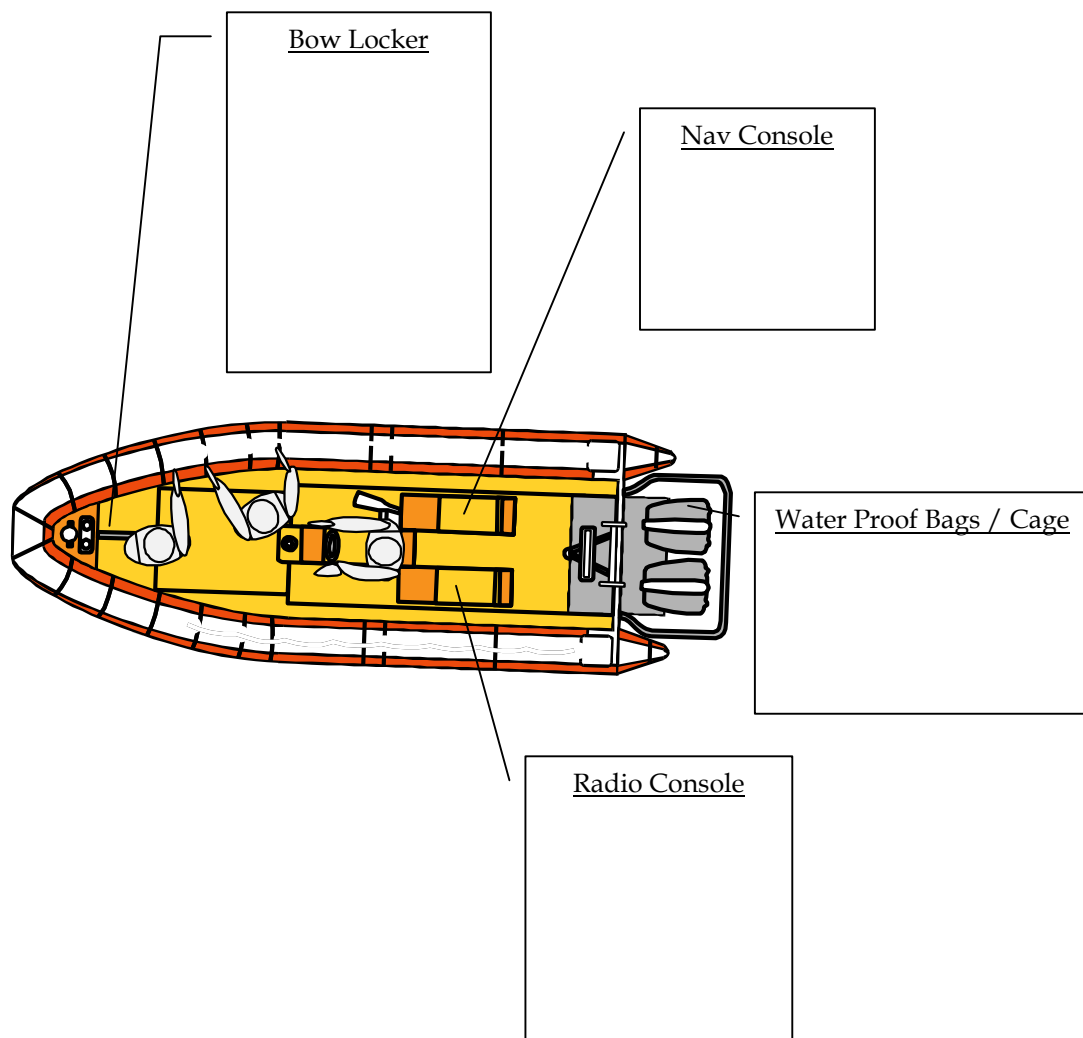
Please List the five things/equipment that do not include a vessel, removal or rescue	
1.	
2.	
3.	
4.	
5.	

Assignment Three:

Please read the Chapter Three of the *CGA SAR Crew Manual* and the Boating Safety Guide and answer the following questions:

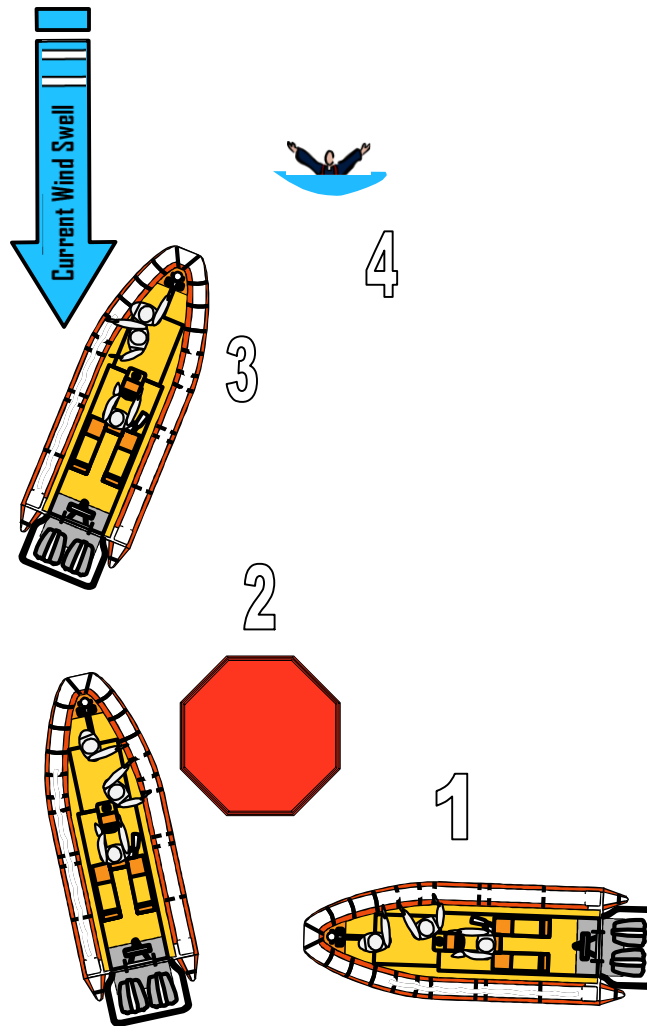
1. Please list the safety equipment that is required by the Small Vessel Regulations for your CCGA vessel?
2. Please list all the items in a Pre-departure check of your CCGA vessel
3. After your orientation to the vessel complete an equipment plan for your vessel (see example below) List all the items normally found in each storage space on board the vessel.
4. Complete the MOB steps exercise
5. List the steps to safe fuelling

Equipment Storage Plan

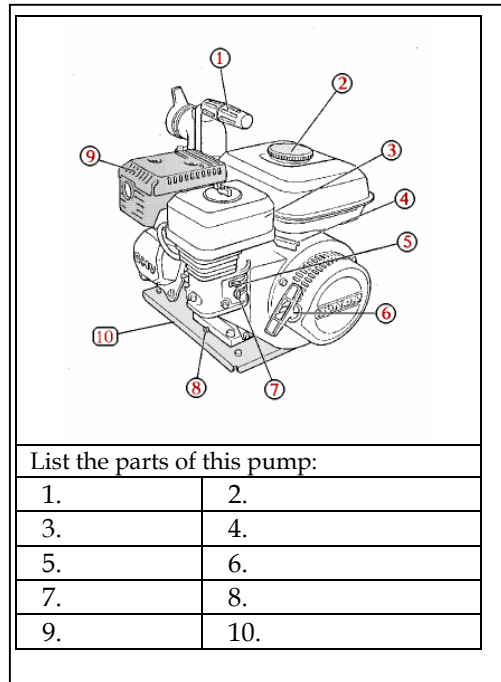


MOB Steps

Please list the steps besides the numbers in the diagram.



Fire / Salvage Pump



5 Personal Safety Gear and Cold Water Survival:

(Standards 2.1, 2.2, 2.3) SAR Crew Manual Pages 35-43

Each candidate shall don and check the fit of a full set of personal safety gear for the check ride:

- ☐ Personal Floatation Device (Exposure work suits)
- ☐ Water Proof or resistant Layer
- ☐ Thermal Protection with insulation properties
- ☐ Gloves, Eye protection, Boots
- ☐ Emergency equipment if an open vessel
 - o Strobe
 - o Flares
 - o Light
 - o Knife
 - o Whistle
 - o Radio

Each candidate shall perform a personal equipment check on their buddy or partner

6 Initial Orientation to Vessel & Equipment:

(Vessel Safety Standards 3.1, 3.2, 3.3, 3.4, 3.5) SAR Crew Manual Pages 51-65

Complete Routine Inspection of Vessel and Gear Together

The orientation begins with a full routine inspection of the vessel and equipment. All equipment is tested, it's proper care and handling explained and the correct method of storage. It is important at this point not to overdose the new recruit with unnecessary information. The primary purpose of this exercise is to familiarize the new recruit with the location of equipment on board and its use. The operation of the self righting bag and or abandonment procedures what to do in case of a major emergency is discussed.

Each candidate will be able to locate the following safety gear on board:

- ☐ MOB devices
- ☐ Personnel Recovery devices
- ☐ EPIRB
- ☐ Flares
- ☐ Fire extinguishers
- ☐ Flashlights
- ☐ Emergency shut off valves
- ☐ Fire mains or stations, Self contained Breathing Apparatus (if present)
- ☐ Dewatering system (salvage pump) set up for both uses
- ☐ Location of tie up lines and extra line
- ☐ Location of tools and Spares
- ☐ Location of any dangers on board

Vessel Positions & Crew Responsibilities
Pages

Each Candidate shall be familiar with the standing orders for vessel operations

Some examples:

- ☐ Kill Switches
- ☐ PFD's
- ☐ Helmets
- ☐ Life lines

Pre-Departure Check

Each Candidate will get through the Pre-departure routine and check the vessel in these three categories:

Emergency

- ☐ Personal Equipment Check
- ☐ Sail plan
- ☐ Signalling devices (EPIRB)
- ☐ Fire Extinguishers
- ☐ Kill Switches
- ☐ Self-Righting Equipment
- ☐ Life rafts

Integrity

- ☐ Void spaces
- ☐ Mast and Mountings
- ☐ Doors & Windows
- ☐ Engine Fittings
- ☐ Bilge pumps
- ☐ Fuel tanks
- ☐ Oil tanks
- ☐ Tube Pressure
- ☐ Lights/ spotlights

Communications

- ☐ VHF Radios
- ☐ Weather
- ☐ Portables
- ☐ Cell Phone
- ☐ Antennae
- ☐ Batteries

7 Check Ride:

Each Candidate shall be walked through the vessel start-up procedure and the departure sequence. After departure the helmsman demonstrates the handling capabilities of the vessel and the new recruit is given the opportunity to man the helm under the close supervision. If operating a high speed vessel this may be a good time to teach the principles of trim and bring the vessel up onto a plane.

Examples Start-up steps after the pre-departure check

- ☐ Kill Switch
- ☐ Batteries on
- ☐ Ignition on
- ☐ Gauges Check
 - ☐ Fuel
 - ☐ Pressures
 - ☐ Charge
 - ☐ Trim
- ☐ Blowers
- ☐ Throttle position
- ☐ Prime or Glow plugs
- ☐ Start
- ☐ Warm Up

Underway Topics to cover

- ☐ Cast off lines

- ☐ Stow lines and Fenders
- ☐ Accelerate to response speed and trim vessel get used to feel of vessel
- ☐ Observe vessel positions and responsibilities while underway
- ☐ Helm control communications
- ☐ High speed avoidance
- ☐ Demonstrate MOB and practice it
 - ☐ Helm
 - ☐ Spotter
 - ☐ Recovery
- ☐ VHF Radio Operation & Communication watch
- ☐ Mechanical casualty procedures (what to do when things break)
- ☐ Break out lines and set up for docking
- ☐ Pass lines ashore and secure vessel

8 Pager and Dispatch Protocols

Every station has a set dispatch routine and the new members should be given written material that outlines these procedures. They should include:

- ☐ Minimum Crew requirements
- ☐ Shift and schedule information
- ☐ Back up crewing in case of no shows or sudden sickness/injury
- ☐ Expected response times
- ☐ Expected crew duties
- ☐ Pre-departure routines
- ☐ Routine pager tests,
- ☐ Call in procedure for RCC who calls and when
- ☐ Cell phone use

The Rescue Co-ordination Centre uses an agency's tone or voice pagers to alert and dispatch SAR personnel from shore

Code	RCC Pager Codes
0000	Stand Down
1111	Information Only – Call RCC.
2222	Urgent
3333	Distress
4444	Contact RCC – The safety of your vessel is in doubt.

Be prepared vessels should carry a communications pack

Whenever possible take back-up radios, such as a hand-held VHF or carry a cellular telephone in a waterproof bag. Always ensure that all radios have been checked before you leave. Carry a spare battery or power pack. Know the local radio protocols and dead spots for your area.

9 Seamanship and deck safety

(Seamanship Standards 5.1, 5.2, 5.3) SAR Crew Manual Pages 91-94

Each crewmember shall tie the following three knots and demonstrate them in effective applications

1. Bowline
2. Round turn and two half hitches
3. Clove hitch

Each new crewmember will be able to secure a line to a cleat using an open figure 8

Each new crewmember will be aware of some basic deck safety rules (outline below).

Each new crewmember will be able to coil and stow a line

Bowline:

The bowline is the most versatile knot and a required skill for all new crew members:

Step One:

Make an overhand loop with a long tail



Step Two:

Pass the tail line up through the hole and then around the standing part of the line.



Step Three:

Bring the tail end around the standing part of the line and pass back into the hole



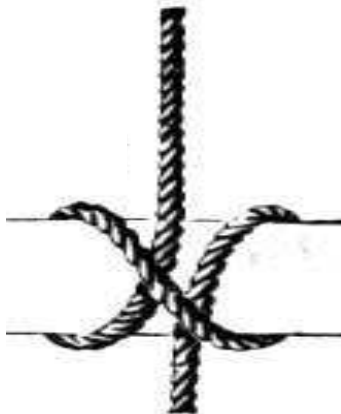
Step Four:

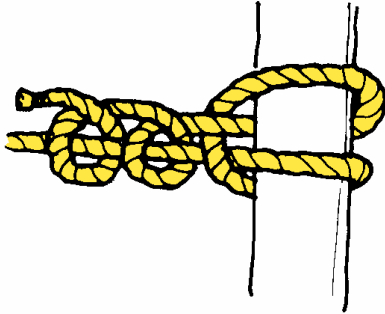
Pull the knot tight and make sure that the tail is long enough so that it cannot slip out.



Clove hitch:

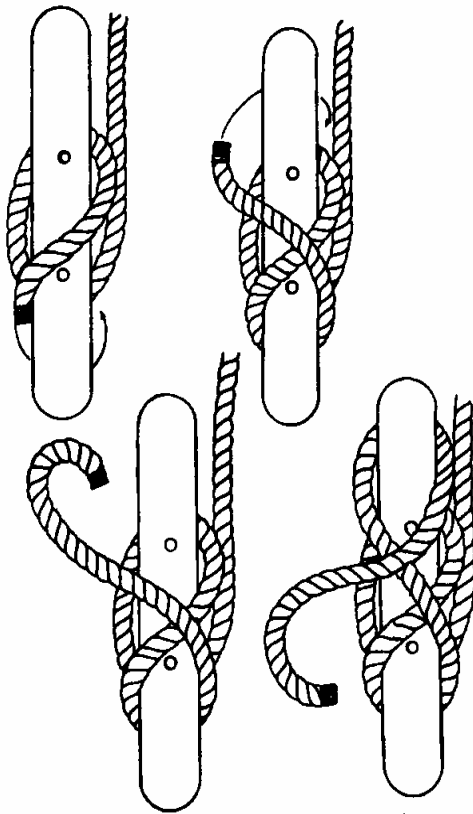
This knot is good for making a line fast to a spar or a smaller line fast to a larger rope. It will not slip because the second half hitch rides over the standing part of the rope. The clove hitch is a good choice to use when **temporarily** securing a line to another rope, a railing, a spar or similar object. It can work loose and should not be left unattended. Under heavy load, it can jam tightly. It can be made more secure with half hitches. This knot is a common knot for use when there is no weight or load expected on the standing part of the line.





Round Turn and Two Half hitches

This knot is a versatile knot when tying up a vessel or securing to a rail or post.



Securing a line to a cleat:

This is a basic skill that can be practiced at the dock during other activities. Each new member shall understand the dangers of using a locking hitch for lines that may be under load.

Warning: Never use a locking hitch on a tow line.

10 Deck Safety and Lines under Load

Lines and wires are of paramount importance in SAR operations. No matter what kind of rescue you are to perform, in the vast majority of cases, you will have to use a line or a wire at some point in the process. Lines and wires are thus very important tools for everybody involved in search and rescue. This section describes some ways to work with lines and wires. This knowledge should help you to make better use of these tools. When a line is bearing weight (or is tight), it is said to be "under load". When handled carelessly, loaded lines can kill in the blink of an eye.

Never stand in the bight!

The bight is the loop of a line lying on the deck or a space in the curve of a line. If your foot is in the bight when the line tightens, you could easily have

your foot cut off or you could be pulled over the side. A bight may not be apparent where the working area is large and where the line may quickly straighten in the event of a cleat, guide or block breaking.

Do not wear gloves or mitts when working with rope lines. When undoing a line under load, keep your fingers clear of the cleat. When the line comes free it can run quickly, pulling your hand into the cleat or guide. Never stand directly behind a line under load. If it breaks it will whip back and could injure anyone standing in the opposite direction of the load.

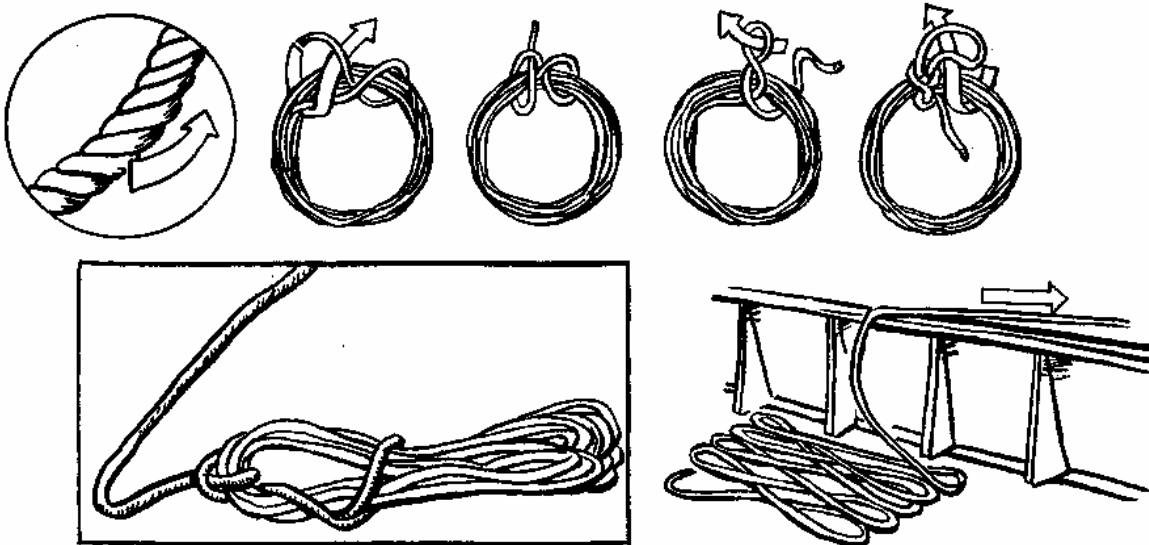
Coiling and Stowing:

Lines can become a pile of spaghetti very easily, unless one takes the time to handle them correctly. To avoid kinks, twisted ropes should be coiled in a clockwise direction (or in the direction of the lay of the rope) and uncoiled in a counter-clockwise direction. Another method is to flake out the line figure-eight fashion. This method avoids putting twists in the line in either direction and minimises the risk of kinking. Braided ropes have no inherent twists and are thus far more resistant to kinking. Even if kinks develop, they cannot develop into knuckles. The best way to prepare braided ropes for deck stowage is with the figure eight method. The rope can be flaked either flat on the deck or figure-eight style, vertically around bulkhead cleats. Hand coiling should be avoided since it will put turns in the rope that are likely to develop into kinks during paying out.

To coil a line from a secured end:

- Start at the cleat, with the line in your left hand
- Make smooth, even sweeps with your right hand, and lay the coils (approximately 2 ft. in diameter) one at a time, into your left hand
- If the line is twisted or crossed, spin the line with your thumb to twist the kinks out of it
- Always start from the secured end, or it will end up with twists and kinks

When stowing lines, make sure the space is flat and even



11 Crew Log Book and Directions in Training

Ready for Duty:

The new crewmember is now a safe and functioning crewmember on your SAR vessel. They are able to Assist in the basic operations of the vessel such as the routine inspection, a pre-departure inspection, letting go and tying up, emergency procedures such as crew over board.

The new crew is not however ready to take on major functions of the vessel unassisted. It is the Coxswain's responsibility to make sure that the vessel will never depart for an incident without sufficient experienced and knowledgeable crew members onboard.

Once complete the crewmember is given a copy of the CCGA SAR Crew Manual and a Log book in which they must diligently track their own training progress while they obtain their SAR crew level. As they work through the material and basic individual skills they will need to schedule their own evaluation and training sessions with the unit's trainers and evaluators.

