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B Division Operational Manual

Part 37.1 Search and Rescue (SAR)

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(Amended: 2019-06-12)

(For information regarding this policy, contact "B" Division Criminal Operations.)

1. Policy

1. 1. Refer to National Headquarters [OM ch. 37.1., Search and Rescue](#) and [TOM ch. 3.E., Mobilization and Special Operations](#)

1. 2. B Division Detachment policing areas have the primary responsibility for organizing, directing and coordinating searches (public searches) for lost/missing persons on land including inland bodies of water and marine areas whereas the lost/missing persons embarked on other than a seagoing vessel such as a snowmobile or ATV.

1. 3. The "B" Division SAR Coordinator will monitor all GSAR activities within RCMP jurisdictions and will be the liaison for the Provincial Policing Officer (PPO).

1. 4. The "B" Division SAR Coordinator can be contacted via the OCC.

2. General

2. 1. Missing Person defined: a person in an unknown location, whose safety may be at risk due to conditions related to the environment, the weather or personal health ailments.

2. 2. B Division will recognize three (3) levels of searches;

2. 2. 1. **Private/Family Search.** A search conducted by friends and/or family without government assistance in the initial instance to verify that the person(s) is missing.

2. 2. 2. **Public (RCMP) Search.** A search that is organized and conducted by emergency personnel having enhanced search and rescue related skills. During this type of search, all related SAR resources are coordinated and exhausted in efforts to locate a missing person(s).

2. 2. 3. **Investigative/Recovery Search.** This search will take place after the Public Search is suspended. It takes place for evidence or body recovery purposes.

3. Search and Rescue Team

3. 1. B Division Detachments will have an assigned NLSARA team for ground search and rescue emergencies. See website www.nlsara.org

3. 2. If the creation of a GSAR team for a specific detachment area is being considered, it shall only be done in prior consultation with the District Policing Officer, the NCO i/c Emergency Management, and the Newfoundland and Labrador Search and Rescue Association.

3. 3. NLSARA will comply with standard security protocols and national training standards as set out by the Search and Rescue Volunteer Association of Canada (SARVAC).

4. Operations

4. 1. Refer to National Headquarters [OM ch. 37. 1.](#) and [TOM ch. 3. E.](#)

4. 2. [Form 3450 Lost/ Overdue Person Report and Search Results](#), to be completed on all searches for missing persons that exceeds 48 hours in duration.

4. 3. Member must brief Team Leader / Detachment Commander / District Policing Officer (DPO)

4. 4. Advise JRCC – Joint Rescue Coordination Centre: HALIFAX (1-800-565-1582) of lost/downed aircraft or vessels in distress **immediately** by "B" Division SAR Coordinator. Refer to [App. 37-1-4, Protocol for Search and Rescue Air Support.](#)

4. 5. Authorization for the use of a search and rescue aircraft will be made through the District Policing Officer. Refer to [App. 37-1-4.](#)

4. 6. Provincial Policing Branch, via the SAR Coordinator, will request a support aircraft from Newfoundland and Labrador Fire and Emergency Services (NL-FES) for **Public Search only**.

4. 7. Authorization for **air ambulance services** in situations, where the location of the individual injured on land is known, is **to be made direct to the Health Care Corporation. (1-709-777-6320)** Refer to [App. 37-1-4.](#)

5. Detachment Commander

5. 1. Upon becoming aware of a Search and Rescue Incident and your preliminary investigation is

completed (i.e. Private/Family Search conducted, Neighborhood inquires) brief the District Policing Officer or delegate.

5. 2. Complete and provide an assessment of the Search and Rescue situation with DPO or delegate to ensure;

5. 2. 1. Appropriate non RCMP agency request are made to support the search operations;

5. 2. 2. Appropriate RCMP resources are deployed to support the search operations;

5. 2. 2. 1. A lead investigator is identified;

5. 2. 2. 2. An incident commander is identified for all searches;

5. 2. 2. 3. Lost person Questionnaire (ICS Form 302) is recommended to gather the information;

5. 2. 2. 4. Consideration is given to the utilization of Police Dog Service (contact via OCC) from the onset;

5. 2. 2. 5. Consideration is given to the utilization of a trained RCMP SAR Manager on all extensive searches;

5. 2. 2. 6. A Member is designated to **maintain communications with the family** and Media.

5. 2. 3. A Situational Awareness (SA) Report:

5. 2. 3. 1. is provided to the DPO/PPO/Crops and ""B" Division SAR coordinator, either electronically or verbally, whenever a significant development or outcome occurs. Consider B Division's SAR partners from the on-set and forward a brief SA to them, notifying of an RCMP SAR operation. See the template for SA reports in [App. 37-1-2, Situation Awareness Report](#)

5. 2. 3. 2. SA report must be provided from each phase by the advance message format

- Phase 1 - Initial call GSAR Deployment

- Phase 2 - Located or Air Support & GSAR Ops terminated - Initiating the Recovery Phase

- Phase 3 - Located or Recovery Phase terminated (Please note the Phase 3 is NOT a SAR Ops)

5. 2. 4. Search operations should consider the utilization of **all community assets during the onset** of a missing person emergency call.

5. 2. 4. 1. Only GSAR trained teams are to be tasked by the RCMP.

6. RCMP Ground Search and Rescue Incident Commander

6. 1. An RCMP on-site SAR command structure normally consists of a **Search Commander** (RM) who has overall authority and responsibility for the search; and a **Search Manager**, who is responsible for the management of the search and who, with the search/incident commander, determines SAR strategies and tactics and leads and directs SAR volunteer teams.

6. 2. To be activated in a search, NLSARA volunteers must be requested by the RCMP Detachment Commander or designate. The initial call-out notification of NLSARA responders will

be conducted by their coordinator. Following the initial NLSARA response, the Detachment Commander will, in consultation with the GSAR Team Leader, determine suitable ongoing resource requirements. This determination should consider the complexity and urgency of the call, the potential of long-term allocation of GSAR resources (fatigue), and the possibility that assistance may be required from another GSAR team.

6. 3. If a search aircraft is required, request approval to seek authorization through the District Policing Officer. Refer to [App. 37-1-4](#).

6. 3. 1. Contact the "B" Division SAR coordinator through the B Division OCC.

6. 3. 1. 1. For the purposes of a GSAR deployment, the On Call Duty NCO is considered the "B" Division SAR coordinator when on duty. If the On Call Duty NCO cannot be reached, have the OCC contact the "B" Division SAR Coordinator (NCO i/c Emergency Management or delegate).

6. 3. 1. 2. The "B" Division SAR coordinator will seek air-support approval from NL-FES.

6. 3. 1. 3. NL-FES will coordinate air-support time for two hours. (Universal Helicopter, JRCC & CASARA)

6. 3. 1. 4. In a **life threatening situation ONLY** where information exists of a close Air Asset that could save a life; NL-FES should be notified immediately for assessment and approval.

6. 3. 1. 5. NL-FES will approve flight time in two hour intervals. After two hours, if additional time is needed, update the DPO and seek approval. Once approved, conduct a second request for further flight time from NL-FES.

6. 3. 1. 6. In cases of Recovery/Investigative Search, the "B" Division SAR Coordinator will contact the Air Support directly. Air Support will be at Detachment cost and will be deployed only with Line Officer or District Policing Officer approval.

6. 4. If a body is not found but death is suspected, a report is required in accordance with "B" Division OM [App. 101-1-1 Reporting Procedures](#)

6. 5. The Detachment Commander will ensure that an Operational Debrief is conducted and/or discussed with the GSAR team leader as soon as practicable, prior to departing scene. This debrief should include all non-RCMP support groups. Any issues or best practices should be documented in the operational file and relayed to the "B" Division SAR Coordinator.

6. 5. 1. Each non-RCMP agency is responsible for its own critical incident stress management. The RCMP will provide post incident psychological debriefing to RCMP members only.

7. Termination of Search

7. 1. If the missing person has not been located and all search avenues have been exhausted, provide a thorough review via briefing note through your respective District Officer/delegate with recommendation to conclude the public search.

7. 2. The District Officer/delegate will review and determine if all appropriate measures have been taken prior to approving termination of the search.

7. 3. Search termination approval will be approved by the DPO/delegate.
7. 4. Upon notice of approval to conclude public search, advise the family and explain the rationale. Be available to provide a thorough review of the SAR operation if requested by the family.
7. 5. Confirm with the "B" Division SAR Coordinator or delegate as well as the DANCO through channels when a SAR effort is concluded.
7. 6. If the located person is deceased, follow up with the appropriate investigation.
7. 7. In cases where a search is called off and the missing person(s) has not been located, confirm that applicable CPIC entries have been made.
7. 8. Electronic or hard copy to PROS occurrence.

8. Services (Coast/Marine) JRCC - Joint Rescue Coordination Centre: HALIFAX

8. 1. JRCC - Joint Rescue Coordination Centre may be contacted on a 24-hour basis by "B" Div. SAR Coordinator at telephone: 1-800-565-1582
8. 2. A. report is required to Criminal Operations Branch, via an email to the "Advanced Message" group in the ROSS address book, in accordance with "B" Division OM [App. 101-1-1](#). Indicate on your message the time when JRCC were initially contacted.
8. 3. JRCC have an organized Canadian Marine Rescue Auxiliary.
 8. 3. 1. The Canadian Marine Rescue Auxiliary is comprised of local marine experienced volunteers who make themselves and their equipment available when required to assist in search and rescue incidents.
 8. 3. 2. JRCC is the *only authority* to task Canadian Marine Rescue Auxiliary members and requests for their service must be made to that authority.
 8. 4. Detachments may occasionally be asked to relay messages to and from members of the Canadian Marine Rescue Auxiliary by JRCC. Full co-operation is to be extended.

9. Expenses

9. 1. All costs attributed to GSAR operations must be approved and certified by the District Policing Officer or delegate. Expenses associated with in a SAR operation must be validated by the Detachment Commander.
 9. 1. 1. On a case by case basis, the Detachment Commander may approve additional meal cost for search team members who are in-training or being mentored subsequent to the initial search session. This activity should be based on a budgetary assessment and determination of the GSAR team's training needs, and will not include equipment expenses such as ATV and Snowmobile usage
 9. 1. 2. The invoice shall then be sent to "B" Division SAR Coordinator for review and payment. All claims must be captured on the NLSARA claim form with all receipts attached. Refer to [App. 37-1-3](#).

9. 1. 3. The current cost schedule is approved by Department of Justice and Public Safety (Gov Rates) Refer to [App. 37-1-1 Search and Rescue Cost Schedule.](#)

9. 1. 4. The financial Internal Order (IO) Number 736004 and collator code B0208 shall be assigned to all documents in order to capture all unit SAR costs.

9. 1. 5. "B" Division SAR Coordinator has to be engaged as soon as the cost rises above \$10,000. "B" Division SAR Coordinator will engage Procurement.

9. 1. 6. Cost associated with "Investigative/recovery Search" will be covered by the local detachment.

9. 2. Repayment:

9. 2. 1. The repayment of expenses should be kept in the spirit of reimbursement to community volunteers that are engaged in a RCMP Ground Search and Rescue investigations. GSAR operations are supported by NL Government via RCMP and Department of Justice and Public Safety.

9. 2. 2. Expenses associated with the use and rental of equipment by the GSAR should receive Detachment Commander approval in advance on the basis of need and suitability.

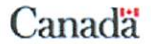
9. 2. 3. Any dispute or concern with costs attributed to the SAR operation will be reported to the NCO i/c Emergency Management Section.

9. 2. 3. 1. If unresolved the NCO i/c Emergency Management Section will advise the Provincial Policing Officer of the impasse.

References

1. Headquarters [OM ch 37.1., Search and Rescue](#)
2. Federal Statutes.
3. Provincial Statutes.
4. Police Procedures in Searching for Lost/Missing Persons Manual.
5. Provincial Emergency Measures Organization Policy.

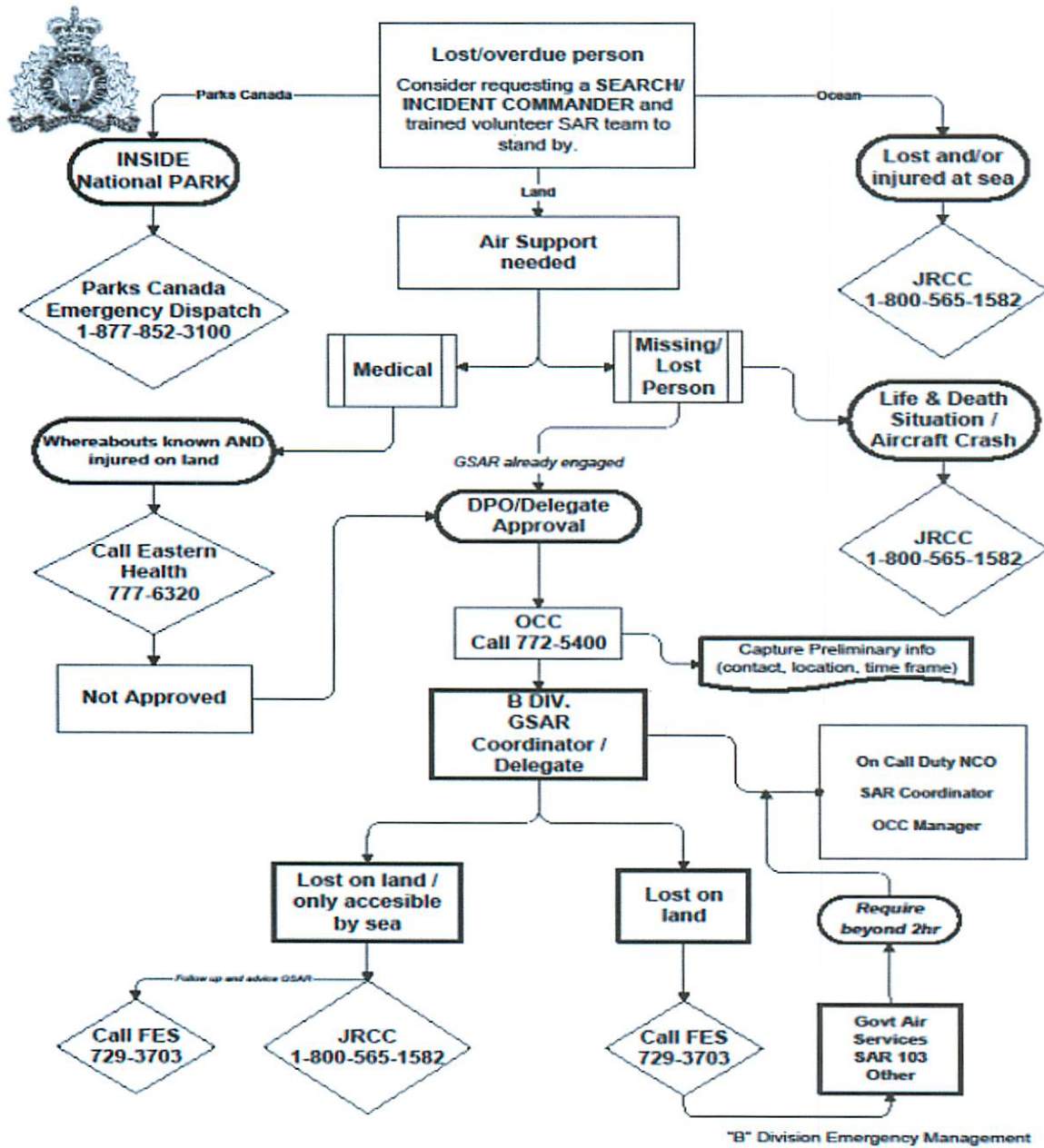
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Appendix 37-1-4 Protocol for Search and Rescue Air Support



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App. 37-1-3 - NLSARA Search Expense Claim Form

NLSARA SEARCH EXPENSE CLAIM FORM Form: NL-SCF				
Police File #:	<input type="text"/>	Coordinator:	<input type="text"/>	
Police Jurisdiction:	<input type="text"/>	Team:	<input type="text"/>	
Officer in Charge:	<input type="text"/>	Address:	<input type="text"/>	
Incident:	<input type="text"/>		<input type="text"/>	
Location:	<input type="text"/>		<input type="text"/>	
Date:	<input type="text"/>		<input type="text"/>	

MILEAGE				
Item	Name/Description	Rate	KMs	TOTAL
1		0.3143		\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
Total Mileage				\$ -

MEALS			
Meal	Rate	Quantity	TOTAL
Breakfast	\$7.30		\$ -
Lunch	\$10.93		\$ -
Dinner	\$18.23		\$ -
Between Meal Allowance	\$10.93		\$ -
Total Meals			\$ -

FUEL		
Fuel Usage	Invoice #	TOTAL
Command Post		
Unit (SAR Vehicle)		
Unit (SAR Vehicle)		
Unit (SAR Vehicle)		
Total Fuel		\$ -

MISC. EXPENSES		
Attach Receipts Where Applicable	Invoice #	TOTAL
Use of Command Post (00.540/hr)		
Other SAR Vehicle @ \$20 / hr		
Other SAR Vehicle @ \$20 / hr		
Other SAR Vehicle @ \$20 / hr		
Supplies		
ATV/Snowmobile Use (Attach Form)		
Additional (Specify)		
Repairs (Attach Report and Receipts)		
Total Misc.		\$ -

TOTAL CLAIM	\$0.00
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Submitted on: <input type="text"/>	Submitted by: <input type="text"/>
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New: 2019-06-12

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App. 37-1-1 - Search and Rescue Cost Schedule

Operational ASSETS	Hourly		New	Discussion Notes
Command Post	\$40.00	Plus Fuel		Time start from SAR building to return to base. (1)
NLSARA Truck (2)	\$20.00	Plus Fuel	X	NLSARA vehicle capable of heavy duty service and safety equipped. Time start from departure area to return to base
Snowmobile	\$10.00	Plus Fuel		Time start from departure area to return to base.
ATV	\$10.00	Plus Fuel		Time start from departure area to return to base
Hovercraft	\$50.00	Plus Fuel		Time start from departure area to return to base
Boats/Seadoos	\$10.00	Plus Fuel		Time start from departure area to return to base
FRC's Boats over 75hp	\$50.00	Plus Fuel	X	These are the larger Fast Rescue Crafts. Over 75hp
Helicopter Rescue				Insurance
Operational Expenses				
Meals * Provincial				Late Lunch entitlement, same as Lunch rate.
Mileage**				According to Treasure Board guidelines
Consumables***				Other expenses related to damage or loss

during a search that could not be anticipated. I.e. Equipment damage. Note: these items must be reported to RCMP commander.

OTHER Ops ****

CASARA – Fixed Wing, based on fuel cost. NL JUS covers all out-of-pocket expenses.

Province undertakes all and out-of-pocket expenses for CASARA. Reimburse expenses for meals, travel and accommodations during authorized operations. Fuel formula is $(2.75 \times \text{HP} \times \text{Fuel} \times .65 \text{ fuel weight})$ Cessna 172 \$292.64 hourly. Cessna 185 \$548.70 hourly.

* Meal rates as per Treasury Board (NL) Continuous SAR Ops thru night entitlement to Late-Lunch @ Lunch rate.

Note: Winter 2016, RCMP/RNC/JUS-NL/NLSARA formulating cost policy/agreements. Policy amendments approved by CROPS

** Mileage rates as per Treasury Board (NL) - Mileage is determined from residence to Duty area.

Note: Winter 2016, RCMP/RNC/JUS-NL/NLSARA formulating cost policy/agreements. Policy amendments approved by CROPS

*** All SAR operational materials required for present Search. Approval from RCMP Commander required.

NCO's Authorization

(1) SAR Building or Place of normal storage area.

(2) Dedicated SAR TEAM vehicle equipped with Emergency equipment. (ie.. First Aid and EM Lighting)

New: 2017-10-11

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