

	Standard Operating Procedure (SOP)	
	Reporting Procedures 24- 005	
	Original Date	Revision Date
	April 15, 2024	

SOP Reporting Procedures for Station Leaders

Reasons for SOP

To provide clarity on what forms are required and when they are required. These forms are required to ensure that we capture volunteers' sea time and hours, and that reimbursements occur where applicable.

Guidelines

Reporting on activities on SMS such as missions and training allows RCMSAR and stations to track members to ensure they maintain the required sea time. Also, it allows for the reimbursement of funds to stations for authorized activities. This tracking is also critical in allowing RCMSAR to collect the data needed to brief government agencies, support tax credits for members, document activities ensuring WorkSafeBC coverage for members and information for potential supporters.

A. Mission and Training reports are listed below:

1. **Mission reporting** (SAR Mission Report) - to report all missions including those initiated by:
 - a. **JRCC** – for all SAR missions and SAR patrols.
 - b. **ROC-ER** – for all **Environmental taskings** activated by CCG.
 - c. **EMCR** – for all **Provincial Requests for Assistance** activated by the Provincial Emergency Operations Centre. Normally for missions on the water or near the water not under JRCC jurisdiction.

Note: For these missions ensure that you:

- Indicate in the title of the report who initiated the request, i.e., JRCC, EMCRC in the **Mission Report Title**
- Select appropriate Incident Type in the drop-down menu found under **Operation Description** section (e.g., EMCRC, Environmental Assessment, Provincial Request for Assistance etc.). etc.

2 Training Exercises and Activity reporting-both OTW (Training Exercise Form) - to report all training and activities on the water including:

- all OTW training.
- OTW events such as fireworks patrols, sail pasts, safety escorts, polar swims, Sailing and vessel regattas, and OTW maintenance related activity.

NOTE: When the station does not want reimbursement for the training event the station authorizer must use the flag “**No Compensation, Information Only**”.

3 Activity report (Activity Form Report) events that are not OTW activities - to record event details, capture volunteer hours, and reimburse societies where applicable. These events would include but are not limited to activities such as:

- Boating safety/ boat show events,
- Community events,
- Kids don't float kiosk activities.
- SAR prevention events.
- Pleasure craft inspections
- Fundraising events
- Members participating, entirely from shoreside, in missions or training events (e.g., first aid casualties during training where there is a DRV involved in the event)

B. The Special Event Request Form and the Guest Authorization Form have now been combined into a single new form: The “**Special Event / Guest Request Form**”. Where possible this form should be submitted at least two weeks prior to the event and is subject to the following conditions.

1. Pre-authorization **is required** for any event and/or guest that is clearly not typical of RCMSAR activities covered under the Activity reports. This includes any activity where a **Special Event / Guest Request Form** (which now includes a guest list section) is required. In this case the guests' names must be added to the event request for approval.

2. Pre-authorization **is not required** for guest personnel who embark on a RCMSAR Dedicated Response Vessel (DRV) while that person is operating in an official capacity. This could be a SAR mission, training, or an orientation trip. These individuals must have insurance coverage (WorkSafe is acceptable) and must be engaged in official duties related to their employment/posting. Examples are provided below but this is not an extensive list.

2.1. The following personnel **are allowed** on a SAR mission and training: police, fire, emergency health services, GSAR, CCG and military personnel.

2.2. The following **are not allowed** on SAR missions, however, **are allowed** to participate in OTW activities: media personnel, an elected MLA or MP, a city councillor, First Nations representative, marine tech, marine mechanic, surveyor.

3. For all OTW taskings, training and activities, the names of personnel embarked on a DRV **must** be recorded in the vessel's logbook and a copy of the names is to be left at the station before the vessel leaves the dock. If members embark the vessel at another site, the names are to be recorded in the vessel's log and a copy left ashore when possible.

4. Station leaders should not hesitate to contact the Operations Manager if they are unsure as to which form to submit or whether pre-event authorization is required. There are occasions where the notice is short and in such a case the station leader can seek approval via an email or text, however, proper forms must be completed as soon as practical.

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