

# OPERATIONAL GUIDELINES

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Letter from President, CCGA (N) Inc.

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Supplement to CCGA Guidelines

P.O. Box 5667  
St. John's, NF  
A1C 5X1

Dear

I would like to congratulate you on being accepted as a member in good standing of the Canadian Coast Guard Auxiliary (Nfld.) Incorporated.

As you are aware, the two main objectives of the Auxiliary are to supplement existing Search and Rescue facilities and to promote boating safety. I would like to stress the importance of keeping these objectives in mind when becoming involved in Auxiliary activities.

With the increasing number of people involved in marine activity and the adverse weather conditions which they encounter, it is extremely important that the Canadian Coast Guard Auxiliary and the Canadian Coast Guard work hand in hand in promoting boating safety among the marine population of this province.

I am convinced that with your involvement in the Canadian Coast Guard Auxiliary there will be a significant improvement in boating safety and marine search and rescue in Newfoundland and Labrador.

Once again, congratulations and best wishes for the future.

Yours truly,

John Butler  
Regional Director  
Canadian Coast Guard

Encls.

Dear Sir/Madam:

As President of the Canadian Coast Guard Auxiliary (Newfoundland) Incorporated, I am pleased to inform you that you have been accepted as a member of the association.

Enclosed you will find your membership card for the Auxiliary which contains your number, and on the reverse side the phone number for the Regional Coordinator.

It is the responsibility of us all to create greater awareness of Search and Rescue and to promote Boating Safety through community involvement.

In order to make efficient and timely use of Auxiliary vessels, it is important to know their status and the area in which they operate. Therefore, if there is any change to the information supplied on your application form, please inform the Marine Rescue Sub-Centre (MRSC) in St. John's by dialling 1-800-563-2444.

I would like to wish each and every one of you good luck and I'm sure you will all do your utmost to supplement the existing Search and Rescue facilities and promote safe boating practices.

Yours truly,

Winston Pitcher  
President  
CCGA (N) Inc.

## **PREFACE**

The enclosed Operational Guidelines are meant as the basis for the operation of the Canadian Coast Guard Auxiliary (Nfld.) Incorporated, and the general information of its members. For other groups who may be directly or indirectly associated with the Auxiliary it will assist them in understanding its operation.

## **PURPOSE**

### **1.1 BACKGROUND**

The Minister of Transport seeks to encourage through local initiative the organization of Search and Rescue associations on a regional basis to serve, as required, in an auxiliary support role to the Canadian Coast Guard. This auxiliary has been created by the incorporation in each region of volunteer Search and Rescue units organized by community-minded individuals for the purpose of increasing boating safety in Canada. In Newfoundland, this auxiliary is officially recognized as the Canadian Coast Guard Auxiliary (Newfoundland) Incorporated.

### **1.2 OBJECTIVES**

The objectives of the Association are to promote the safety of life throughout the coastal area of Newfoundland and Labrador by:-

- a) supplementing local, community, and provincial efforts directed to the preservation of life and property, and in particular, providing voluntary Search and Rescue services; and,
- b) assisting with the promotion of safe boating practices through accident prevention and safety education programmes.

### **1.3 ADDITIONAL GUIDELINES**

The Association in agreement with the Regional Director, Canadian Coast Guard, may establish additional guidelines or amend existing guidelines for authorized activities within the Newfoundland Region.

## **GENERAL**

### **2.1 BASIC ORGANIZATION**

2.1.1 Local search and rescue units are considered to be the operational core of the organization and their importance and dedication to the concept of marine safety cannot be overemphasized. Search and Rescue units may be requested to respond, for distress and emergency situations by the Marine Rescue Sub-Centre or by the On Scene Commander. They may also be tasked by the Association for non-emergency situations and to augment training and boating safety facilities.

2.1.2 For CCGA administrative purposes the Region of Newfoundland and Labrador is divided geographically into ten districts. (See Annex "A".) A representative to serve each district, known as a Director, is elected annually by the membership. At the annual meeting, usually held in the fall, an executive consisting of a President, First and Second Vice-President, and a Secretary/Treasurer is elected from the ten Directors. The Executive and remaining six Directors then make up the Board of Directors.

2.1.3 For operational purposes the Region is divided into sixty-two districts. This allows more expedience on the part of the Controller in the Marine Rescue Sub-Centre when tasking Auxiliarists. (See Annex "B".)

2.1.4 All officers of the Association should work closely with an official designated by the Regional Director, Canadian Coast Guard, normally the Regional Coordinator, CCGA. The Board of Directors may be required to identify the training needs of the membership and prepare programs in conjunction with the Canadian Coast Guard to fulfil these needs and provide safety education to the general public.

## **PERSONNEL**

### **3.1 MEMBERSHIP**

3.1.1 The recruiting and screening of members is the responsibility of the Association who will be assisted by an official designated by the Regional Coordinator, Canadian Coast Guard Auxiliary. All facilities offered for use shall be examined by a delegated officer of the Coast Guard at the request of the Association. District leaders are encouraged to recruit members on a selection basis at the local level. Auxiliary application forms must be completed by persons wishing to become members. (See Annex "C".)

3.1.2 The final acceptance of a candidate is conditional upon the signing of a Waiver of Salvage Rights and a Memorandum of Understanding on forms similar to that of Annex "D".

3.1.3 Upon acceptance, members will be issued with a membership card, a pennant, and identifying insignia for clothing. The membership card will contain a membership number, and will carry the phone number of the Regional Coordinator. The membership number will consist of six digits in three groups - the first group designates the Province - the second group designates the district - and the third group designates the number of the member in his respective district.

3.1.4 Membership in the Canadian Coast Guard Auxiliary (Nfld.) Incorporated is renewed annually to ensure the list of Auxiliarists and their equipment, kept at the Marine Rescue Sub-Centre, is up to date. Members are asked to complete and return the renewal form as soon as it is received. (See Annex "I".)

3.1.5 Disenrollment of a member may be initiated by the District leader who will give such recommendations in writing, stating the reason for such action to the President. The member must be given an opportunity to submit his views in writing and the entire record will be reviewed and voted upon by the Board of Directors. The Board will approve disenrollment of a member for any of the following reasons:-

- a) any action which brings discredit to the Association, Canadian Coast Guard, or Government of Canada;
- b) improper use of Auxiliary equipment;
- c) any reason deemed to be a serious offense, which in the opinion of the Regional Coordinator, warrants disenrollment.

### **MEMBERSHIP (Cont'd)**

- d) repeated offenses prejudicial to good order, as documented in the member's records; and,
- e) failure to comply with statutory legislation and regulations.

3.1.6 A nominal list of all members, when they become operational, and an inventory of their equipment shall be lodged with the:-

- a) President or delegated officer of the Association;
- b) Superintendent, Rescue, Safety & Environmental Response;
- c) Marine Rescue Sub-Centre; and,
- d) Regional Manager, Telecommunications & Electronics.

## **TRAINING**

### **4.1 TRAINING**

4.1.1 Members will be required to undergo periodic training programmes to ensure a high standard is maintained. Such training will include basic search and rescue techniques and standard communications procedures. Training programmes will be adapted to meet the needs of individuals and will be offered at times convenient to members in different districts.

4.1.2 Members are encouraged to be active in suggesting training programmes which would be of benefit to them in their efforts to provide efficient service in their districts.

## **EQUIPMENT**

### **5.1 CANADIAN COAST GUARD MATERIAL**

5.1.1 In accordance with the terms of the contract, the Canadian Coast Guard may make available surplus rescue equipment appropriate to the activities for which vessels are tasked.

5.1.2 Equipment issued or loaned shall remain the property of the Crown and be returned to the Canadian Coast Guard following expiry of the loan period. The Association shall be responsible for the reasonable care and custody of the equipment during the loan period.

5.1.3 Maintenance of equipment loaned shall be the responsibility of Canadian Coast Guard, who will conduct routine inspections of all equipment loaned or issued. Emergency repair to loaned equipment necessary to permit an Auxiliary vessel or an Auxiliarist to take part in authorized activity may be undertaken by a member and or the Association and shall be a reimbursed item.

5.1.4 At no time is any equipment provided for use by the Auxiliary to be used for salvage operations or any other activity which is not an authorized activity of the Auxiliary.

## **OPERATING PROCEDURES**

### **6.1 AUTHORIZED ACTIVITY**

6.1.1 An authorized activity for search and rescue incidents is deemed to exist when an auxiliary member has been requested to respond to an incident by MRSC, an On-Scene Commander or other designated authorities. Having responded to a request, the minimum duration of an incident shall be calculated for the purpose of compensation as one hour, with subsequent time, after that hour has elapsed, calculated on a one-tenth of an hour basis.

6.1.2 An authorized activity other than in response to a marine incident shall mean an activity of the Association under Contract and its members that have received prior approval from the Regional Director, Canadian Coast Guard or his delegated officer. Such activities include Boating Safety education, accident prevention and properly called meetings convened in accordance with the By-laws.

6.1.3 Auxiliarists performing a service on authorized activity should not accept payment for services rendered from a grateful beneficiary. Occasions may arise where a grateful boat owner may wish to offer an Auxiliary member payment for services rendered. Payment for services rendered falls under the broad definition of salvage, the rights to which are forgone in consideration as a member of the Auxiliary. Furthermore, acceptance of payment may jeopardize the position of a member, the Association and the Crown in the event of a claim for liability arising out of an authorized activity.

6.1.4 Under ordinary circumstances an Auxiliarist will be tasked by the MRSC. If, however, an Auxiliarist becomes aware of a situation which requires action, he should act accordingly but inform the MRSC, by whatever means available, as soon as possible. Failure to do so may result in his activity not being authorized.

### **6.2 ACTIVITIES OTHER THAN SAR**

6.2.1 When prior approval has been granted by the Association, in agreement with the Regional Coordinator, members may participate in boating safety demonstrations or similar activities to assist in the prevention of accidents. Such activities may be held at local exhibitions, schools, or any locality within the respective communities.

## **ACTIVITIES OTHER THAN SAR (Cont'd)**

6.2.2 All members are covered by insurance from door to door while proceeding to the place of an "authorized activity" which may include official meetings of the Association.

6.2.3 All claims for compensation for insurance arising out of authorized activities shall be identified by the case number assigned by the Marine Rescue Sub-Centre, the Association or the Regional Coordinator.

### **6.3 OPERATION**

6.3.1 Auxiliary members' vessels may be requested to respond to a SAR incident by:-

- a) The Marine Rescue Sub-Centre;
- b) An On-Scene Commander;
- c) A request from a government official properly authorized in writing by the Commissioner, Canadian Coast Guard of the Department of Fisheries & Oceans;
- d) The Director General of the Department of Fisheries & Oceans;
- e) The Regional Director, Canadian Coast Guard of the Department of Fisheries & Oceans; or his delegate properly authorized in writing by him; or,
- f) Responding to a SAR incident and notifying the Marine Rescue Sub-Centre while responding, where circumstances dictate an instant response.

6.3.2 In all circumstances an Auxiliary member should always keep the Marine Rescue Sub-Centre or the On-Scene Commander fully informed whenever an incident is responded to. The Auxiliarist should report progress as appropriate and should report the names of all non-auxiliarists on board their vessel when proceeding to an incident. MRSC shall allocate a case number to each tasking. This case number will also be used as the incident number for reimbursement purposes, and as a claim number in the event that a claim for damages arises out of the authorized activity.

6.3.3 Auxiliary members when on "authorized activities" and operating in conjunction with a Canadian Government Unit, should work under the control and guidance of the On-Scene Commander and should stand down when, in the opinion of the On-Scene Commander, his services are no longer required.

6.3.4 Auxiliary members when on "authorized activities" without a Canadian Government Unit present, should work under the guidance of the MRSC who may appoint an Auxiliarist as the On-Scene Commander.

6.3.5 Auxiliary members, when on "authorized activities" should comply fully with standard communications procedures and should maintain, to the best of his ability, a correct narrative of the incident.

## **OPERATION (Cont'd)**

6.3.6 Whenever an Auxiliary vessel is involved in an authorized activity, the skipper will complete, in duplicate, an Incident Report Form and, upon completion of the incident, will forward one copy to the Supervisor, Search and Rescue. This form must show the case number issued by the MRSC. (See Annex "E".)

6.3.7 In circumstances when an Auxiliary vessel is under way and carrying children on board, the Auxiliarist should decline any tasking except in extreme circumstances where loss of life is deemed to be imminent.

6.3.8 Skippers of Auxiliary vessels are required to list the names of all crew members on their Incident Report Form in the section titled "Name of non-auxiliarists on board at time of incident". This information is essential if there is an injury claim, and in addition, it is necessary for statistics.

6.3.9 Owners of Auxiliary vessels will be entitled to receive from the Association compensation, subject to the policy directives, while on authorized activities. The Incident Report Form will be required to substantiate claims of this nature.

6.3.10 Skippers of Auxiliary vessels should not respond to incidents when, in their opinion, the assignment may be beyond the capability of their vessel and or crew. In the event that this situation occurs, the skipper should not hesitate to advise the MRSC or the On-Scene Commander that he considers the conditions would hazard his vessel and or crew.

6.3.11 Salvage is not a function of the Auxiliary, nor may any Crown equipment provided for use by the Auxiliary be used for salvage purposes. This should not be confused with a normal towing operation that may be requested by the MRSC or an On-Scene Commander.

6.3.12 Owners of Auxiliary vessels will be reimbursed the costs of repairs to their vessels for damage incurred while on an authorized activity and for replacement of equipment damaged or lost on said activity, subject to the provisions of the contract. Members are reminded that the onus shall remain with the claimant to prove his loss upon submission of a Collision Wreck and Injury Report. (See Annex "F".) Vessel owners are reminded that if injury and/or damage results from an authorized activity they are to notify the MRSC and Regional Coordinator immediately.

## **OPERATION (Cont'd)**

6.3.13 Every Auxiliary vessel must fly the auxiliary pennant, at least when on authorized activity.

6.3.14 From time to time Auxiliarists may be requested to carry Peace Officers on board whilst on an authorized activity for the purpose of enforcing regulations. Auxiliarists should not involve themselves in the enforcement procedure unless properly called upon to assist a Peace Officer.

6.3.15 Owners of vessels should bear in mind that the decision to take part in a search and rescue incident is one for which they are responsible, and should be made considering such factors as vessel capability, distance involved, weather and forecast conditions for their area. Special consideration has to be made by vessel operators when operating in areas where ice is a factor. At no time will owners of vessels be asked to engage in freeing other vessels which are beset by ice in any harbour or bay.

## **TOWING**

7.1.1 It is recognized that towing is generally the most expedient means of removing a vessel from circumstances that could become hazardous conditions. Towing should only be carried out for vessels under way when it is the most appropriate means of ensuring the reasonable safety of life and when commercial means of towing are not readily available.

7.1.2 In all cases before preparing to tow, an Auxiliarist should obtain a waiver, absolving him, the crew, the "Auxiliary Vessel", the Association and the Crown from any claim that may be alleged to arise from the service rendered. In adverse weather conditions the waiver may initially be obtained verbally, logged accordingly, and confirmed in writing immediately upon delivery of the disabled vessel to a safe port. (See Annex "G".)

7.1.3 When an Auxiliary vessel takes another vessel under tow his responsibility is to take that vessel only to the nearest safe haven. Under no circumstances is he responsible for towing a disabled vessel to a port of convenience. If any doubt exists check with the Marine Rescue Sub-Centre.

## **FACILITY INSPECTION**

8.1.1 Boats offered for use in Auxiliary activities will be subject to periodic examinations by an officer of the Association, approved by the Association President or by an officer of the Canadian Coast Guard at the request of the President, and as a minimum, must meet the requirements of the appropriate regulations pursuant to the Canada Shipping Act. This examination shall satisfy the requirements of the Small Fishing Vessel Regulations and Small Vessel Regulations and under no circumstances whatsoever is to be interpreted as an inspection for any purpose other than to qualify as an Auxiliary vessel.

8.1.2 The date of such examination should be entered in the appropriate records together with any improvements or removal of auxiliary equipment.

8.1.3 In the event that the facility deteriorates below the acceptable standard, the owner-member should be given a period of 30 days from the date of the inspection when the deficiency was determined, in order to bring the facility to the accepted standard. Where a major deficiency exists the Auxiliary Vessel should be removed from the active list and be placed on reserve with the stipulation that the necessary corrective action be performed during the next maintenance period. If the corrective action is not taken during this time, the vessel shall be removed from the inventory of Auxiliary vessels.

8.1.4 It is impractical to examine all Auxiliary vessels which do not require Canadian Steamship Inspections (CSI's) at regular intervals. It therefore becomes the responsibility of the Auxiliarist to have on board, and in good operating condition, at least the mandatory equipment required for vessels of their size as laid down in the "Small Fishing Vessel" and "Small Vessel Regulations". All mandatory equipment must be in good working order.

## **COMPENSATION**

### **9.1 SEARCH AND RESCUE EXPENSES**

9.1.1 Compensation for a response to a marine search and rescue incident will be calculated upon the approved duration of an authorized activity indicated on the Incident Report Form.

9.1.2 Any damage or loss to an Auxiliary vessel's hull or equipment shall be immediately reported to MRSC and the CCGA Regional Coordinator in order that the necessary claims procedure can be initiated.

### **9.2 OTHER AUTHORIZED ACTIVITIES**

9.2.1 Volunteers requested to participate in an authorized activity, may claim reasonable costs for travel expenses, meals and accommodation subject to the following provisions:-

- a) All proposed expenditures receive prior approval from the Association in agreement with the Regional Director;
- b) Reasonable hotel accommodation expenses may be reimbursed upon the submission of a receipted invoice;
- c) The cost of meals shall be reimbursed in conformity with standard Government Travel Regulations while travelling and while on an authorized activity more than 10 miles from the member's residence: No allowance shall be paid for any period while such member is performing duty on a vessel where meals are provided;
- d) Private motor vehicle expenses will be reimbursed at a rate in conformity with Standard Government Travel Regulations while travelling on an authorized activity for a distance of more than 10 miles from the member's residence;
- e) Members who elect to proceed by watercraft to the scene of an authorized activity other than a search and rescue incident, where that activity takes place outside the limits of the harbour where the craft is customarily moored, may be reimbursed at a rate in conformity with Standard Government Travel Regulations.

## **INSURANCE**

10.1.1 While engaged on authorized activities, all Auxiliarists, facilities, and crews are covered by insurance. In the event of being tasked, an Auxiliarist should immediately notify the MRSC as to the names of the members of his crew in the event of claims that could result.

10.1.2 In the event of personal injury or damage to a vessel while engaged on an authorized activity, members should immediately notify MRSC and the Regional Coordinator to ensure the claims procedure is initiated and proper action can be taken for a follow-up investigation.

## **OFFICIAL FORMS AND REPORTS**

### **11.1 COMMUNICATIONS**

11.1.1 While engaged in an authorized SAR incident, operators are to keep a continuous listening watch on channel 16 VHF and or 2182 KHz. Any Communications to be made by MRSC will be done on this frequency via the local Coast Guard Radio stations.

11.1.2 Operators will be asked, while on authorized activities, to forward at regular intervals a report of their activities (SITREP). Such a report will include the area being searched, weather conditions, any sightings and or any action taken to assist the distressed person or vessel. Examples of such reports are attached to the end of these guidelines.

11.1.3 Boat operators who carry CB radios will also be asked to use this equipment to their advantage. Due to the wide public use of this equipment, special instructions will be issued to members when communicating official search and rescue information. When on an authorized activity operators would standby on channel 9, which has been officially designated as the channel to be used in the event of emergency calls.

## SEARCH PATTERNS

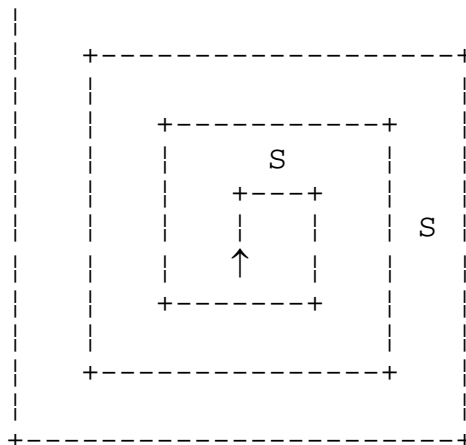
12.1.1 Auxiliary members must realize that many responses to a search and rescue will involve coastline searches, where knowledge of and familiarity with the local area will determine how the search is conducted.

At times, however, especially if the search is conducted offshore, or if working with a Coast Guard ship in searching an area, a request to search according to a search pattern will be made.

For your information and reference the following are the most commonly used search patterns.

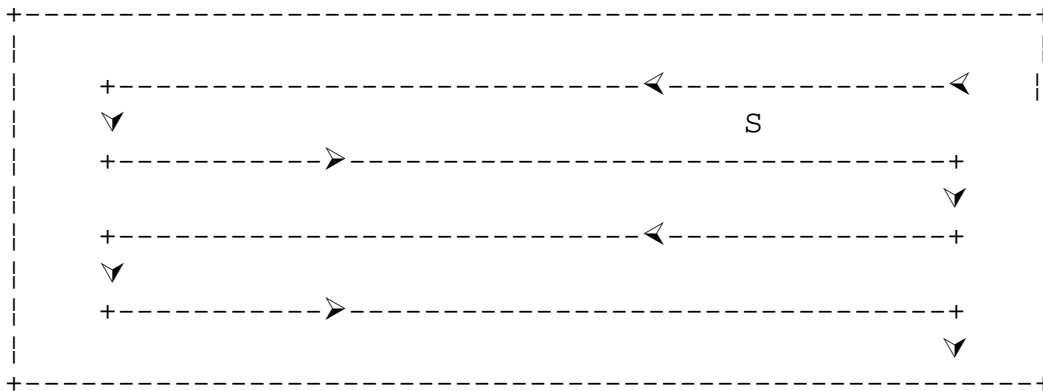
### 12.1.2 EXPANDING SQUARE

- A. This pattern is used when the position of a missing person or vessel is closely known.
- B. Legs are run North-East-South-West. The first run is always to the North and all turns are to the right (Starboard).
- C. To carry out this pattern:
  - i) Go to last known position. Drop a marker buoy in position.
  - ii) Select track spacing if not previously ordered.
  - iii) Make first heading North magnetic.
  - iv) Time each leg on length of leg and speed of vessel.
- D. Shown in the drawing below is an Expanding Square Pattern with track spacing (S) of 1 mile.



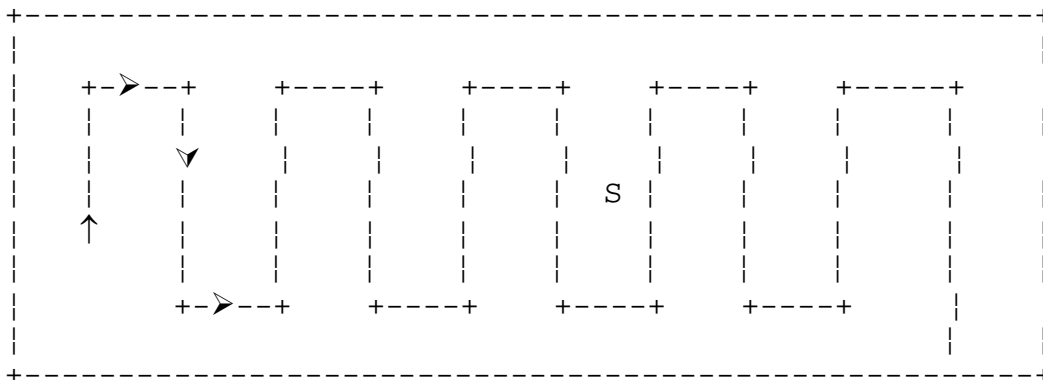
### 12.1.3 PARALLEL TRACK SEARCH PATTERN

1. This is probably the most common and simplest of search patterns.
2. Legs are run parallel to the long side of search area, each leg being one track space distance from the other.



### 12.1.4 CREEPING LINE SEARCH PATTERN

This pattern is similar to a parallel track, except that legs are run parallel to the short side of the search area.



S = Track Spacing  
Distance between each leg of run should be equal.

## SAMPLE MESSAGES

1. A request from MRSC to an Auxiliarist to engage in an authorized activity would be worded as follows:-

TO: John Doe  
Any Place

FROM: MRSC  
St. John's

1) Request you proceed at best possible speed and render best possible assistance to F/V Flying Mist, reported broken down and drifting 3 miles north of northern tip of Baccalieu Island. Vessel is a 52 foot longliner, blue hull, white superstructure. Weather in area NW winds 20-25, moderate sea and swell, clear visibility.

2) Until mission completed regular 2 hour reports are to be submitted.

3) Acknowledge message on receipt.

2. When an Auxiliarist receives a request to take part in a search and rescue incident he will acknowledge receipt of such a message in one of two ways:-

A) If for any reason, a vessel operator judges that the incident is beyond his capability, whether due to weather conditions, ice conditions, distance involved, or equipment not in good working order, then immediately he must contact MRSC, stating he is incapable of complying with such a request.

A sample message would read as follows:-

TO: MRSC  
St. John's

FROM: John Doe  
Any Place

1) Due to malfunction of my radar equipment, sorry unable to comply with your request.

2. (Cont'd)

B) If, in the judgement of the operator, the request to take part in a search and rescue incident can be undertaken, the Auxiliary member shall acknowledge the message as follows:-

TO: MRSC  
St. John's

FROM: John Doe  
Any Place

1) Departing "Any Place" at 1100 local to proceed to aid of "Flying Mist". Expected to arrive at destination at 1300 local time. Will advise via St. John's Coast Guard Radio Station. Wind NW-20, moderate sea, good visibility, 4 people on board.

#### **FISHING VESSEL TAKEN IN TOW**

TO: MRSC  
St. John's

FROM: John Doe  
Any Place

1) Flying Mist taken in tow 1330, proceeding to Old Perlican, speed 6 knots, wind NW-15, smooth sea. ETA 1600 local time.

#### **MISSION COMPLETED**

TO: MRSC  
St. John's

FROM: John Doe  
Any Place

1) Flying Mist berthed Old Perlican at 1630, returned to home port 1800.

# Annexes



**CANADIAN COAST GUARD AUXILIARY (N) INCORPORATED  
APPLICATION FOR VESSELS; RADIO FACILITIES; INDIVIDUAL APPLICANTS; ETC.**

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APPLICANT: \_\_\_\_\_  
*Name Initials Address Telephone No.*

OWNER: \_\_\_\_\_  
*Name Initials Address Telephone No.*

CO-OWNER: \_\_\_\_\_  
*Name Initials Address Telephone No.*

DATE OF BIRTH: \_\_\_\_\_ ALTERNATE TELEPHONE NO. \_\_\_\_\_

VESSEL CHARACTERISTICS: \_\_\_\_\_  
*Name Length Beam Draught*

REGISTRATION/LICENSE NO: \_\_\_\_\_ CONSTRUCTION: \_\_\_\_\_  
*Open/Closed*

\_\_\_\_\_ ENGINES: \_\_\_\_\_  
*Material Year Name Type Horsepower*

\_\_\_\_\_ *Speed Fuel Capacity Hull Colour Superstructure Colour*

RADIO AND NAVIGATION EQUIPMENT: \_\_\_\_\_  
*RT VHF CB Loran Compass Depth Sounder*  
\_\_\_\_\_ *DF Auto Pilot Radar Other GPS*

VESSEL HOME LOCATION: \_\_\_\_\_ VESSEL FISHING LOCATION: \_\_\_\_\_

LIFEBOATS/LIFERAFTS ETC: \_\_\_\_\_ VESSEL RESALE VALUE: \_\_\_\_\_

EXPIRY DATE OF CANADIAN STEAMSHIP INSPECTION CERTIFICATE *IF OVER 15 TONS*: \_\_\_\_\_

TYPE OF VESSEL: \_\_\_\_\_ NUMBER IN CREW: \_\_\_\_\_  
*Fishing Pleasure Other*

ADDITIONAL INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ OWNER'S \_\_\_\_\_ CO-OWNER'S \_\_\_\_\_

DATE: \_\_\_\_\_ NOTE: FILL IN ONLY THE PARTS WHICH APPLY

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OFFICE USE ONLY

ACCEPTED: \_\_\_\_\_ NOT ACCEPTED: \_\_\_\_\_

MEMBERSHIP NUMBER ALLOCATED: \_\_\_\_\_

CANADIAN COAST GUARD REPRESENTATIVE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ POSITION: \_\_\_\_\_

**CANADIAN COAST GUARD AUXILIARY (NFLD.) INCORPORATED  
WAIVER OF SALVAGE RIGHTS**

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In consideration of acceptance as a member of the Canadian Coast Guard Auxiliary (Nfld.) Incorporated, I \_\_\_\_\_ do hereby expressly waive any and all rights whatsoever to any and all salvage claims which might arise by reason of the operation of an "Auxiliary Vessel" in "Authorized Activities" as defined in the CONTRACT of AGREEMENT between the aforementioned Incorporation and Her Majesty the Queen, in Right of Canada.

By this waiver I specifically forego the remedies provided by the Canada Shipping Act with respect to salvage in exchange for all the rights and privileges bestowed upon me by virtue of my membership in the Canadian Coast Guard Auxiliary (NFLD) Incorporated.

\_\_\_\_\_  
Dated at

\_\_\_\_\_  
On

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Witness

**CANADIAN COAST GUARD AUXILIARY  
AND THE  
CANADIAN COAST GUARD AUXILIARY MEMBER**

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**1. PURPOSE:**

The purpose of this Memorandum of Understanding is to summarize the Search and Rescue (SAR) objective of the Canadian Coast Guard Auxiliary (CCGA) along with the principal terms, conditions, and benefits which apply to volunteers that are accepted as CCGA members.

**2. BACKGROUND:**

Canadian law, like that of most maritime nations, requires that vessels at sea respond to distress situations to the extent they can do so without undue risk. However, many public minded Canadians in a position to do so, voluntarily go out of their way to assist fellow mariners in distress. It is this latter fact that led to the formation of the CCGA.

In the late 1970's, it became evident that if some of these marine volunteer efforts could be coordinated to function as part of Canada's Search and Rescue system, more could be achieved by the same level of volunteer effort. As a result, the Canadian Coast Guard (CCG) instigated the formation of the existing CCGA associations to provide a framework for this coordination, and agreed to reimburse out-of-pocket expenses incurred by the CCGA in conducting SAR activities authorized by the Coast Guard.

**3. OBJECTIVE:**

The common objective of the CCGA and the Coast Guard is:

*“The prevention of loss of life and/or injury at sea, including, where possible and directly related thereto, reasonable efforts to minimize damage to or loss of property.”*

Accepted CCGA members, in volunteering their services, agree to assist the CCGA and Coast Guard in meeting this objective through SAR operations and Prevention activities, consistent with the terms of this agreement. Members receive no profit or personal gain from these activities and forego all associated rights to claim salvage while on authorized SAR activities.

**4. ORGANIZATION:**

Each CCGA Association is registered as a non-profit corporation which has a President and Board of Directors elected by the membership at an Annual General Meeting held for that purpose. The Board of

Directors, under the leadership of the President, manages the activities of the organization in consultation with the Coast Guard; the Coast Guard provides financial support to the CCGA under the terms of the contribution agreement.

## **5. FINANCIAL SUPPORT:**

Under the terms of the Contribution Agreement, the Coast Guard agrees to reimburse the CCGA Association for reasonable out-of-pocket expenses incurred while conducting activities specifically authorized by the Coast Guard for the purposes of achieving the common objective stated above, including the cost of insurance protection for CCGA members while undertaking such authorized activities.

## **6. MEMBERSHIP RESPONSIBILITIES:**

Accepted CCGA members agree to:-

6.1 Make available suitable fully seaworthy and crewed vessels meeting all safety, equipment, and capability standards established by the CCGA and CCG and to have these vessels inspected prior to enrolment in a manner satisfactory to the CCGA and the CCG to ensure these requirements are met. Subsequent inspections over time will be required to ensure continued tasking.

6.2 In lieu of providing a vessel, to contribute skilled voluntary effort, as determined to be needed by the CCGA and CCG, in support of the common objective stated above.

6.3 Follow the CCGA Association By-laws and applicable guidelines.

6.4 Undertake training identified by the CCGA and CCG as necessary for the safe and effective conduct of SAR activities.

6.5 Undertake only those activities which can be done without causing undue risk to themselves, their vessels, other persons or other vessels, and to take all reasonable precautions which may be prudent under the circumstances.

6.6 Conduct themselves in a professional manner so as not to bring disrepute to the CCGA, the Coast Guard, or the Government of Canada.

## **7. CCGA RESPONSIBILITIES:**

The CCGA Association agrees to:

7.1 Reimburse members for out-of-pocket expenses incurred while voluntarily conducting activities authorized by the Coast Guard.

7.2 Provide insurance protection covering members and their vessels while engaged in authorized activities.

7.3 Ensure members are kept informed of CCG guidelines and other information needed by members to properly undertake authorized activities.

7.4 Ensure appropriate CCG authorities are kept informed of current member capabilities, availabilities and contact information.

7.5 Provide assistance to members, subject to the availability of resources, to improve needed skills and capabilities.

## **8. ENROLMENT AND TERMINATION OF MEMBERSHIP:**

The CCGA Association, in consultation with the CCG, assesses the need for CCGA members and capability in each area of the region, also the suitability of candidate members and their vessels.

The CCGA Association or member can cancel this Memorandum of Understanding (which terminates the applicable membership) at any time for failure by the other party to fulfill the undertakings herein, upon receipt of written notification and in accordance with the CCGA By-laws.

In addition, members may resign at any time in accordance with CCGA By-laws. Similarly, renewal of memberships is at the discretion of the CCGA Association, in consultation with the CCG. The member must agree to renew their membership at least every two years.

## **9. CLARIFICATION OF INTENT:**

In the event of a difference of interpretation with respect to the intent of this agreement, the terms and conditions of the Contribution Agreement between the CCGA Association and Transport Canada will take precedence.

## **10. UNDERTAKING:**

I have read and understand this memorandum of Understanding, and agree to abide by the terms and conditions contained herein.

**MEMBER**

---

**(NAME - PLEASE PRINT)**

---

**SIGNATURE**

---

**DATE OF SIGNATURE**

**FOR CCGA**

---

**(NAME/TITLE - PLEASE PRINT)**

---

**SIGNATURE**

---

**DATE OF SIGNATURE**

**CANADIAN COAST GUARD AUXILIARY  
SUMMARY OF INSURANCE COVERAGE**

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This annex is a brief summary of the insurance coverage currently provided by the Canadian Coast Guard Auxiliary for Canadian Coast Guard Auxiliary members and their vessels while on an Authorized

Activity. The terms and conditions of insurance coverage are subject to change at any time and without prior notice.

### **1. HULL AND MACHINERY PROTECTION AND INDEMNITY**

Provides protection up to \$2,000,000.00 for total loss of any one commercial vessel and any one commercial fishing vessel and \$500,000.00 for others (nets and gear must be declared in vessel valuation and are insured only in case of the total loss of the vessel). This insurance is only applicable while the vessel is on an Authorized CCGA Activity and does not cover the catch or cargo on board any insured vessel. Personal effects and property are covered to a maximum of \$250.00 only in a case of total loss of the vessel. The CCGA member must refer to the actual policy(ies) for complete details, limitations, and protection provided.

### **2. COMPREHENSIVE GENERAL LIABILITY**

Provides protection against accidents which may occur during the normal day-to-day operation of a CCGA unit (i.e., personal injury liability) to a maximum of \$5,000,000 for any one occurrence. There are numerous limitations on this policy. The CCGA member must refer to the actual policy(ies) for complete details, limitations, and protection provided.

### **3. GROUP ACCIDENT**

Provides protection against accidental death, dismemberment, and temporary total disability while on an Authorized Activity. Accidental death and dismemberment policy(ies) is/are subject to schedules (including specified perils) published in the policy(ies). Temporary disability must be total and coverage extends for a maximum of 104 (one hundred and four) weeks to a maximum of \$1,000 per week - any other income and/or insurance is deducted and the maximum payment is 75% (maximum \$1,000.00 per week) of the member's regular income. The CCGA member must refer to the actual policy(ies) for complete details, limitations, and protection provided.

### **4. EXCESS MARINE LIABILITY**

Provides additional insurance, while on an Authorized Activity, for associated risks such as towing, salvage, and collision. The total coverage provided by these policy(ies) amounts to \$20,000.00. The CCGA member must refer to the actual policy(ies) for complete details, limitations, and protection provided.

### **5. DIRECTORS AND OFFICERS LIABILITY**

Provides additional liability protection to those members who assume officer and director roles in the CCGA. Directors and officers and CCGA members must refer to the actual policy(ies) for complete details, limitations, and protection provided.

**6. FIDUCIARY LIABILITY**

Provides the CCGA with protection against financial misconduct on the part of its officers, directors, and employees. The CCGA member must refer to the actual policy(ies) for complete details, limitations and protection provided.

**7. GROUP ACCIDENT**

I, \_\_\_\_\_ (# \_\_\_\_\_), being a volunteer member of the Canadian Coast Guard Auxiliary (Nfld.) Inc. do hereby name

\_\_\_\_\_ as my beneficiary(ies) for benefits, if any, that may be payable under the CCGA Group Accident Policy(ies) in the event of my accidental death while on an Authorized Activity as described in the Contribution Agreement, dated March 31, 1993, between the Canadian Coast Guard Auxiliary (Nfld.) Inc. and the Minister of Transport. I understand that if (a) specified beneficiary(ies) is (are) not named, benefits, if any, will be payable to my estate. I am aware of the protection provided and limitations of liability as detailed in the policy(ies).

\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

Incident report form sample 1 and sample 2 goes here.

Collision, Wreck, and Injury Report form goes here.

ANNEX "G"

INDEMNITY AND RELEASE

FROM

LIABILITY FOR HELP GIVEN TO SHIP

I ..... Master/Owner of the vessel  
..... now aground or otherwise  
disabled,  
for myself and on behalf of the owner(s) hereby request the Canadian Marine  
Rescue Auxiliary (N) Incorporated, hereinafter call the Association, to give  
assistance to the said vessel and I, for myself and on behalf of the owners  
**Hereby waive all claims and rights of action (Including claims and rights of  
action for negligence)** against the Master, Owner, Crew, Association, and Her  
Majesty, Her Servants and Agents, from and against all actions, claims, and  
demands (Including claims for negligence) arising out of or in any way  
connected with the compliance with this request.

I have read and understand  
the above Waiver and Indemnity

Dated the \_\_\_\_ Day of \_\_\_\_\_, 19 \_\_\_\_

\_\_\_\_\_  
Master/Owner of the Vessel



ANNEX "H"

CANADIAN COAST GUARD AUXILIARY (NFLD.) INCORPORATED  
AUXILIARISTS VOTING SLIP

---

I \_\_\_\_\_ vote for \_\_\_\_\_  
as the Representative for District \_\_\_\_\_ for the year \_\_\_\_\_.

---

Signature

---

Date

ANNEX "I"  
CANADIAN COAST GUARD AUXILIARY (N) INCORPORATED  
MEMBERSHIP RENEWAL FORM FOR THE YEAR 1993

THIS INFORMATION IS VITAL. PLEASE COMPLETE AND RETURN AS SOON AS POSSIBLE.

NAME: \_\_\_\_\_ PRESENT POSITION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ SKIPPER \_\_\_\_\_ CREW MEMBER \_\_\_\_\_  
\_\_\_\_\_  
RADIO OPERATOR \_\_\_\_\_ OTHER \_\_\_\_\_  
TELEPHONE NUMBER/S \_\_\_\_\_ or \_\_\_\_\_  
VESSEL NAME: \_\_\_\_\_ CSI EXPIRY DATE: \_\_\_\_\_

NOTE: AUXILIARISTS ARE REMINDED THAT VESSELS OVER 15 GROSS REGISTERED TONS MUST HAVE A CURRENT CANADIAN STEAMSHIP INSPECTION CERTIFICATE. VESSELS 15 GRT AND BELOW MUST HAVE, AT LEAST, ALL MANDATORY SAFETY EQUIPMENT AS LAID DOWN IN THE "SMALL FISHING VESSEL REGULATIONS". PLEASURE CRAFT MUST HAVE, AT LEAST, ALL MANDATORY SAFETY EQUIPMENT AS LAID DOWN IN THE "SMALL VESSEL REGULATIONS".

NEW FLAG REQUIRED YES \_\_\_\_\_ NO \_\_\_\_\_ NUMBER IN CREW: \_\_\_\_\_

\_\_\_\_\_ YES, I DO WISH TO REMAIN A MEMBER OF THE CCGA.

\_\_\_\_\_ NO, I DO NOT WISH TO REMAIN A MEMBER OF THE CCGA.

REASON IF NO \_\_\_\_\_

ARE YOU QUALIFIED IN EMERGENCY FIRST AID? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, WHAT IS THE DATE OF EXPIRY? \_\_\_\_\_

ARE YOU WILLING TO BE A CANDIDATE FOR THE BOARD OF DIRECTORS/AND, IF ELECTED

ARE YOU ABLE TO PARTICIPATE IN ANY MEETINGS? YES \_\_\_\_\_ NO \_\_\_\_\_

LIST BELOW ANY CHANGES IN EQUIPMENT SUCH AS:-

MOBILE PHONE \_\_\_\_\_ MOBILE PHONE NUMBER \_\_\_\_\_

LORAN \_\_\_\_\_ RADIO CALL SIGN \_\_\_\_\_

OTHERS \_\_\_\_\_

PRESENT RESALE VALUE OF YOUR VESSEL WHICH INCLUDES HULL, MACHINERY AND EQUIPMENT. (THIS IS THE PRICE YOU WOULD EXPECT TO GET IF YOU WERE TO SELL YOUR VESSEL NOW). \$ \_\_\_\_\_

REASON FOR INCREASE OR DECREASE \_\_\_\_\_

SIGNATURE

DATE

-----  
OFFICE USE ONLY.

MEMBER NUMBER \_\_\_\_\_ VESSEL OWNER YES \_\_\_\_\_ NO \_\_\_\_\_  
PENNANT REQUIRED? YES \_\_\_\_\_ NO \_\_\_\_\_ SIZE? LARGE \_\_\_\_\_ SMALL \_\_\_\_\_

ANNEX "J"

TWELVE HOUR CLOCK

TWENTY FOUR HOUR CLOCK

1 AM	0100
2 AM	0200
3 AM	0300
4 AM	0400
5 AM	0500
6 AM	0600
7 AM	0700
8 AM	0800
9 AM	0900
10 AM	1000
11 AM	1100
12 PM (NOON)	1200
1 PM	1300
2 PM	1400
3 PM	1500
4 PM	1600
5 PM	1700
6 PM	1800
7 PM	1900
8 PM	2000
9 PM	2100
10 PM	2200
11 PM	2300
12 AM (MIDNIGHT)	2400

Breakdown for 1 hour, with 10 PM or 2200 selected:

2200 (Twenty-two hundred, no minutes)

2201 (One minute after twenty-two hundred)  
2202 (Two minutes after twenty-two hundred)  
2210 (Ten minutes after twenty-two hundred), etc.

until you reach 59 minutes after twenty-two hundred, namely 2259.

Then follows a new hour, 2300, or 11 PM, continued on as before.

#### **SUPPLEMENT**

**TO**

**CCGA**

#### **GUIDELINES**

#### **DEFINITIONS**

- MRSC** - Marine Rescue Sub-Centre - administered by the Canadian Coast Guard and responsible for co-ordinating all cases of marine rescue.
- RCC** - Rescue Coordination Centre- administered by National Defense and responsible for co-ordinating air and marine SAR operations. The MRSC is under the jurisdiction of the RCC.
- OSC** - On Scene Commander - appointed by the MRSC when there are several units involved in the same case.
- VTS** - Vessel Traffic Service - division of the Coast Guard responsible for guiding and assisting vessels.

**EPIRB-** Emergency Position  
Indicating Radio Beacon  
the

- Electronic device which  
transmits a distress tone on  
121.5 MHz and or 406 MHz.

**CCGS** - Canadian Coast Guard Ship

**CGRS** - Coast Guard Radio Station

**CCGA** - Canadian Coast Guard Auxiliary

**SAR** - Search and Rescue

**SITREP** - Situation Report

**ETA** - Estimated Time of Arrival

## **NATIONAL SAR OBJECTIVE**

The National SAR objective is to prevent loss of life and injury through search and rescue alerting, responding, and aiding activities which use public and private resources, including where possible and directly related thereto, reasonable efforts to minimize damage to or loss of property and by ensuring appropriate priority to aviation and marine safety and prevention measures focused on owners and operators most commonly involved in SAR incidents.

The implementation of the Canadian National Search and Rescue Program is based on two types of activities:-

- A) SAR operations including the discovery of the mishap, intervention, and assistance itself; and,
- B) Prevention measures carried out to reduce the number and seriousness of SAR mishaps by means of public education campaigns and enforcement of relevant regulations.

## CO-ORDINATION OF SEARCH AND RESCUE OPERATIONS

### Co-ordination Rules

In order to conduct search and rescue operations effectively, co-ordination is essential between the services and units concerned, namely aircraft, ships, or individuals. The following general observations describe the main points to be taken into consideration, with particular emphasis on the role played by the Marine Rescue Sub-Centre (MRSC).

### Responsibility

The Department of National Defense (DND) is ultimately responsible for rescue operations in Canada. In this role it is assisted by other government bodies such as the Canadian Coast Guard, Fisheries and Oceans Canada, and the Royal Canadian Mounted Police.

DND operates the Rescue Co-ordination Centre (RCC) in Halifax and also provides air support for SAR operations. The Canadian Coast Guard operates the Marine Rescue Sub-Centre in St. John's, Newfoundland.

**THE MARINE RESCUE SUB-CENTRE (MRSC) ST. JOHN'S**

**GENERAL** : The Marine Rescue Sub-Centre in St. John's is located on the third floor of the Coast Guard Building on the Southside of St. John's Harbour. The office is shared by the St. John's Vessel Traffic Services Centre (St. John's VTS), Ice Operations, and ECAREG Canada.

**STAFF:** The duty staff consists of certified personnel who keep watch 24 hours a day, 365 days a year. The Marine Controllers are able to analyze and obtain a grasp of the situation and deal with the incident as necessary.

**ROLE** : The MRSC initiates and coordinates marine search and rescue operations in their designated geographical area of responsibility.

**AREA** : The area covered by MRSC St. John's is roughly 60 miles off the South and West Coast and 200 miles off the East Coast of Newfoundland. However, MRSC St. John's can deal with marine incidents beyond these boundaries if necessary.

**THE MARINE RESCUE SUB-CENTRE IN ST. JOHN'S CAN BE CONTACTED USING A TOLL FREE NUMBER: 1-800-563-2444.**

## **INITIAL ALERT**

### **VESSEL IN DISTRESS: VISUAL CONTACT**

When an Auxiliary vessel sights a vessel in distress and requiring assistance it should:

- a) Move to the scene as quickly as possible.
- b) Advise MRSC by telephone or via a Coast Guard Radio Station giving its ETA on the scene.
- c) Once on the scene, provide MRSC with the following information: position of the incident, a brief description of the craft, the number of occupants and the weather conditions at the scene, whether other resources are required at the site, and whether there are any injured or dead.
- d) Advise MRSC of any action taken (towing, destination, etc.)
- e) Keep MRSC informed at regular intervals when an incident lasts several hours.
- f) Once the vessel and or occupants are safe, advise MRSC that the operation has been completed.
- g) The Auxiliary vessel must maintain an official log book with the time of the alert, departure, arrival on the scene, start of towing, end of the incident, and all other pertinent information to enable it to fill out the Incident Report as completely as possible. All details of the incident must be conveyed to MRSC as quickly as possible.

**THE NAMES OF PEOPLE INJURED OR DEAD OR INVOLVED WITH THE INCIDENT SHOULD NOT BE REVEALED IN ANY RADIO TRANSMISSION.**

**ALERT GIVEN BY MRSC: AUXILIARY VESSEL AT WHARF**

The Marine Rescue Sub-Centre contacts the Auxiliary vessel and gives the following information:

- 1) The type of assistance requested and position.
- 2) A description of the unit requesting assistance.
- 3) Any other details considered pertinent.
- 4) The case number.

**The Master of the Auxiliary Vessel must:**

- 1) Confirm whether or not it is available.
- 2) Give the estimated time of departure.
- 3) Follow the "Visual Contact" procedure.

### **Alert Given by MRSC: Auxiliary Vessel in transit**

The Marine Rescue Sub-Centre advises the Auxiliary vessel through a Coast Guard Radio Station and gives it the following information:

- 1) The type of assistance requested and position.
- 2) A description of the unit requesting assistance (if possible).
- 3) Any other details considered pertinent.
- 4) The case number.

#### **The Operator must:**

- 1) Confirm whether or not it is available.
- 2) Follow the "Visual Contact" procedure.

In the case of a request for assistance where the persons are not in distress, the Auxiliary member must inform MRSC of the request it has received before departing or undertaking any action. MRSC will decide whether a case number must be assigned to the incident. If the case number is assigned, the "Visual Contact" procedure is followed. If not, the Auxiliary vessel must not take any action on behalf of the Coast Guard or Auxiliary.

## ON-SCENE COMMANDER

In major SAR operations where several units respond to the call an On-Scene Commander (OSC) is normally appointed by MRSC. If this is not possible the units concerned should appoint an OSC by mutual agreement.

The first unit on scene (Primary, Secondary, Auxiliary, or Commercial) should automatically act as OSC as per the following:

- 1) If primary SAR units arrive on scene at the same time as secondary resources, the primary SAR unit is designated OSC.
- 2) When secondary units (CCG or Auxiliary) arrive on scene at the same time the unit with the greatest endurance and the best communications facilities is selected as OSC until a primary SAR unit arrives on scene.
- 3) All vessels involved in the search must be informed of the identity of the OSC.

### Responsibility of the On-Scene Commander (OSC)

The following are the responsibilities of the On-Scene Commander:

- 1) Determine the probable position of the search target and designate the search area if the information has not already been provided by MRSC.
- 2) Determine, and assign, search sectors to various units on the scene, if these have not been determined by MRSC.
- 3) Note the positions of all ships in the area and make sure there is no risk of collision.
- 4) Assign a working frequency for the vessels involved in the search and, if possible, establish direct communications with any assisting aircraft.
- 5) Transmit all messages between the participating vessels and MRSC.
- 6) Have the search plan modified as the weather changes (wind, visibility, seas, etc.).
- 7) Note which areas have been searched and report this information to MRSC.

- 8) Have a complete description of the object of the search.
- 9) Send regular SITREPS to MRSC on how the operation is developing.
- 10) Inform MRSC of the number of survivors, the names and destinations of the units with survivors on board, and any other request for additional assistance (medical evacuation).
- 11) Ensure MRSC instructions can be carried out in view of the conditions on scene and the capabilities of the units participating in the search. He can ask MRSC for more details or have the orders modified.
- 12) On the order from MRSC, release the vessels once the operation has been completed.
- 13) Send MRSC a report on the searches performed by all the units, including:-
  - the search sector covered;
  - search time; and,
  - perform any other tasks considered necessary.

Sitreps are sent via a Coast Guard Radio Station in the following format:

TO : MRSC, St. John's

FROM : Auxiliary Vessel (Name)

SUBJECT : Case Number, Sitrep Number, Message Time.

1. Position, course, speed
2. ETA on scene.
3. Assistance rendered (towing, evacuation, repairs completed, resuming search) carried out since last Sitrep.
4. Request (air support, new instruction, or further intentions).
5. Search area covered to this point.
6. Weather, sea conditions, visibility.
7. Any other information the Auxiliary vessel considers pertinent.

## **Responsibility of the Auxiliary Vessel to the On Scene Commander**

When an Auxiliary vessel is involved in a search where an OSC has already been appointed, it must:

- Contact the OSC and inform him of its time of arrival on scene.
- Take the description of the object of the search.
- Monitor the radio working frequency agreed upon with the OSC.
- Conduct searches in the sector assigned by the OSC and use the search patterns ordered by the OSC.
- Inform the OSC of the result of its search at regular intervals.
- Report any visual sightings or recovery of any wreckage to the OSC.
- Inform the OSC of the number of survivors recovered and their physical condition.
- Maintain an hourly account of the operation, and inform the OSC at the end of the search the total number of hours the vessel was utilized.

## **Sitreps**

The purpose of a Sitrep is to keep MRSC informed of how an operation is progressing. Communication is the most important link in any search and rescue operation and the information given in the Sitrep is needed to ensure the most effective response is being given in the emergency situation. Sitreps are usually sent every 2 to 4 hours, or as requested by MRSC. When several units are participating in the same search and rescue operation, the OSC will send the sitreps for all units.

## Searches

### Surface Search

Once a vessel has been requisitioned for its search area, the crew must ensure that:

- the rescue equipment is ready.
- lookouts are available.
- the emergency frequencies are being monitored.
- communications are possible between the vessel and the CCG Radio Station or MRSC.

The following points must be kept in mind when a visual search lasting several hours is being carried out:

- lookouts must be properly positioned on the vessel to perform their task and at the highest comfortable spot.
- lookouts should not stand duty for more than two hours consecutively. When several people are available rotate them frequently.
- divide the horizon around the vessel into sectors and assign a sector to each lookout. Instruct lookouts to scan their sector from one side to the other and then to start again. A good way for a lookout to rest their eyes is to close them for a few seconds after each pass.
- binoculars should be used for verification only after an object has been sighted.
- keep windows and port holes clean.

In order to prevent any confusion the Auxiliary vessel should recover any floating debris when possible, even if it is not related to the object of the search.

### Nighttime Searches

Experience tends to show that night searches are most effective if conditions are ideal for searching by radar. In night searches, unless directed elsewhere by MRSC or the OSC, it is advisable to head for the most likely spot for finding the search object and let your vessel drift with the current and wind doing the following:

- blow the whistle at regular intervals (especially in fog).
- light your vessel to make it as visible as possible.
- sweep the skyline with a light beam or aim it at the cloud base if there is a low ceiling.

- leave a lookout outside (if weather permits) to protect their night vision and enhance their chances of hearing possible cries or whistles of survivors.

These procedures might encourage survivors to head for the vessel that is stopped with less risk of being hit by a vessel underway.

In areas where navigational buoys have been placed, inspection of these buoys should not be neglected as survivors may have reached them or secured to them.

When in fog, outside lookouts must be given complete silence at regular intervals to enable them to listen for shouts or whistles.

The human eye requires approximately 30 minutes of darkness to adapt to night vision.

### **Communication Searches**

Auxiliarist may be called upon by MRSC to attempt communications by radio with a vessel listed as overdue. If you are asked to do this you should follow the procedure listed below:

- attempt to contact the vessel in question on the available frequencies according to local usage.
- contact local marine centres, marinas, or fish plants to confirm if or when the vessel has been sighted.
- report your search results to MRSC at regular intervals.

### **Location of the Search Target**

Once the missing vessel or persons have been located, the Auxiliary vessel must:

- inform the OSC or MRSC of the time the search object was located, its position in longitude and latitude, the condition of the survivors and vessel, and the weather on scene.
- inform the survivors that they have been located and were the object of a search.

### **Transporting the Injured**

As soon as the survivors have been rescued, determine whether they need to be evacuated to a hospital. If so, take immediate steps with MRSC to have them evacuated. This will be done by helicopter, by transferring them to another vessel or by heading to the nearest port.

Survivors should never be left alone after they are rescued. This is especially true if they are injured or are showing signs of extreme mental or physical fatigue.

The Auxiliarist should be prepared to give the medical personnel or ambulance drivers all the details of the first aid treatment administered to the survivors while on board. This information could be written on a card and given to the ambulance personnel when the injured are carried away.

When survivors are rescued, the Auxiliarist should question them on the circumstances of the accident and immediately relay the information to the OSC or MRSC.

They should be asked the following:

- the total number of people on board the vessel.
- the possibility that others may be missing.
- the probable position of the other missing persons.
- any other details thought pertinent.

However, care should be taken not to aggravate the survivor's condition. If they are frightened or excited the Auxiliarist should speak in a calm voice, not suggest answers, and always use their judgement in determining whether they should continue. The survivors should always be told that the information will assist in the search.

### **Evacuation by Helicopter**

Once the survivors have been located and brought on board your vessel, they may need immediate medical attention. In case of evacuation by a Canadian Forces Helicopter, a SAR technician (SAR tech), is lowered whenever possible to evaluate the patient's condition and organize the hoisting procedure. You may assist them if they request it. In the absence of a SAR tech, when the rescue helicopter arrives on scene and evacuation is possible the Auxiliarist should:

- establish communication with the helicopter.
- choose a site of 4 square meters where the transfer will take place, preferably on the stern. Antennas and any other objects may have to be lowered. Any light equipment or gear that may be disturbed by the helicopter should be moved or secured.
- set up communication by visual signals, due to the extensive noise caused by the helicopter hovering over the deck.
- if the transfer is being done at night, light the site as much as possible but avoid focusing your searchlight beams directly on the helicopter.

- if possible, bring the patient as close as possible to the transfer site before the helicopter arrives.
- the helicopter pilot will suggest a speed and course to steer and may make the first attempt with a weighted sack. The first SAR tech is then lowered on board. He will guide the descent of the second rescuer and the stretcher with the guy line attached to the hook on the helicopter winch. Do not touch either the line or the SAR tech until they have made contact with the deck and the static electricity generated by the helicopter has been discharged through grounding.
- the stretcher is unhooked and the patient is strapped in, wearing a life jacket if possible.
- maintain the course and speed decided on at the beginning of the operation. Usually the speed of 3 to 5 knots and a course with the wind 30 degrees on the port bow will be requested.
- never secure any of the cables lowered from the helicopter to the vessel.
- the stretcher is hooked up again and is pulled up with the first SAR tech. Then the second SAR tech is raised and the operation is complete.
- advise the OSC or MRSC that the evacuation was completed and at what time.

INSERT DIA. HERE

## Confidentiality of Information

All information and details pertaining to SAR operations are considered confidential and may under no circumstances be divulged to either the public or the media. Inquiries by the media are to be referred to MRSC at **TOLL FREE 1-800-563-2444**.

Transport Canada investigators and officers of the various police forces are the only groups to whom confidential information may be divulged.

Because radio frequencies are scanned by the media, radio transmissions containing the names of dead or missing persons should be avoided. The information should be passed to MRSC by land line telephone.

**Primary SAR Resources (Marine)**

CCGS Sir Wilfred Grenfell : 70 m SAR vessel  
CCGS Hood : 24.5 m SAR vessel Twilligate area  
CCGS Harp : 24.5 m SAR vessel St. Anthony area  
CCGC BuBurin : 13.5 m self-righting lifeboat  
Burin area  
CCGC Burgeo : 13.5 m self-righting lifeboat  
Burgeo area  
Inshore rescue boats (IRB) : 2 rigid hull inflatable fast  
rescue craft, one based in Long  
Pond, Manuels and the other in  
Terra Nova National Park,  
seasonally from May to Sept.

**Primary Resources (Air)**

103 Squadron Gander : 3 Labrador helicopters

**Secondary Resources (Marine)**

- remaining Coast Guard vessels
- other Government vessels (Fisheries and Oceans, Naval Reserve)
- Canadian Coast Guard Auxiliary (CCGA)
- commercial and private vessels of convenience

**Secondary Resources (Air)**

- Civil Air Search and Rescue Association (CASARA)
- military, commercial and private aircraft of convenience

## Communications Network

### Coast Guard Radio Stations

A role of the Coast Guard is to maintain a radio watch on the international distress frequencies (156.8 MHz, 2182 KHz, and 500 KHz), as well as communications in marine incidents (distress, emergency, security, etc.). They also relay commercial shipping messages and telephone calls in their respective sectors as well as continuously broadcasting shipping notices and weather and ice conditions. The radio stations are also contact points to which Auxiliary units communicate their availability.

There are six Coast Guard Radio Stations in the Newfoundland Region:

- St. John's Coast Guard Radio (VON)
- Comfort Cove Coast Guard Radio (VOO)
- St. Anthony Coast Guard Radio (VCM)
- Labrador Coast Guard Radio (VOK)
- Stephenville Coast Guard Radio (VOJ)
- St. Lawrence Coast Guard Radio (VCP)

### Vessel Traffic Centres (VTS)

Vessel Traffic Centres provide clearance and information to vessel operators and control marine traffic within geographical locations.

There are three VTS centres in the Newfoundland Region.

- Port aux Basques Traffic : Gulf of St. Lawrence and Port aux Basques area.  
CONTACT VHF CHANNEL 12 and 14.
- Placentia Traffic : Placentia Bay area.  
CONTACT VHF CHANNEL 12 and 14.
- St. John's Traffic : St. John's approaches.  
CONTACT VHF CHANNEL 11.

**ANNEX "A"**

- DISTRICT 1 - Labrador
- DISTRICT 2 - Northern Penninsula
- DISTRICT 3 - West Coast
- DISTRICT 4 - South Coast
- DISTRICT 5 - Burin Penninsula
- DISTRICT 6 - Placentia\St. Mary's Bay
- DISTRICT 7 - Eastern Avalon

DISTRICT 8 - Conception Bay\Trinity Bay  
DISTRICT 9 - Bonavista Bay  
DISTRICT 10 - Notre Dame Bay\Green Bay\White Bay

**ANNEX "B"**

