



Standard Operating Procedures

February 2021



Preface

1. JRCC Halifax Standard Operating Procedures (SOPs) are issued under the authority of OIC JRCC to provide guidance for JRCC personnel in unit operations and administration.
2. These orders are intended to provide a regional perspective on national policies outlined in the National SAR Manual and other publications issued by higher authority. An attempt was made to include only those items of policy and procedure that will remain, for the most part, unchanged. All items of a temporary nature such as phone numbers, callout lists, etc. can be found in JRCC Halifax Resource book and Komutel as applicable. Duty SAR coordinators will use those resources in their daily operations.
3. JRCC SOPs are effective on receipt and supersede previous issues. The format is IAW CAMSAR and IAMSAR Manuals. Suggestions for revisions or correction may be submitted to OIC/RSMS JRCC Halifax.
4. Agencies **highlighted in red** will have their phone numbers incorporated in Komutel.

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Abbreviations and Acronyms

The following abbreviations are commonly used in SAR operations and are in addition to those found in the CAMSAR and the IAMSAR Manuals.

A/C	Aircraft Commander
AC	Aircraft
ACC	Area Control Centre
AGA	Air Ground Air
AIS	Automatic Identification System
ALRS	Admiralty List of Radio Signals
AMECO	Aeromedical Evacuation Coordinating Officer
AMVER	Automated Mutual-Assistance Vessel Rescue System
AOR	Area of Responsibility
A/S	Alongside
ASAP	As Soon As Possible
ATA	Actual Time of Arrival
ATI	Access to Information
B/D	Broken Down
CACO	Civil Aviation Contingency Operations (Transport Canada)
CAMSAR	Canadian Aeronautical and Maritime Search and Rescue
CANSARP	Canadian Search and Rescue Program
CAOC	Combined Aerospace Operations Centre
CASPOL	Casualty and Pollution
CCGA	Canadian Coast Guard Auxiliary
CCGC	Canadian Coast Guard Cutter
CCGS	Canadian Coast Guard Ship
CESM	Cold Exposure Survival Model
CIRVIS	Communications Instructions for Reporting Vital Intelligence Sightings
C/S	Call Sign
CTAISB	Cdn Transportation Accident Investigation and Safety Board
DSC	Digital Selective Call
ELT	Emergency Locator Transmitter
EMO	Emergency Measures Organization
EOD	Explosive Ordnance Disposal
EPIRB	Emergency Position Indicating Radio Beacon
ETA	Estimated Time of Arrival



ETE	Estimated Time En-route
ETIC	Estimated Time Inspection Complete
EX	Exercise
F/V	Fishing Vessel
FPSO	Floating Production Storage Offloading
FPV	Fisheries Patrol Vessel
FRC	Fast Rescue Craft
GMB	General Marine Broadcast
GMDSS	Global Maritime Distress and Safety System
GOC	Government of Canada
IAMSAR	International Aeronautical and Maritime Search and Rescue
IC	Industry Canada
IERCC	International Emergency Response Coordination Center
IRB	Inshore Rescue Boat
iSLDMB	Iridium Self-Locating Datum Marker Buoy
JTFA	Joint Task Force Atlantic
JTFN	Joint Task Force North
L/B	Life Boat
L/C	Loran C
L/J	Life Jacket
L/L	Longliner
L/R	Life Raft
LRIT	Long Range Identification and Tracking
MANOT	Missing Aircraft Notice
MARCOM	Maritime Command
MARLANT	Maritime Forces Atlantic
MCDV	Maritime Coastal Defense Vessel
MCTS	Marine Communications and Traffic Services
MEDEVAC	Medical Evacuation
METOC	Meteorology and Oceanography Center
MMSI	Maritime Mobile Service Identity
MRO	Mass Rescue Operation
MRSC (Q)	Maritime Rescue Sub-Center (Quebec)
MRSC(S)	Maritime Rescue Sub-Center (St. John's)
M/V	Motor Vessel
NCS	Network Coordination Station
NDN	Non-Delivery Notification



NID	No Immediate Danger
NINP	New Incident Notification Protocol (CG)
NOC	Network Operations Centre
NOTSHIP	Notice To Shipping
O/D	Overdue
OIM	Offshore Installation Manager
OSC	On-Scene Coordinator
O/T	Overtaken
PA	Public Affairs
P/C	Pleasure Craft
PDN	Positive Delivery Notification
POSN	Position
PX	Position
RJOC (A)	Regional Joint Operations Centre (Atlantic)
ROC	Regional Operations Centre (Canadian Coast Guard)
RON	Remain Overnight
RSMS	Regional Supervisor Maritime Search and Rescue
RTB	Return to Base
SART	Search and Rescue Transponder
SES	Ship Earth Station
SINMARCAS	Confidential Marine Occurrence Reports
SKAD	SAR Kit Air Droppable (CP-140 Aurora)
SM	Searchmaster
SMC	Search Mission Coordinator
SMMS	Search Mission Management System
SMO	Senior Military Officer (previous term was N3)
SPOC	SAR Point of Contact
SRK	Sea Rescue Kit
SRR	Search and Rescue Region
SRS	Search and Rescue Sub-region
SSAS	Ship Security Alert System
S/V	Sailing Vessel
TAF	Terminal Area Forecast
T.O.W.	Taking on Water
TRACS	Terminal Radar Control System
TSB	Transportation Safety Board of Canada
UMIB	Urgent Marine Information Broadcast



UN SAR	Unnecessary SAR Alert
U/S	Unserviceable
WOPS	Wing Operations
WX	Weather



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Chapter 1 – GENERAL

1.1 Introduction

- 1.1.1 JRCC Standard Operating Procedures (SOPs) are compiled to assist coordinators in the coordination of SAR incidents. This publication outlines regional policies and procedures for the prosecution of incidents, as well as operational and administrative directives that affect the JRCC.
- 1.1.2 Nothing in this publication is intended to stand in the way of our task of saving lives. Successful execution of that task is dependent upon the initiative, imagination and resourcefulness of every JRCC Coordinator. The purpose of these orders is to standardize the approach to SAR response, and provide guidance for interaction with resources and outside agencies.
- 1.1.3 This chapter will detail policy and procedures of a general nature, which either don't apply to any specific type of incident or are common to all types.

1.2 Organization

- 1.2.1 The Coordinators should be aware that the JRCC operational organization differs significantly from administrative organization. Operational and administrative organization charts are attached at Annex A.
- 1.2.2 Terms of reference for key positions in the JRCC can be found in the CAMSAR and Chapter 2 of this publication.
- 1.2.3 For the most part, MRSC (Q) is considered independent with respect to administration. [Chapter 10](#) of these SOPs expand on MRSC (Q) specific procedures.

1.3 JRCC Staffing Policy

- 1.3.1 JRCC will be staffed for a 24-hour operation. The minimum manning level for each shift shall be one Aeronautical Coordinator and three Maritime Coordinators. A Fourth Maritime Coordinator may also be utilized during high workload periods such as summer weekends or scheduled events, which are known to cause an increase in SAR activity (i.e. opening of high risk fisheries, sailing regattas, fly-ins, etc.). Any changes to this staffing level due to unforeseen circumstances must be approved by the OIC or RSMS.



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1.3.2 Scheduling:

- a. The OIC JRCC shall supervise the promulgation of schedules for all Aeronautical Coordinators and Assistants. Coordinator shift schedules will be published on a monthly basis at least two weeks prior to their effective date.
- b. The RSMS shall be responsible for posting Maritime Coordinators schedules 14 days in advance of effective date. Schedules are posted for a 63 day period. All changes to posted schedules must be approved by RSMS.

1.3.3 Assistant Aeronautical Coordinator:

- a. The following duty hours are in effect for the Assistant Aeronautical Coordinator.
 - 1) Day shift, hours are: 0700 - 1500 hours.
 - 2) Evening shift, hours are: 1500 - 2300 hours.
 - 3) "A" day hours are: 0800 - 1600 hours.
 - 4) "W" weekend hours are: 1200 – 2400 hours
- b. As there will be no official standby connected to the shifts, it is understood that persons shall not consume alcohol before shifts or after being released early from duty. The Assistant Aeronautical Coordinator **may** be released at the discretion of the Aeronautical Coordinator. If required, the Aeronautical Coordinator can call back the released Assistant Aeronautical Coordinator up to 0300 hrs. After 0300 he can call in the Day shift Assistant Coordinator early. During a Major SAR operation the Assistant Air Coordinator position can be manned 24 hours at the discretion of the Air Coordinator.

1.4 JRCC/MRSC Coordinator Certification

1.4.1 All duty Coordinators shall be trained according to the CAMSAR. All Coordinators shall complete an annual Coordinator exam to maintain certification.

1.4.2 JRCC Coordinators shall be eligible for duty status when the following requirements are met:



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- a. Complete JRCC OJT package and written exams and be recommended by the Standards Officer;
- b. Marine Coordinators shall be recommended for duty status by RSMS;
- c. All Air/Marine/Asst Coordinators shall be recommended by training/standards and certified by the OIC JRCC; and
- d. All applicable courses should be completed within their first year at JRCC. OIC JRCC may grant extensions where course loading problems were cause of delay. In such a case, an acting authorization form (Annex B) will be attached to the Coordinator's training file.

1.5 Preparation for Duty Coordinator

- 1.5.1 Coordinators are to read and be fully conversant with the following publications:
 - a. IAMSAR/CAMSAR;
 - b. JRCC SOPs;
 - c. Major Air Disaster Plan; and
 - d. Major Marine Disaster Plan.
- 1.5.2 Coordinators are to read and be familiar with all other publications in the JRCC library.
- 1.5.3 In conjunctions with the above, Coordinators are to sign as having read JRCC SOPs on a quarterly basis.
- 1.5.4 Commencing each shift, Air/Marine/Asst Coordinators will complete the following:
 - a. Complete a thorough turnover with previous shifts;
 - b. Review the log of active cases;
 - c. Halifax SRR weather briefing from METOC;
 - d. Confirm serviceability of communication equipment;
 - e. Read and sign temporary memorandum file; and
 - f. Review JRCC Halifax Outlook Calendar.



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1.6 Halifax SRR Commander Weekly Briefings

The SRR Commander's brief on SAR operations in the SRR will occur every Tuesday for MARLANT and every Friday morning for JTF(A). The Air Coordinators' duties are:

- a. Prepare a briefing slide for the OIC to review by 2000L the day prior to the brief using the template on the X: Drive;
- b. Update position of CCG vessels and name correctly;
- c. Select a maximum of 4 cases to present from the current briefing period. Select cases from points i to iii. in that sequence, until you have exhausted all qualifying cases or you have reached a maximum of 4 cases.
 - i. Present cases of any classification on which an Air asset was tasked and played an active role.
 - ii. Present cases of any classification that may be of significant interest to the Admiral (fatalities, high media interest etc – consult OIC if unsure)
 - iii. Present A1, M1 or H1 Cases not covered by i. or ii.
- d. Ensure an appropriate narrative for the case is included in the list below the diagram;
- e. Update the cases numbers and High Risk events at the bottom of the slide;
- f. If there is nothing significant to Report, annotate slide with "NSR"
- g. Once approved by the OIC, the Air coordinator shall email the brief to the distribution list in the JRCC Outlook Calendar event prior to 0700L on the day of the briefing. If the OIC is away the A/OIC and the OIC's representative at the brief shall be CC'd.
- h. Print a copy of the approved brief and place in the OIC's mail box (or leave on the air desk if operating from WP64).
- i. Save the approved slide on the X: drive with the date of the brief in the file name.

1.7 Finance/Chartering

- 1.7.1 OIC JRCC, through the JRCC Fin O, is responsible for the SAR budget. The budget is used for operations and JRCC travel. In addition, the funds are used for charter of civil air or marine assets, such as CASARA or a local fisherman (non CGA).
- 1.7.2 OIC JRCC is the designated authority for hiring civilian resources. Coordinators will seek authorization from OIC JRCC prior to engaging a civilian resource under contract. In cases where this is not possible due to time constraints, the Coordinator may act and inform OIC JRCC as time permits. When chartering a resource, be it air or marine, Coordinators will provide the case # to the person tasked who is to quote it on his/her bill submission. Guidance for hiring civilian resources is further detailed in CAMSAR.



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1.7.3 A chartered person shall be advised of the following:

- a. An agreed upon and all-inclusive rate of hire;
- b. That he is responsible for his/her actions; and
- c. ***If Asked: State that the Crown will not automatically assume liability.***

1.8 Administrative Correspondence

All administrative correspondence not specifically pertaining to the conduct of a SAR Case shall be directed to the OIC/RSMS as applicable. OIC/RSMS shall determine the final disposition of all correspondence. Under no circumstances will non-operational correspondence be forwarded by duty Coordinators to outside agencies or persons without the approval of OIC/RSMS.

1.9 JRCC Emergency Relocation

1.9.1 The following is an initial guideline in the event that an emergency evacuation of JRCC is required. Coordinators will relocate to the alternate JRCC site located in WP64 at Windsor Park. It is on the South side of the MP building on Watchdog Rd in Windsor Park. The small trailer outside the entrance on the left of the walkway will be for the OIC, RSMS and DFO/DND clerk. The key code to enter the building is ■■■ and to enter the Ops room is ■■■■■. The Operations room is a duplicate of our D-201 site with the same desks, computers and phone system. All the equipment is powered up and ready to go should a bug out be required.

1.9.2 Only the OIC JRCC can authorize that transfer; however, Coordinators are to exercise judgment in this respect based upon situational analysis.

1.9.3 No one procedure can cover all relocation aspects, but the following should suffice for most cases:

- a. Maritime Coordinator 1 (as time permits):
 - 1) Advise RSMS
 - 2) Collect Shift Schedule
 - 3) Evacuate



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- b. Aeronautical Coordinator (as time permits):
 - 1) Advise OIC, RJOC(A)
 - 2) Collect Temporary Memoranda
 - 3) Collect Aeronautical Coordinator and Assistant schedules
 - 4) Evacuate

- c. Maritime Coordinator 2 (as time permits)
 - 1) Advise JRCC/CMCC Trenton of evacuation ref Inmarsat C, SARSAT
 - 2) Advise ROC Atlantic
 - 3) Collect SLDMB and Argos ID Allocation sheet
 - 4) Evacuate

- d. Maritime Coordinator 3 (as times permit)
 - 1) Collect lifeboat and IRB crew lists
 - 2) Collect ALRS # 5
 - 3) Advise MRSC(Q) and MRSC(S)
 - 4) Evacuate

1.9.4 Contact WP MP Section at 902-722-4289 during working hours and 902-722-4446 outside normal working hours to advise them that we will be parking at the WP site.

1.9.5 JRCC Trenton will assume responsibility for the Halifax SRR until JRCC Halifax is established at our alternate site

1.9.6 New employees shall tour the facility as part of their OJT package.

1.10 MRSC (Q) Emergency Relocation (Bug out)

In the event that MRSC (Q) must evacuate the procedure at Annex D must be activated. If they only suffer disruption in phone system, the following means can be attempted to contact them:

████████████████████
██



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1.11 Incident/Case Records

- 1.11.1 For day to day SAR Operations, JRCC Halifax as a whole acts as SMC. Maritime Coordinators assume SMC of all maritime cases and Canadian Air Force personnel assume SMC of all Aeronautical cases. If a SAR case has the potential to become a major SAR operation, then the appointment of a specific SMC can be done by the OIC/RSMS.
- 1.11.2 JRCC cases are legal documents that may be required in court. Therefore, it is essential that logs and search areas are kept neat and legible and provide an accurate account of all JRCC and resource actions. Logs must tell the accurate and detailed story of a case.
- 1.11.3 SARNOCC is responsible for any IT work required for SMMS. They are also responsible for case archiving.
- 1.11.4 The JRCC Standards Officers (Marine & Air) will regularly review a number of case files and ensure that all coordinators are compiling information in a standard format. They will provide advice to OIC JRCC on corrective measures that might be taken to improve on case file completion. Standards OPI for CG will report to RSMS.

1.12 Visits to JRCC

- 1.12.1 JRCC is often requested to provide tours and briefings to outside agencies. Because there are so many requests, visits will be restricted to SAR interest groups who have a specific requirement to be familiar with our operation (i.e. CCGA, CASARA, Merchant Marines, Fleet School, etc.).
- 1.12.2 All requests will be made in writing to the OIC/RSMS who will coordinate timing and requirements with the NCM I/C. Requests are to include the names of those visiting which will be forwarded to the commissionaire commander, and Formation Military Police. The approval will then be forwarded to the front desk and Admirals' Gate prior to their arrival. Visit date and times shall be added to the JRCC Outlook Calendar.
- 1.12.3 Short notice visits are allowed but should be discouraged. In these cases, names can be passed by telephone to Admiral's Gate and the front desk.
- 1.12.4 Media visits to JRCC must be authorized by OIC or in his/her absence, the Acting OIC.



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1.13 Leave Policy - CF Personnel

1.13.1. All CF personnel should make their leave intentions known to the scheduler as far in advance as possible. This will avoid disappointment and cost should there be a conflict with operational requirements. All annual leave will be used during the fiscal year. Accumulating leave is not authorized.

1.13.2 Aeronautical Coordinator:

- a. As per the CF Leave Policy Manual, shift workers weekend time off is the scheduled non-working days, regardless of the day of the week on which they are scheduled. Working days are the days in a week scheduled for work, regardless of the days of the week on which they are scheduled. The shift schedule for the Air Coordinator is normally five working days (D, D, N, N, R) followed by three non-working days.
- b. **“Required Ratio”:** The OIC is responsible to ensure all members can take the required ratio of annual leave to weekend leave such that their time at work and time on leave is equivalent to a non-shift worker. The ideal leave period that preserves the Required Ratio consists of 11 days (six weekend and five annual).
- c. Leave may be taken over any duration authorized by the OIC such that over a calendar year, the member submits a leave passes that total the Required Ratio.
 1. CF 100: For a 7 day period, the CF100 should normally show 3 days annual and 4 days weekend. For a 15 day period, 7 annual and 8 weekend, etc.
 2. Annual allocation: if a member has a leave allocation of 25 days, they should use 25 annual leave days and 30 weekend days during the course of their leave year.
 3. The last leave pass of the year may differ from the Required Ratio in the event that the member has a different balance of annual and weekend days remaining. The goal is to maintain the Required Ratio over the leave year. This should be the deciding factor.
- d. On average, Aeronautical Coordinators should receive 13-15 shift worker days off per month. Shift worker days off may be carried over to the next month if scheduling precluded the Coordinator from receiving the allotted 13-15 shift days off.
- e. “A” days / office days should be otherwise scheduled to allow Coordinators to complete required administrative duties, appointments, etc.
- f. No more than three ‘Requested Days Off’ will be approved at a time. Requested days off are not guaranteed and you may be scheduled to work depending on requirements. If you require more days off than this, or need guaranteed days off, submit a leave plan with annual leave indicated.



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NOTE: Should a coordinator wish to commence leave after a night shift or during the “R” day, the OIC may approve short leave for the period.

1.13.3 Assistant Aeronautical Coordinator:

- a. During a minimum manning situation for the purposes of annual leave, each two consecutive scheduled shifts shall earn a 0.5 Weekend (example: for a four day consecutive period, regardless of day or evening shift, one weekend shall be earned for the period worked). All remaining days will be divided five/two between annual leave and Weekend, regardless of when the weekend actually occurs;
- b. During normal situations when we have additional Assistant Aeronautical Coordinators, the leave pass will begin with two SDO vice three followed by five annual days. The reason for this, is with additional Assistant Aeronautical Coordinators on staff, more days off are received than a normal day worker. Therefore, a 0.5 day off will not be earned for each consecutive day or night shift; and
- c. Leave passes will be recommended by the NCM I/C and approved by the OIC.

1.14 **Housekeeping Policy**

- 1.14.1 No personal files or gear are to be left in JRCC Ops Room. Lockers are provided for personal gear and file cabinet space is provided in the Admin section for personal work.
- 1.14.2 Only current manuals and publications shall be kept in the Ops Room; all old ones are to be disposed of, except when current ones have not arrived.
- 1.14.3 All Coordinators are responsible for the proper care and use of equipment.

1.15 **Log Entries**

- 1.15.1 All log entries are to be properly and clearly recorded, avoiding the use of non-standard abbreviations, as this log may be required as legal evidence.
- 1.15.2 Coordinators will record everything in the general log that may be of interest during their shift. Below is a list of items that will be recorded:
 - a. Deficiencies in equipment status;



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- b. Phone calls that may be of interest;
- c. Future scheduled events to ensure all Coordinators are informed. This event shall be added to the JRCC Halifax Outlook Calendar.
- d. Oil and Gas drills;
- e. Lifeboat movement on non SAR incidents and any tasking of SAR resources by JRCC on non SAR incidents; and
- f. Whatever deemed necessary that does not constitute a SAR case.

1.15.3 Upon shift change, coordinators will review active cases and make a log entry reflecting that.

1.15.4 All information in the log is confidential and will be released only on the authority of OIC JRCC. For further guidance, reference the CAMSAR I, Chap. 5, Para 5.05.1.

1.16 Email Etiquette

Emails of a sensitive nature shall not be given wide distribution. Correspondence should be limited to those directly involved with the subject matter. Operational emails should be sent from the JRCC inbox.

1.17 JRCC Dress Policy

1.17.1 Personnel shall be in uniform between the hours of 0800 and 1600 local time, Monday to Friday.

1.17.2 Uniform is defined in the following manner:

- a. Coast Guard personnel will wear work blues.
- b. Military personnel will wear flight suit or DEU dress appropriate to the season.

1.17.3 JRCC personnel are permitted to observe “dress with a difference” days IAW existing MARLANT policy.

1.17.4 Statutory holidays shall be considered weekend days for the purposes of dress.



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- 1.17.5 Uniforms shall be worn for the purpose of media interviews, tours, visits, major cases involving high traffic of outside personnel or when directed by the OIC JRCC. All Ops personnel must have a uniform present at JRCC.
- 1.17.6 Medical chits for military personnel who are unable to meet CF dress policy (i.e. no shaving, light duties, etc.), shall be presented to the OIC JRCC and kept on file.

1.18 Fire Alarm Evacuation Procedures

The following direction is provided for JRCC personnel in the event that a fire alarm sounds in D-201:

- a. If the fire is obvious and in the vicinity of JRCC, **ALL** personnel will evacuate the building via the appropriate fire evacuation routes as laid down in Building Fire Orders located on the JRCC Administration board;
- b. In the event that the fire is not in the JRCC area, one Aeronautical Coordinator and one Maritime Coordinator will remain at their appropriate workstations. All other personnel will evacuate the building utilizing appropriate escape routes laid down in the Building Fire Orders; and
- c. When fire fighters identify the area of danger, the two remaining coordinators will be advised as to whether it is safe to remain at their stations or if they are to evacuate the building.
- d. JRCC Fire Orders are posted in the entry and must be read and signed by all personnel.

NOTE: JRCC will receive advance notification if a fire drill is being conducted

1.19 Telephone Etiquette - Bilingual Policy

- 1.19.1 JRCC is a federal government agency. It falls under the rules of federal bilingualism policy with regards to telephone etiquette. All incoming calls on published emergency lines shall be received with the salutation "Bonjour".
- 1.19.2 Should a case arise in which there are no bilingual staff at hand, the Coordinator will immediately conference call to MRSC (Q) for assistance in translation. Other options available are conferencing to the coxswain at Shippagan lifeboat station and seeking assistance from RJOC or CG Ops Centre staff.



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- 1.19.3 In the event that the bilingual capacity available within the JRCC is insufficient to ensure proper communications with a caller, JRCC staff is authorized to call an official (i.e. another JRCC official, RSMS, or OIC) with the appropriate language skills. That official will gather the information required and contact the caller as soon as practical.
- 1.19.4 To handle sensitive and potentially complex communications at JRCC, CG officials possessing a CBC profile or higher will be designated to speak to family and/or media when a situation merits. The SAR watch crew will have immediate access to personnel who have the higher level of language required.
- 1.19.5 Francophone media calls can be re-directed to MARLANT/JTFA PA.

1.20 Report and Message Handling

Report and message formats have been stored at P:\SITREP on SARNET. Care is to be taken when selecting formats to ensure they remain intact upon completion.

NOTE: There will be a requirement to amend the addressees on some messages and reports prior to their release.

1.21 Miscellaneous Incidents

1.21.1 Noise/Low Flying Complaints:

- a. CF Aircraft: Upon receipt of a noise complaint on low flying aircraft or sonic boom refer the caller to RJOC (A) or the appropriate WOps/Sqn if known.
- b. Civilian Aircraft: Upon receipt of a noise or low flying complaint refer the caller to Transport Canada, 1-866-995-9737, and follow the prompts.

1.21.2 Drug Interdiction:

JRCC may be contacted to provide assistance in the prosecution of a drug interdiction case. In all cases, the request should be passed directly to RJOC (A). If there is a request to use SAR aircraft, OIC and SMO shall be informed.

1.21.3 Bomb Threats/Hi-Jacking:



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- a. Should a bomb threat or hi-jacking occur in the Halifax SRR, JRCC is required to inform CJOC and RJOC (A) through the OIC. CG ROC shall be informed when the incident is marine related via the RSMS. In this type of incident, JRCC will take SAR action as necessary, however the case will normally be handled by other agencies.
- b. For bomb threats on DND property, inform RJOC (A) and Base Security and turn the case over to them. When taking the call, ensure details are taken as required by bomb threat incident forms at the back of the CFB Halifax telephone directory.

1.21.4 Nuclear Accidents:

In the event of a nuclear accident, JRCC will notify RJOC (A) and CAOC.

1.21.5 Forest Fires:

Report forest fires to appropriate RCMP Detachment or Provincial Forestry department.

1.21.6 UFO, Meteorite, Unusual sightings:

Meteorite, fireball, UFO and/or other such observations can be referred to Mr Chris Rutkowski - [REDACTED] or [REDACTED]. These numbers are not manned 24/7 but voice mail messages will be returned. Also, calls from Canada may be referred to the National UFO reporting centre at [REDACTED] www.nuforc.org.

1.21.7 Ordnance Disposal:

All requests for DND EOD teams will be referred to RJOC.

1.21.8 Underwater Cables:

Reports on the disturbance of underwater cables by fishing vessels, etc. shall be referred to RJOC (A) and CG ROC.

1.22 **MARLANT Wireless Policy**

1.22.1 Use of DND issued mobile wireless devices (cell phones) are permitted within the JRCC, however they are prohibited from use within Security/High Security Zones. All mobile wireless devices must remain at least 1 meter from classified information processing systems.



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1.22.2 Use of Personal Communication Devices (non-issued cell phones) are prohibited from entry into D201 beyond the commissionaire's desk at the main entrance. Personal wearable devices which contain WiFi or cellular capability are included in this directive.

NOTE: The full Wireless Policy document can be found at the following link:

http://halifax.mil.ca/N6/documents/UNC_MARLANT_Wireless_Policy.pdf

1.23 WP-92 Generator fail SOP

In the event that the Generator at WP-92 does not automatically start or fails during a power outage, contact the Dkyd Fire Hall at [REDACTED] and advise them. The formation EGS can also be contacted at [REDACTED]



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Chapter 2 – TERMS OF REFERENCE

2.1 Division of Responsibilities

- 2.1.1 Terms of reference (TOR) for many of the key JRCC positions are identified in the CAMSAR. This chapter will expand on those and delineate TOR for other positions that are required in the conduct of operations.
- 2.1.2 All Coast Guard personnel will have secondary duties that are assigned to them under the direction of the RSMS, and all CF personnel under the direction of the OIC.
- 2.1.3 The following identifies positions/secondary duties in JRCC Halifax and their TOR.

2.2 D/OIC JRCC

In addition to the TOR in the CAMSAR, the D/OIC JRCC shall be responsible for:

- a. Carry out the duties of Duty Aeronautical Coordinator as outlined in the CAMSAR;
- b. Act as OIC JRCC in their absence;
- c. Supervise the NCM I/C;
- d. Supervise the training of new staff members;
- e. Assume duties as Search Master or Assistant Search Master as required;
- f. Conduct monthly standards case reviews working with CG standards; and
- g. Delegated tasks as assigned by the OIC.

2.3 Aeronautical Coordinator

In addition to the TOR in the CAMSAR, the Aeronautical Coordinator shall be responsible for:

- a. Ensure familiarity with all publications, orders, and administration policies, as required;
- b. Ensure all secondary duties are complete in accordance with TORs;
- c. Ensuring oncoming duty personnel are given a complete briefing on any activities during their shift;



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- d. Signing on and off duty in the log;
- e. The maintenance of records and files on facilities, weather;
- f. Air-related reports and returns;
- g. The daily SAR summary is accurate;
- h. Ship and aircraft locations;
- i. The preparation of air related media updates and responding to media inquiries which relate to air incidents;
- j. Carry out all duties in a professional manner representative of the CAF;
- k. Ensure all currencies and PT test are completed on time;
- l. Acting as Searchmaster or Assistant Searchmaster when appointed; and
- m. Delegated tasks as assigned by the OIC.

2.4 Assistant Aeronautical Coordinator

In addition to the TOR in the CAMSAR, the Assistant Aeronautical Coordinator shall be responsible for:

- a. Assisting the Aeronautical Coordinator in SAR operations during the tour of duty;
- b. Ensuring that the Aeronautical Coordinator and Maritime Coordinator are kept aware of any actions taken in conjunction with SAR operations;
- c. Coordinating all medical evacuations, brief the medical staff and aircrew except for marine MEDEVAC;
- d. Preparing and give a thorough briefing to oncoming Assistant Coordinators;
- e. Accurately prepare relevant forms covering JRCC cases during the tour of duty;
- f. Obtaining weather reports from METOC for related SAR cases;
- g. Maintaining the SMMS SRU Tracker for primary and secondary SAR aircraft within the Halifax SRR;



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- h. Compiling and generating the Daily SAR Summary for the Aeronautical Coordinator's approval;
- i. Operating the telephones, FAX machine, etc.; and
- j. Performing other duties as assigned by OIC or NCM I/C.

2.5 Maritime Coordinators

In addition to the TOR in the CAMSAR, the Maritime Coordinator shall be responsible for:

- a. Updating marine information sources in the JRCC Ops room by maintaining a current plot of government vessels, current listings of all volunteer rescue agencies, marine charts and other marine related publications;
- b. The preparation of marine related media updates and responding to media inquiries which relate to marine incidents;
- c. All documentation as it pertains to marine cases;
- d. To act as Searchmaster or Assistant Searchmaster when appointed; and
- e. Delegated tasks as assigned by the RSMS.

2.6 Maritime Coordinator's Shared Responsibilities

Three Coordinators have an equal and shared responsibility to provide SAR assistance in Halifax's SRR.

Maritime Coordinator 1

- a. Assume SMC for Maritime SAR incidents on equal basis with Maritime Coordinator 2 and Maritime Coordinator 3;
- b. Maintain Lost and Read File; and
- c. Forward all NOTSHIP requests.



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Maritime Coordinator 2

- a. Assume SMC for Maritime SAR incidents on equal basis with Maritime Coordinator 1 and Maritime Coordinator 3;
- b. Maintain and plot all CG assets;
- c. Keep SRU Resource tracker up to date; and
- d. Maintain JRCC email/fax and file hard copies.

Maritime Coordinator 3

- a. Assume SMC for Maritime SAR incidents on equal basis with Maritime Coordinator 1 and Maritime Coordinator 2;
- b. Responsible for maintaining all satellite equipment
- c. Log deficiencies of any Communication tests
- d. Advise appropriate MCTS centers of ongoing SAR cases and when they are completed;
- e. Monitor North Atlantic Comm's Tests; and
- f. Conduct pager tests (PTT) and maintain crew lists for the cutters and IRB.

These are only guidelines as each position is not limited to just the duties listed above. Each watch should discuss the other duties (such as CANSARP, Vessel Searches, AIS, LRIT, Photographs, etc) as each person has their own unique abilities that may enhance the time required to obtain the necessary info to prosecute the case in a timely fashion.

All Maritime Coordinators are responsible to:

- a. Interview callers;
- b. Collect pertinent data to make concise decisions on the appropriate SAR response;
- c. Make log entries;
- d. Complete SAR briefing report for large fleet and fax/e-mail to destination;
- e. Discuss SAR plan with other coordinators; and



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- f. Work with the Aeronautical Coordinator should air assets be required.

2.7 NCM I/C JRCC

The JRCC NCM I/C is responsible to the OIC JRCC for the following:

- a. Acting as Assistant Aeronautical Coordinator as required;
- b. The supervision of the Assistant Aeronautical Coordinators, DND Stats Clerk and the Chief Clerk;
- c. Ensuring that case files are properly completed for computer input;
- d. Training new Assistant Coordinators;
- e. Maintaining the section inventory in an efficient manner;
- f. Ordering of major equipment and office supplies;
- g. Preparation of PERs on Assistant Coordinators, Stats Clerk and Chief Clerk;
- h. Identification of significant case files as per the CAMSAR and separating them from routine case folders;
- i. Assisting the OIC JRCC with records and administration;
- j. Maintaining a clean and tidy appearance in the JRCC;
- k. Coordinating all visiting tours of JRCC facilities;
- l. Organizing an annual tour by JRCC personnel to the Rescue Squadrons and MRSCs;
- m. Promulgating monthly shift schedule for Assist Air Coordinator;
- n. Controlling and maintaining accurate leave records of all JRCC personnel; and
- o. Other duties as assigned by OIC JRCC.

2.8 JRCC Chief Clerk

The Chief Clerk is responsible to the OIC JRCC through the NCM I/C for the following:



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- a. Receiving and distributing all incoming/outgoing correspondence;
- b. Maintaining unit administration files;
- c. Maintaining classified/unclassified correspondence registers;
- d. Maintaining/updating all unit personnel files and UERs in collaboration with Unit TrgO;
- e. Maintaining unit stationery stores;
- f. Formatting, classifying and typing all unit correspondence;
- g. Circulating all ROs, bulletins, periodicals and memos as directed;
- h. Maintaining/amending all administrative publications for the unit; and
- i. Other duties as assigned by the OIC JRCC or NCM I/C.

2.9 JRCC Statistic Clerk

The Statistic Clerk is responsible to the OIC JRCC through the NCM I/C for;

- a. Collecting data on each SAR incident from the official case files and entering this data into a computer database;
- b. Correcting errors from computer printouts and revising information from previous incidents;
- c. Filing SAR cases/info cases in sequential order; and
- d. Typing a variety of reports and correspondence and completing other duties as directed by OIC JRCC or NCM I/C JRCC.

2.10 Maps Officer/NCM

The Maps Officer/NCM is a Secondary Duty and is responsible for:

- a. Ensuring that an adequate supply of maps are available at all times;
- b. Maintaining an efficient catalogue and display of unit maps; and



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- c. Keeping the air charts and pubs up to date in the Digital Library.

2.11 Unit Historical Officer

The Unit Historical Officer is a Secondary Duty and is responsible for:

- a. Ensuring unit historical records are kept up-to-date;
- b. Preparing the Annual Unit Historical submission required at the end of the calendar year.

2.12 Publications Officer/NCM

The Publications Officer is a Secondary Duty and is responsible for:

- a. Ensuring that unit publications (paper and digital) are maintained in an updated manner;
- b. Ensuring pertinent new publications are acquired as available; and
- c. Maintaining an efficient catalogue and display of unit publications.

2.13 JRCC CASARA/SERABEC Liaison Officer

The JRCC CASARA/SERABEC Liaison Officer is a Secondary Duty and is responsible for:

- a. Liaising on a continuous basis with the 413 Sqn CASARA Liaison Officer to determine regional CASARA capabilities, and ensuring JRCC information is current;
- b. Presenting and maintaining a JRCC briefing package for CASARA audiences;
- c. Attending CASARA meetings as requested;
- d. Attending selected CASARA exercises; and
- e. Scheduling JRCC Aeronautical Coordinators to attend selected SAREX/CASARA EXs within the Halifax SRR (in consultation with the OIC); and
- f. Actively employing and supervising the JRCC CASARA/SERABEC Liaison NCM within the confines of this role.



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2.14 Training Officer (CF)

The Training Officer is a Secondary Duty and is responsible for:

- a. Ensuring all training records and UERs are current;
- b. Drafting, distributing and correcting annual proficiency exams;
- c. Monitoring various requalification courses such as AMT, First Aid, NBC, Express test, and other career and continuing education courses as required and reflected in the MPRRs;
- d. Organizing regular training day schedule and speakers;
- e. Monitoring OJT syllabus;
- f. Periodically review OJT package;
- g. Conduct training of new coordinators; and
- h. Conducting course lectures when requested by outside agencies.

2.15 Scheduling Officer (CF)

The Scheduling Officer (CF) is a Secondary Duty and is responsible for:

- a. Drafting monthly shift schedule;
- b. Coordinating and recommending leave;
- c. Coordinating appropriate SDO's, TD and "A" day's;
- d. Coordinating availability of instructors for various courses; and
- e. Submitting draft shift schedule to OIC JRCC at least two weeks prior to commencement of schedule.

2.16 Training Officer (CG)

The Training Officer (CG) is a delegated task and is responsible to the RSMS for:

- a. Providing briefings to interested groups on marine SAR;



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- b. Attending and instructing CCGA on RBM courses;
- c. Maintaining up to date statistics and resources for briefing purposes;
- d. Maintaining current slide presentation;
- e. OJT and training new coordinators, in house training programs, special assignments;
- f. Ensuring annual exams are completed on time reviewed and returned to DND Training Officer;
- g. Ensuring Coast Guard Coordinators have read and signed Local SOPs and Read File; and
- h. Maintaining up to date list of courses completed by Coordinators.

2.17 Marine Charts Officer (CG)

The Marine Charts Officer (CG) is a delegated task and is responsible to the RSMS for:

- a. Maintaining chart corrections and ordering new charts as required; and
- b. Ensuring chart tables are properly equipped with parallel rules, dividers etc.

2.18 Publications Officer (CG)

The Publications Officer (CG) is a delegated task and is responsible to the RSMS for:

- a. Maintaining publications excluding MOU's and contingency plans;
- b. Maintaining up to date information on government resources, dedicated SAR and secondary SAR for the SRR; and
- c. Identifying the requirement for new publications and taking necessary actions to order.

2.19 Standards Officers (CG & CF)

The Standards Officers (CG & CF) are Secondary Duties and are responsible to the OIC JRCC and RSMS for:



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- a. Ensuring JRCC personnel maintain a set standard for classification of SAR cases through monthly case reviews and identifying deficiencies to the OIC/RSMS;
- b. Conduct Standards checkout of new personnel ;
- c. Ensuring JRCC training officers (CF and CG) are familiar with current standards;
- d. Liaising with other Canadian JRCC's Standards Officers to ensure applicable local standards conform to national standards;
- e. Being prepared to assume duties as Search Master when required; and
- f. Providing briefings to interested groups or units on SAR.

2.20 Fire Warden/Unit General Safety Representative

The Fire Warden/Unit General Safety Representative is a Secondary Duty and is responsible to the NCM I/C for:

- a. Establishing and maintaining all current requirements as stated in Base Standing orders;
- b. Briefing and disseminating information as applicable to all personnel employed in JRCC; and
- c. Attending Base meetings as required.

2.21 Environmental Awareness Coordinator

The Environmental Awareness Coordinator is a Secondary Duty and is responsible to the NCM I/C for:

- a. Establishing and maintaining all current requirements as stated in Base Standing orders;
- b. Briefing and disseminating information as applicable to all personnel employed in JRCC; and
- c. Attending Base meetings as required.



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2.22 Scheduling NCM

The Scheduling NCM is a Secondary Duty and is responsible to the NCM I/C for drafting the monthly Assistant Air Coordinator shift schedule.

2.23 Training NCM

The Training NCM is a Secondary Duty and is responsible to the NCM I/C for:

- a. Administering the OJT package for all new Assistant Aeronautical Coordinators;
- b. Periodically reviewing the OJT package and annual Assistant Aeronautical exam; and
- c. Developing and coordinating professional development courses for Assistant Aeronautical Coordinators.

2.24 High Risk Events Air Coordinator

The High Risk Events Air Coordinator is responsible to the OIC for the administration of risk mitigation for High Risk Events. High risk events fall into 3 categories:

- a. Sailing
- b. Extreme Weather
- c. Fisheries

2.25 High Risk Sailing Events

The High Risk Events Coordinator will monitor and plan for significant sailing events that incur abnormally high risk for SAR requirements. The Coordinator will liaise with the RSMS / Marine Secondary duty holder to establish and maintain a list of events that should be monitored. For each Sailing Event, the Coordinator must gather appropriate details of the event from its organising body and ensure duty JRCC pers are informed of any pertinent details.

2.26 High Risk Weather Events

The High Risk Events Coordinator will monitor and plan for significant weather events that may require RCAF SRUs to temporarily relocate from the MOB. Responsibility for SRU disbursement remains the responsibility of the respective Squadron, however the



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coordinator is to liaise and establish pre-emptive disbursement plans that best mitigate weather and operational management requirements. The OIC is to be informed of the plan for each High Risk Weather event.

2.27 High Risk Fisheries Events

The duty requires negotiation with the High Risk Fisheries Marine Coordinator, 413 Sqn Operations and DFO to agree a reasonable response. Our response must be designed to mitigate residual risk to the fishing community that is not catered for by other means. Communication should be timely and no later than indicated in the flow chart at figure xxx.

Work Description:

- a. Perform tasks in accordance with the flow chart below, figure xxx.
- b. Receiving the DFO initial tasking brief from the Marine Fisheries Coordinator.
- c. Liaising with the 413 Sqn Operations Officer to negotiate the most appropriate risk mitigation response.
- d. Communicating the agreed response to the OIC, JRCC Chief Clerk and Marine Fisheries Coordinator.
- e. Coordinating and communicating last minute adjustments due to weather (may require duty outside routine shifts).

Negotiating posture changes with 413 Sqn:

- a. Liaise routinely with the Marine High Risk Fisheries Coordinator to establish the calendar of events for the next 12 months and to ensure you receive the DFO briefing in time to negotiate 413 Sqn posture changes.
- b. 413 Sqn will need at least 2 weeks to adjust their Force Generation and personnel management plans to accommodate High Risk Fisheries posture changes.
- c. Check historic posture changes and only make adjustments based on new evidence or direction.



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- d. 413 Sqn will expect a maximum of 8hrs RP30 in one calendar day and 40hrs in any week.
- e. If RP30 is required at weekends or on public holidays, you will need to “compensate” them with an equivalent period of RP2 to maintain the ratio at point d.
- f. Consult the OIC should you be unable to reach an agreement with 413 Sqn Ops.

2.28 Space Launch Coordinator

The Space Launch Coordinator is responsible to the OIC for the mitigation and communication of all manned launches that could result in SAR within our SRR. The coordinator will liaise with NASA / Space-X to establish launch schedules and SAR procedures. Information will be communicated to 413Sqn and 103Sqn Operations such that duty crews are empowered with appropriate information to respond to Space Vehicle SAR.

The level of training, knowledge and skills required by CAF SRUs must be continually evaluated. Training, knowledge and skill requirements must be established and maintained between NASA and our SRUs. The Space Launch coordinator is responsible to make sure that requirements and training are balanced.

2.29 The Oil and Gas/Fuel Cache Officer

The Oil and Gas/Fuel Cache Officer is a Secondary Duty and is responsible for:

- a. Liaising with Squadrons to keep them up to date on the status of oil rigs for the purpose of refueling offshore;
- b. Liaising with Squadrons to keep them up to date on the status of oil rigs for the purpose of refueling offshore;
- c. Attending training days or meetings as necessary with Oil and Gas representatives.

2.30 Parks Canada Liaison Officer

- a. Liaising with Parks Canada on SAR-related matters;
- b. Drafting, maintaining and presenting a JRCC briefing package for Parks Canada audiences;



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- c. Attending Parks Canada meetings as requested;
- d. Attending selected Park Canada exercises; and
- e. Actively employing and supervising the Parks Canada Liaison NCM within the confines of this role.

2.31 Harassment Advisor

The Unit Harassment Advisor will assist the member(s) (CAF & CG) in the following ways:

- a. Report a complaint sexual or non-sexual in nature through the CoC;
- b. Immediately put measures in place to stop the harassment if able;
- c. Provide resources to assist where applicable;
- d. Implement workplace strategies from the Integrated Conflict and Complaint Management (ICCM) Program if required; and
- e. Assist/support the member(s) after their complaint has been filed.

2.32 Entertainment Committee Officer

The Unit Entertainment Officer is a Secondary Duty and is responsible for:

- a. Ensuring unit Christmas party is organized;
- b. Organizing unit gatherings for departing JRCC members;
- c. Arrange funding for social events through JRCC chief clerk.

2.33 Exercise Coordinator Officer

The Unit Exercise Coordinator Officer is a Secondary Duty and is responsible for coordinating and execution of any exercise that JRCC Halifax is participating in.

2.34 CONPLANS MRO/SOLTERIA Officer

The Unit Entertainment Officer is a Secondary Duty and is responsible for:



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- a. Be familiar with CONPLANS MRO/SOLTERIA;
- b. Assist JRCC activate CONPLANS MRO/SOLTERIA when directed;
- c. Attend working groups for CONPLANS MRO/SOLTERIA;
- d. Liaise with JRCC CCG or RCAF CONPLANS MRO/SOLTERIA Officer.

2.35 SOP Coordinator Officer

The Unit SOP Officer is a Secondary Duty and is responsible for:

- a. Ensuring JRCC Halifax SOPs are up to date;
- b. Liaise with CCG or RCAF SOP coordinator to ensure SOP's are effective;
- c. Update SOP's as directed by JRCC OIC.

2.36 SMMS SARNOCC Technician (Local Halifax Position)

This position is a CMCC Trenton / SARNOCC position with a physical location at JRCC Halifax. Under the supervision of the NCO I/C SARNOCC, the SMMS SARNOCC Technician is responsible to provide tech support to the Search Mission Management System (SMMS). As the position is at JRCC Halifax and the SARNOCC section is in Trenton, the OIC of JRCC Halifax or **their** representative has physical supervision of the position. It is the responsibility of the member occupying this position to keep the NCO I/C SARNOCC and the OIC JRCC Halifax (or rep) informed of all assigned tasks and all administrative matters such as leave. Leave and all general administrative matters are administered by JRCC Halifax.

Work Description:

- a. Perform troubleshooting and maintenance activities of SMMS IAW SARNOCC SOPs;
- b. Implement priorities of repair for equipment and software as directed by the NCO I/C SARNOCC;
- c. Provide advice to the NCO I/C SARNOCC on the maintenance and support issues as required;
- d. Monitor IT issues, projects and other activities, ensuring all realistic efforts are concentrated to reduce operational impact, and that tools and equipment are available to reach that goal;



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- e. Ensure SMMS Network Status Checks are completed in a timely manner;
- f. Optimize the use of all resources available, both personnel and material, to achieve the maximum productivity level possible;
- g. Complete formal and self-taught IT training as required to maintain skill-sets necessary to troubleshoot and rectify SMMS issues;
- h. Arrive on time for all duties, meetings and appointments;
- i. Carry out all duties and responsibilities in a consistent and dependable manner, completing all assigned tasks on time and to the highest possible standard;
- j. Develop and maintain good working relationships with all members of CMCC, all JRCCs/MRSC and other agencies such as, EMS Honeywell, N6, WTISS, ATESS, CFNOC, DIMTPS, and SSC;
- k. Participate actively in the implementation of new SMMS initiatives such as the SARMASTER replacement project;
- l. Identify potential problems before they become major issues – tackle them and provide possible solutions to the NCO I/C SARNOCC, CMCC Sys O and the OIC JRCC Halifax;
- m. Liaise with other SARNOCC techs, NCO I/C SARNOCC, CMCC Sys O, OIC JRCC Halifax or their reps, and the CMCC Duty Operator as required to alleviate problems and info the CMCC Sys O on problems requiring action by higher authorities;
- n. Prepare and deliver training sessions to colleagues and clients on components of the IT infrastructure and their operation;
- o. Be prepared to perform duties under both extremes of stress and climatic conditions with ingenuity and minimal supervision;
- p. Maintain a high standard of motivation under demanding and unusual circumstance ensuring team cohesiveness;
- q. Assist in the life cycling of the whole of SMMS and provide optimal life cycling solutions to the CMCC Sys O through the NCO I/C SARNOCC;
- r. Maintain and draft pertinent equipment history records, maintenance and communications logs, technical drawings/library, system troubleshooting procedures, installation diagrams, cable records, SOPs and military correspondence when required;



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- s. Perform the responsibilities of SARNOCC Duty Tech, if required, in accordance with SARNOCC SOPs;
- t. Be ready to provide afterhours on-site tech support at the request of the SARNOCC Duty Tech;
- u. Be capable of deploying to provide national Deployable SMMS Tech Support when required;
- v. Ensure the NCO I/C SARNOCC and the OIC JRCC Halifax are given periodic SITREPS on workload and equipment status;
- w. Liaise with the NCO I/C SARNOCC on a daily basis to discuss tasks, their progression and prioritization;
- x. Keep the daily schedule up to date for both the NOC I/C SARNOCC’s and the OIC JRCC Halifax’s awareness;
- y. Be familiar with the JRCC Halifax and CMCC Trenton Standing Orders and behave IAW CF policies, regulations and orders; and
- z. Perform primary duties, secondary duties, and any other duties and tasks efficiently as assigned by the NCO I/C SARNOCC.

2.37 SMMS SARNOCC Technician (Trenton location) General SARNOCC duty hours to 0800L-2100L Eastern Time. From 2100L-0800L will remain as has been in the past as a on call duty tech. This will start on **15th June 2020**. . CMCC Ops will be POC during midnights (2100L-0800L) and has the list of critical task that require calling the duty tech.

<i>Shift</i>	<i>Start Time</i>	<i>End Time</i>	<i>Location</i>	<i>Communication</i>	
Day	8:00	16:00	On Premises	Land Line	████████████████████
Afternoon	15:00	21:00	At Home	SARNOCC Cell	██████████
Midnight	21:00	8:00	At Home	Duty Phone	██████████

Note: If unable to contact technician, call SARNOCC NCO I/C at ██████████ or Mobile: ██████████
 ██████████

Day (On Premises)

- Take Calls
- Monitor +SARNOCC Inbox/Helpdesk and action/assign as required
- Account creation
- Physical repairs to National Data Centers (TR/BV)
- Firewall and OGD issues
- Shipping/Supply



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Remote issues of higher priority
Action tasks that you are specialized in
Update Afternoon shift on priority tasks and status via email

Afternoon (Remote access)

Take Calls from CMCC, JRCCs, & MSRCs via mobile
Remote issues that were not actioned by day shift
Monitor +SARNOCC Inbox/Helpdesk and action/assign as required
Critical physical repairs to National Data Centers (TR/BV)
Priority Firewall and OGD issues (inform DEFSOC)
SOP/Documentation verification/updates
Action tasks that you are specialized in
Update Midnight shift on priority tasks and status via email

Midnight (Remote access)

Same after hours support previous Duty Tech tasks
Take calls from CMCC, JRCCs, & MSRCs via mobile (ref Critical Services – SARNOCC Tech Support)

Other Tasks: (Monday-Friday)

Daily Inspections (Remote server inspection [Space, status, etc]) – *Checklist required.*

Server restarts (updates/issues)

Critical remote issues that were not actioned by day/afternoon shift

Update Day shift on priority tasks and status via email



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Critical Services – SARNOCC Tech Support

Item	Description	Tech Support
1	LUT Connection issues	- Connection problems with any LUT site 24/7
2	Network Access Issues	- Unable to access network drives - Not able to connect to the Internet - No connection through Citrix - Any of the AFTN servers and laptop not sending / receiving messages - Loss of communications through FTP between any site - Intermapper either not available, or sites are RED 24/7
3	User Account / Profile problems	- Unable to log into SARNet for CMCC - Locked account for CMCC - Unable to access personal folders and Desktop for CMCC 24/7
4	SARMaster connection issues	- Unable to open SARMaster on workstation - SARMaster database not replicating - GIS not loading base data (not including individual layers) - Loss of SARMaster services (service name: RED in colour) 24/7
5	OCC 600 issues	- Operator cannot open the OCC 600 Operator Interface * Unrecognized or undocumented OCC 600 issues/alarms will be forwarded (IAW CMCC SOPs) to HGT for rectification/explanation as required. 24/7
6	Deployed Situation	* Callout for a deployed search, CMCC operator will call Sys O 24/7
7	Temperature Pager Alert	- Temperature alarm in Belleville / Trenton 24/7
8	Virus	- McAfee End Point picked up a Virus 24/7
9	Email / Outlook issues	- In Microsoft Outlook "Outlook Disconnected" message appears - Cannot send / receive email 24/7



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Chapter 3 – SAR OPERATIONS – GENERAL

3.1 Reporting to OIC, RSMS, SMO, CAOC and DND PA

- 3.1.1 Coordinators shall advise the OIC as soon as possible of all significant incidents. Do not hesitate to call no matter what the time of day.
- 3.1.2 The RSMS shall be advised as soon as possible of all significant marine incidents requiring CCG resources, and all significant air cases when CG resources are tasked. If Maritime Coordinators are unable to contact RSMS, they should contact Superintendent SAR directly.
- 3.1.3 A Coordinator Briefing Guideline is located at [Annex E](#). It gives you an idea as to who to call and when about SAR activity in our SRR.
- 3.1.4 The format at [Annex E](#) can be used when briefing the SRR Commander about an ongoing SAR case.
- 3.1.5 Whenever a CAF asset is tasked by JRCC Halifax in the prosecution of a SAR case, the SITREP at [Annex Q](#) (also on Komutel), shall be completed as soon as time permits. Once approved by the Duty Air Controller, the completed SITREP shall be distributed via email from the common JRCC SARNET Outlook account to the “HFX SAR Tasking” distribution list. Depending on the complexity of the SAR case, more than one report may be required to keep addressees updated. The first will be labelled “Initial”, and all subsequent reports will be numbered accordingly as SITREP 1, 2, 3 etc.. At the conclusion of the case, a ‘Final’ report should be sent.

3.2 Reduction of SAR Operations

- 3.2.1 Minor Searches may be reduced by the OIC by the authority of the SRR Commander. The brief will be done as per the Search Reduction Template (Annex O), as early as possible especially for searches of a short duration and sent to the OIC. It is important to note that a thorough knowledge of the details of the search is required and it is beneficial to have a copy of the case file available for reference. A map may also be required to show the search area. You must make it clear that the search has been conducted effectively; search area completed, and long enough that survival odds are nil.
- 3.2.2 Major Search Reduction Requests to CJOC (Cont) are to be staffed IAW with the message format in the CAMSAR and the list of addressees maintained by the Assistant Air Coordinator.



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- 3.2.3 In the event of a SAR Case where the person(s) have not been located and a search reduction is authorized, the details shall be clearly indicated in the SAR Case log. When the responsibility for a SAR incident is transferred from JRCC to another agency, the SAR case log will clearly indicate who the accepting agency is and will include the information found at [Annex S](#).

3.3 Media Relations

- 3.3.1 In accordance with CAMSAR, OIC JRCC is responsible for all press releases on SAR activity. MARLANT PA is the office responsible for providing OIC JRCC with advice and assistance in media relations. All press releases must be reviewed for accuracy by the coordinator on duty prior to release. Duty Coordinators are encouraged to keep MARLANT/JTFA PA informed of any significant cases. See Annex F for guidance when contacting PA.

3.3.2 Media Calls:

Response to queries on SAR activities in progress will generally be handled by the MARLANT/JTFA PA.

3.3.3 Major Cases:

When media participation is expected to be of a volume beyond the capability of the Coordinator and OIC to handle, MARLANT/JTFA PA should be called for assistance.

3.3.4 Media Visits:

Media interviews or taping in the JRCC may be authorized by OIC JRCC only. Bringing media into the JRCC Ops room during major cases is discouraged because it is distracting to the Coordinators and does not serve any advantage from a JRCC viewpoint. Visits will, for the most part, be restricted to less busy times and are to be set for a prearranged time. Stand-up interviews can normally be done in the foyer of the building. A map, easel and overlays will be placed in the foyer during major SAR cases for this purpose.

3.3.5 Guidelines for Media Interaction:

The following guidelines are provided for media interviews on SAR cases:

- a. Be forthright and courteous;
- b. Be factual and do not speculate;



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- c. Comment only on subjects within the purview of JRCC and refer other questions to the appropriate agencies;
- d. Be careful not to get in "on the air" exchanges with NOK, etc.;
- e. Refer all questions outside the immediate search issue to OIC JRCC;
- f. Do not give out names of persons involved. This is normally done by RCMP once NOK agree to release the information;
- g. Ensure NOK are aware of what you are saying - they shouldn't hear it first on the radio; and
- h. Be careful of using the names of ships, identifying colors, etc. This may prove detrimental in future because the public will be able to describe the object. This is particularly important with aircraft. This is not to say that these details can't be released if the Coordinator is attempting to use the media to solicit assistance in finding an object.

3.3.6 Refer to CAMSAR, Vol. III - Chapter 2 for further information and guidance.

3.4 Searchmaster/Detachment Commander

- 3.4.1 If a SAR activity escalates to the point where the appointment of a Searchmaster (SM) is warranted, Coordinators will advise the OIC/RSMS. If a deployed SM is required, advise 103 Sqn or 413 Sqn as applicable. The SRR Commander will appoint deployed SMs formally. Normally, OIC JRCC will dispatch a formal message on the SRR Commander's behalf.
- 3.4.2 A Detachment Commander, appointed by the Squadron Commanding Officer, will also deploy to act as operations officer at the deployment base.
- 3.4.3 For significant cases to be coordinated within the JRCC, the OIC will appoint a SM in collaboration with RSMS.



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3.5 SMC between MRSC (Q) and JRCC

3.5.1 A close coordination between JRCC and MRSC (Q) is essential to the efficient delivery of SAR services. For that reason, the following items are to be considered:

- a. As a starting concept, all maritime cases occurring within the SRS of MRSC (Q) will have the MRSC (Q) Coordinator as SMC. All aeronautical and/or land based cases occurring within the SRS of an MRSC (Q) will have the JRCC Aeronautical Coordinator as SMC. As each case develops, there will be instances where the passing of SMC to/from JRCC/MRSC(Q) will make sense and the SMC at JRCC will be expected to discuss the situation with the MRSC(Q) Coordinator and make that decision at the time;
- b. As prescribed by the CAMSAR, the Aeronautical Coordinator at JRCC is responsible for the tasking and coordination of all aircraft support for all maritime SAR incidents;
- c. As described in the CAMSAR Vol. I, 2.09, operations that could benefit from having an Assistant SM, should normally see the Aeronautical Coordinator appointed as an Assistant SM to maritime incidents handled by either JRCC or MRSC (Q). Conversely, the Maritime Coordinator from either JRCC or MRSC (Q) may be appointed as an Assistant SM to aeronautical incidents where a portion of the aircraft's route occurs over water. For all other incidents occurring within the SRS of a MRSC (Q), it is essential for both the Aeronautical Coordinator and the Assistant Aeronautical Coordinator to communicate directly with the MRSC (Q) Coordinator on aircraft support issues relating to that particular incident. Similarly, MRSC (Q) Coordinators must communicate directly with the JRCC Aeronautical Coordinator on air support issues pertaining to their maritime incidents. This basic concept cannot be over emphasized;
- d. It is imperative for MRSC (Q) Coordinators to keep JRCC fully informed of all MRSC (Q) SAR activities. This, in turn, is pivotal to JRCC's requirement to keep the SRR Commander and other HHQ personnel apprised of all SAR events; and
- e. As the OIC's representative, the JRCC staff is responsible to monitor all SAR incidents within the SRR and advise the OIC of any JRCC/MRSC (Q) issues surrounding any incident.

3.5.2 Notwithstanding where SMC is located/relocated, it is imperative for all involved (JRCC/MRSC (Q)) to maintain close liaison between each other. Each centre has valuable assets like expertise, local knowledge, or access to a wide spectrum of tools/contacts, which are crucial to the efficient operation of the SAR system. In events where the JRCC Coordinator on duty assumes SMC, the MRSC (Q) Coordinator will normally retain



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responsibility for liaison with local authorities, coordination of casualty reception, etc, in their area.

3.6 SMC between MRSC(S) and JRCC

3.6.1 A Close coordination between JRCC and MRSC(S) is essential to the efficient delivery of SAR services

3.6.2 The MRSC(S) Coordinator shall be SMC for maritime cases occurring within the MRSC(S) SRS

3.6.3 The Aeronautical Coordinator at JRCC Halifax shall be SMC for all aeronautical cases occurring within the MRSC(S)

3.6.4 As each marine case develops, there will be instances where the transfer of SMC from JRCC to MRSC(S) and vice versa will make sense. The SMC currently responsible for a maritime SAR case shall make the determination as to whether or not the transfer of SMC is the best way to proceed.

3.6.5 In accordance with CAMSAR, the Aeronautical Coordinator at JRCC Halifax is responsible for the tasking and coordination of all aircraft support for all maritime SAR incidents in the Halifax SRR, and thus within the MRSC(S) SRS. In the case of Coast Guard aeronautical resources, the Maritime Coordinator at MRSC(S) may task the CG aircraft directly, provided that at the time of tasking, there are no air resources tasked to the case. The aeronautical coordinator at JRCC Halifax is to be informed immediately of any such tasking of a Coast Guard aeronautical resource and shall assume responsibility for coordination of the aeronautical resource.

3.6.6 In the event of a deployed aeronautical search for an aeronautical incident occurring in the MRSC(S) SRS, a Maritime Coordinator may be appointed assistant search master as described in CAMSAR Vol. 1, 2.09.

3.6.7 The following points are considerations in regards to MRSC(S) interacting with foreign SAR agencies;

3.6.7.1 JRCC Halifax is the designated SAR Point of Contact (SPOC) for Canada.

3.6.7.2 MRSC(S) shall not accept transfer of SMC from a foreign RCC.

3.6.7.3 All MRSC(S) participation in SAR cases outside the Halifax SRR shall be coordinated through JRCC Halifax.



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3.6.7.4 All communication with any foreign JRCC, MRCC, ARCC or other foreign authorities shall be conducted by JRCC Halifax. Any calls received from foreign agencies or governments shall be transferred to JRCC Halifax.

3.6.7.5 JRCC Halifax may, at their discretion, delegate the SPOC responsibilities for a specific case or incident to MRSC(S).

3.7 JRCC Contact with Next Of Kin (NOK)

3.7.1 The following procedures shall apply to all SAR incidents:

- a. Determine and record in the incident log, the NOK names, family relationship, addresses and phone numbers. In cases where NOK did not initiate SAR incident response, the Coordinator should contact a local Police HQ/Detachment to coordinate NOK determination/notification. This may not always be possible or feasible and incident progression may dictate initial contact being made directly by JRCC. Coordinator discretion must prevail;
- b. Once NOK have been informed, the coordinator/SM should make contact and conduct a briefing covering the following points:
 - 1) Mutually agree on a family spokesperson who will pass on all information to the remainder of the family (this could be a local clergy if applicable);
 - 2) Mutually agree on twice daily briefing times at the beginning and conclusion of daily search operations;
 - 3) Provide a detailed briefing on the search plan concept; and
 - 4) Emphasize that JRCC Halifax is the federal agency responsible for the conduct of the search and that all questions should be addressed to the Coordinators/SM.
- c. All NOK comments, suggestions and wishes should be entered in the incident log. This may prove helpful in the event of an unsuccessful search;
- d. When possible, the Coordinators/SM should attempt to have direct contact with NOK at least once daily. This might be by telephone, or could entail NOK coming into JRCC. This will instill confidence in SM actions and the SAR system which will again prove beneficial at search reduction; and



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- e. The Coordinator/SM must remain composed, sympathetic, considerate and tactful, yet he/she must be frank and forthright in the presentation of incident progression to the NOK.

3.7.2 For any large event such as major marine or air disaster, the Canadian Red Cross has a 24/7 service available to take NOK phone calls. The service takes the NOK info and advises the appropriate Canadian Red Cross office and they will do follow-up calls. This could be an ideal service to take the workload off the coordinators. To activate the service phone Quebec or Atlantic Canadian Red Cross Office and give them the details of the emergency, then refer all NOK to their number.

3.8 Handing Over Cases to Other Agencies

3.8.1 Because of its accessibility and notoriety, JRCC will often receive requests for assistance on incidents that are not under JRCC jurisdiction. Some examples would be forest fires, floods, pollution or missing persons not associated with a SAR incident. In these cases JRCC must identify an appropriate agency to handle the incident (i.e. Lands & Forests, EMO, CG ROC, and RCMP) and re-direct the caller. Coordinators should take basic information (caller's name and number) and then conference them to the appropriate agency. The Coordinator will be assured that contact is made and that someone is looking after the problem. Follow-up may also be required. Coordinators shall make an entry in the general log pertaining to the caller, the incident and the person to whom the caller was referred.

3.8.2 Many SAR incidents handled by JRCC will progress to a point where no further SAR action is required, but related problems still exist. Examples might include pollution, abandoned or derelict vessels, fires, etc. When all appropriate SAR action is complete, the incident must be turned over to another agency to carry on with the non-SAR activities. In these cases, the Coordinator will identify the appropriate agency, make contact and formally turn the case over. This action must be entered in the case file and the Coordinator must ensure the responsible agency has control. This will cause JRCC to assume a monitoring role. If there is difficulty in ascertaining which agency is responsible, the Coordinator/SM shall contact the RJOC or ROC for assistance.

3.8.3 Missing Person(s) at search reduction:

In marine or air incidents where persons are still missing at the point of search reduction, the case shall be handed over to the RCMP as a missing person's case. This action must be recorded in the case file and shall include the date/time of hand-over along with the name of the official accepting the case. In addition, a missing person's form shall be forwarded to RCMP "H" Division HQ in Halifax. Missing persons in Newfoundland and Labrador shall fax details to RCMP "B" Division HQ in St. John's Nfld.



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3.9 HOAX Calls / Phone Trace

3.9.1 Telephone:

If calls are repeated, lengthy or particularly disruptive, and you don't have the number, note the exact time the call was received, the line on which it was received and hang up. To initiate a trace, immediately select the same line and press *57 or *81 for business accounts. After a short pause, you should hear a recorded message confirming that the last call on that particular line was traced. Contact the local police for action. The traced information will be released only to law enforcement officials.

3.9.2 Radio:

If a suspected MAYDAY call is received, request the MCTSO playback the recorded transmission. To justify credibility, consider the text of the message from all angles noting particulars such as:

- a. Logical information and completeness;
- b. Tone of voice;
- c. Clarity of signal/Absence of background noise;
- d. Plot position of all vehicles/persons hearing mayday;
- e. Consider frequency used and any DF bearings from MCTS;
- f. Liaise with local RCMP Detachment; and
- g. Is anyone overdue?

3.9.3 If nothing is being found on-scene, redouble efforts at originators to try and resolve case. Prepare yourself to make some difficult decisions regarding further prosecution.

3.9.4 Ensure all details surrounding the incident are documented. Advise OIC/RSMS.



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3.10 Policy for Access to Information Act (AI) Requests

3.10.1 JRCC Halifax deals with AI requests in four different categories:

- a. Official AI requests;
- b. CTAISB, Coroner, Boards of Inquiry, Local Police;
- c. Insurance companies; and
- d. Personal requests.

All requests will be forwarded to the NCM I/C, or their designate, to coordinate and to the OIC prior to any release of information.

3.10.2 CTAISB, Coroner, Boards of Inquiry and Local Police are given access to the files under the authority of the OIC.

3.10.3 Requests for case files by insurance companies are considered AI requests.

3.10.4 Personal requests are handled by providing the requesting person with a brief synopsis of the case. In most cases, a family member generates the request or someone directly related to the event. Any requests of this nature that are beyond a brief synopsis shall be referred to the OIC.

3.11 SAR Incident Involving Multiple Objects

Incidents involving multiple objects (i.e. Vessels colliding, a group of Kayaks etc.) will be categorized as only one case unless subsequent developments require a separate response.

3.12 Determination of SMC - Boston SRR

On occasion, JRCC Halifax assumes SMC for cases originating in the Boston SRR. Often we have resources much closer to the incident and are able to coordinate their employment more effectively. The decision to take SMC from Boston should be based upon relief of suffering and economy of effort considerations and not nationality of the vessel. Coordinators should solicit US resources support for cases in the Boston SRR.



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3.13 Cases Conducted Outside Halifax SRR Involving Canadian Resources

3.13.1 The following procedures should be used as a guide, in conjunction with the CAMSAR, for cases occurring outside the Halifax SRR that involves our resources, communications and coordination. Most of these cases will occur in the Boston area. However, the procedures are applicable to any cases outside the Halifax SRR.

3.13.2 Controlling Agency:

Coordinators are to ascertain who will be SMC. Ensure that all Canadian participants are advised as soon as practicable. It is possible that JRCC Halifax will be the controlling JRCC although the incident is outside our SRR.

3.13.3 Communication:

- a. Once the initial alert has been received, and the SMC is designated, all DND and CCG MCTS should pass messages directly to JRCC Halifax.
- b. All information received shall be forwarded to the SMC without editing. Information that may seem unimportant to JRCC Halifax Coordinators could be vital to another RCC. Any information from Canadian facilities shall be passed to the SMC through JRCC Halifax; and
- c. Coordinators are to enter the request for direct message traffic in the case file. Requests for hard copies are to be done only when practicable; prosecution of the case must receive priority.

3.14 SAR in Northern Areas

3.14.1 The Commander JTFN has the responsibility to deal with the Department of Indigenous and Northern Affairs Canada and various native organizations on coordination and regulation issues relating to DND. Consequently, there is a need for the Commander to be made aware of any SAR operation occurring within their area of responsibility. Furthermore, JTFN may be able to provide the SAR system with the services of a Canadian Ranger to act as the liaison with the local community. Should this be required,



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- the SAR system will be expected to pay their wages. Canadian Rangers are available in most northern communities.
- 3.13.2 Duty Coordinators will be required to advise JTFN, through CJOC (Cont)/RJOC (A), whenever a SAR operation is conducted within the JTFN Area of Responsibility.
- 3.15 Flare Exercises**
- 3.15.1 When an exercise is planned involving flares, the following agencies should be advised:
- a. Appropriate MCTS and request they issue a GMB (time permitting, a Notship will be issued); and
 - b. RCMP/local Police Communications Centres and request they advised their local members.
- 3.15.2 When training flares are being shot from the Halifax Harbour, Shearwater must be advised ahead of time so that they can issue a NOTAM. Survival systems already notify the tower in advance, but when JRCC becomes aware of other agencies planning to shoot flares, we must notify Shearwater ASAP.
- 3.15.3 When any training agency, private citizen or other person calls in to inform us that they will be conducting flare training, they must be reminded that the use of red flares are not permitted for anything but real SAR incidents. Doing so is illegal and they could be prosecuted for falsely alerting the SAR system.

NOTE: The Fleet Diving Unit in Shearwater is the only training agency that has a MOU which permits them to use red flares (hand held, not parachute) for exercise purposes, until an alternate training method or different colour flares may be substituted. CCG Headquarters is currently in discussions with Transport Canada on the best method to relay this message to the public. All other agencies must use white training flares.

3.16 Boat/Helicopter Exercises

Requests from 103 Sqn and 413 Sqn to conduct SAR exercises with lifeboats or DFO vessels will be forwarded to CG ROC for approval and tasking. When granting permission for exercise, the ROC will ensure that the vessel's SAR capability is not hampered, especially during high-risk periods. JRCC is to liaise with MRSC (Q) or MRSC(S) as applicable to advise them of the intended exercises.



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3.17 Pollution Reports

All pollution reports received at JRCC Halifax are to be forwarded to VOK: They will coordinate appropriate response, or forward the report to the Department of the Environment if the pollution is land based.

3.18 SPOT Beacons

- 3.18.1 SPOT messenger's onboard GPS chip determines a GPS location and sends the location and a preselected message to the communication satellites via the globalstar satellite system. The location and messages are delivered via email, text message, or an emergency notification to the GEOS International Response Coordination Center (IERCC) in Houston Texas. The IERCC serves as an intermediary between a person reporting an emergency and a RCC.
- 3.18.2 When SPOT sends a text or an e-mail message to a contact or to the GOES IERCC, it includes the GPS coordinates and a web link to view the location using Google maps. The IERCC will confirm the distress position within the Canadian SAR AOR and determine which SRR the position is located in and advise the appropriate JRCC.
- 3.18.3 The letter of agreement between JRCC and GEOS Alliance identifies that JRCC will take responsibility to coordinate the response to a SPOT emergency of Maritime or Aeronautical nature under the Canadian Federal SAR mandate. JRCC will maintain a relationship with the emergency contacts and the SPOT Operations Centre (IERCC).

3.19 Cellular Telephone *16 usage

Any person in Atlantic Canada with a cell phone can dial *16 and be put through to the nearest MCTS center. In the province of Newfoundland and Labrador, all *16 calls are directed to Placentia (VCP). Keep in mind that when this system is used only two parties will be aware of the distress. With Exception to NL all *16 calls are received by the closest cell tower and will be directed to MCTS via Bell Aliant.

3.20 Unnecessary SAR Alert (UN SAR)



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- 3.20.1 The Duty Maritime or Air Coordinator, under the authority of the OIC, shall determine the requirement to distribute an UNSAR report. Generally, this will occur when SAR resources are used to resolve an incident that, in the opinion of the Duty Coordinator, was of a malicious or indifferent nature. Coordinators should be prepared to provide supporting evidence to the subsequent **Transport Canada Enforcement investigator**.
- 3.20.2 UNSAR numbers are sequenced starting at the beginning of the calendar year. A copy of the UNSAR will be put on the wall file in the ops room. OIC or RSMS will follow up when required. The Assistant Air Coordinator will distribute UNSAR messages to the appropriate authorities via E-mail. Generic Group addresses have been developed for marine and air cases, however as required, additional appropriate authorities, units, squadrons, etc may be required to be added to the address list on a situation by situation basis. See CAMSAR for format of UNSAR.

3.21 SAR SITREPS (Daily and Final)

- 3.21.1 The body of the Daily Sitrep shall be produced IAW the body format in the CAMSAR.
- 3.21.2 They are distributed by E-Mail to the appropriate authorities. Generic Group addresses have been developed by the Assistant Air Coordinator for marine and air cases; however as required, additional appropriate authorities, units, squadrons, etc may be required to be added to the address list on a situation by situation basis.
- 3.21.3 These are normally prepared and released at night after the Daily SARSUM is completed. If the case opens and closes within a 24 hr period, but is significant due to losses or damage and requires amplification, a Sitrep One and Final could be sent rather than explaining the case in detail on the evening SARSUM. A brief account of the case is still required in Para F of the SARSUM.
- 3.21.4 When Units are deployed, the Det Commander shall receive a copy of the daily SITREP to ensure all crews are current on search activity.

3.22 Daily SAR Summary

- 3.22.1 Halifax daily SARSUM messages cover the 24hr period from 0000Z to 2359Z. It is distributed using a web based format. Category 1 & 2 cases are briefly explained in paragraphs E (active cases) and F (closed cases) of the SARSUM by giving information about who, what, where, when and how. Paragraph G lists location of primary air resources when they are not at home base as well as other relevant information.
- 3.22.2 CASARA statistics are to be added whenever CASARA personnel or resources are used on actual SAR missions. The write up is to be done the same way as for cases including



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military resources. In any case involving use of CASARA ground resources, the total mileage travelled must be recorded in the SRU Specific Remarks box on the case file.

3.22.3 The procedure to generate and distribute SARSUM can be found in Komutel.

Chapter 4 – MARITIME SAR OPERATIONS

4.1 Primary SAR Resources

4.1.1 Maritimes

a. Offshore:

The Atlantic Region has four multi-purpose vessels that are all-weather, high endurance and on 30 minute standby 24/7. One vessel east of Halifax, one west of Halifax, one in NL area 32 and one in NL area 33. They may also be operating in multi-task roles such as buoy tending (MNS), maritime security, fisheries enforcement, icebreaking and science.

b. Lifeboat stations:

Consist of 52 foot ARUN class lifeboats in station mode are based in St John NB, Westport NS, Clark's Hbr NS, Sambro NS, Bickerton NS, Louisburg NS, Burgeo NL, and Burin NL. They are all on 30 minute standby, 24/7 and have an operational radius of 100nm.

c. Seasonal Lifeboat stations:

Consist of 47 foot Cape Class lifeboats in station mode are based in Summerside PEI, Souris PEI, Shippagan NB, Lark Hbr NL, and Port Aux Choix NL. They are on 30 minute standby and have an operational radius of approximately 50 nm. Their operations are based on ice conditions in the Gulf of St Lawrence but generally are on station from late April until December.

d. Inshore Rescue Boats (IRB):

These RHIBs are operational during the summer months only in high boating traffic areas. Crews are staffed by university students and are fully trained by the Coast Guard. The IRB stations are located at Saint John River NB, Mahone Bay NS, Halifax NS, Pictou NS, Shediac NB, Charlottetown PEI, Conception Bay NL, Bonavista Bay NL, and Notre Dame Bay NL.



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4.1.2 Tasking Procedure

a. Offshore Vessels:

While operational at sea, ships can be contacted via the nearest CG Radio station. Other options available include cellular telephone or other satellite communications (Globalstar/Iridium). The nearest MCTS station is the preferred method as this keeps the station in the loop. All large fleet resources will be sent a hard copy tasking by fax or an electronic copy via e-mail as per policy on assistance to disabled vessels.

b. Shore Based Cutters:

When underway, they can be contacted via the nearest MCTS. When at the station they can be contacted on the landline/cell phone. During silent hours they can be paged. Should the IRB be on patrol, contact them via the nearest MCTS station.

4.1.3 Quebec Region

There is a large multi-task vessel on 30 minute standby 24/7 in the Lower St. Lawrence River, four 47 foot shore based lifeboats located in Kegaska, Havre.St-Pierre, Riviere-au-Renaud, and Tadoussac, with one ARUN class cutter in Cap-aux-Meules. These vessels are seasonal and only available when ice conditions permit and are replaced by an icebreaker during winter months.

4.2 **Secondary Marine Resources**

There are several types of secondary vessels: CCGA, Government or Navy vessels and Vessels of Opportunity.

4.2.1 Canadian Coast Guard Aux (CCGA):

- a. This is a volunteer organization whose members own and operate their own vessels, and are reimbursed for operational costs when involved in a SAR incident. They are tasked if in the opinion of the SAR coordinator and the operator of the vessel, they can safely complete the tasking. Should you task a CCGA vessel, ask them if their boat is inspected and if they are registered with the CCGA. If not, then they will not be covered by CCGA insurance if damages result because of a SAR. They are experienced and have strong local knowledge,



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but may lack formal SAR training. JRCC will not issue case numbers when CCGA members self-task and reporting the case after completion, unless communication with JRCC was impossible and there was urgency. Coordinators are to exercise good judgement when tasking CCGA.

- b. If a CCGA member/vessel is tasked to a SAR incident and the CCGA is unable to pay them and are not covered by the CCGA insurance, a charter must be arranged in advance. This is the case with all charters and the OIC must be contacted for approval so it can be obtained by the DND SAR budget. A quote then needs to be arranged and logged into the case. Charter rates are determined by the organization and available online.

4.2.2 Coast Guard Secondary SAR

All CG ships that are not assigned to primary SAR are deemed secondary resources. When tasking a CG vessel from Fisheries Patrol to respond to a “NON-DISTRESS” SAR incident, the coordinator should use secure communications, such as INMARSAT for initial contact. Advise the ROC of the tasking.

The ROC Atlantic will be consulted before any secondary assets are to be tasked to a non-distress SAR incident (M3)

4.2.3 Shore based FRC's in St. John's Harbour

- a. On occasion, an FRC (733 Hurricane Zodiac) is available in St. John's or surrounding area (mainly Conception Bay Inshore Rescue Base after the end of the season prior to the vessels being transported to St. John's) that can possibly be utilized if a crew can be obtained;

NOTE: There is no specified crew on any response posture for this FRC.

- b. JRCC Halifax will communicate directly with personnel from Rescue Training centres or non-operational CG vessels to request assistance for distress or potential distress situations.
- c. When a SAR case occurs in the St. John's harbour and surrounding area and the response time by the Primary SAR resource on the East Coast of NL is longer than acceptable for the situation, MRSC(S) may choose to call the ROC to determine if there is an option to crew and launch the FRC from the CG Base in St. John's or occasionally from another location in the surrounding area;
- d. MRSC(S) will:



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- 1) Give a brief description of the case to the ROC;
 - 2) Decide, after receiving information back from the ROC, if the FRC will be tasked;
 - 3) Follow up with an email to xnflops@DFO-MPO.gc.ca detailing the request; and
 - 4) Liaise with VCP for the communications between the FRC and MRSC(S).
- e. ROC Atlantic will provide the following:
- 1) Advise MRSC(S) whether a FRC is available;
 - 2) Contact vessels in port, Supt SAR and Supt Marine for availability of crew;
 - 3) Advise MRSC(S) of approximate timeline for departure of the FRC;
 - 4) Advise VCP of the situation; and
 - 5) If the FRC is tasked, issue sailing orders verbally to the FRC Coxswain (if possible) followed by a hard copy to the appropriate individuals (MRSC(S), JRCC, ROC, DG Fleet, St. John's, Supt ROC, Supt SAR, MCTS St. John's and others depending on who crews the FRC). Where a phone call to the crew is not possible, MCTS will forward the tasking information from MRSC(S) to the FRC when the FRC starts up and does the radio check.

4.2.4 Shore based FRC's at RTC in Halifax:

- a. The Rescue Training Centre in Halifax operates various FRCs for training IRB and fleet crews. Normally, there are at least two FRCs fully equipped for a SAR response with a volunteer training crew as arranged by the SAR Training Officer; and
- b. The FRCs are normally at a floating dock at the BIO and can be tasked to the Halifax harbour and approaches.

4.2.5 DFO Fishery Officers:



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Fishery Officers operate a fleet of small vessels such as Boston Whalers and FRC type boats that are transported on trailers in all areas of the Maritimes. Location and phone numbers to task them for SAR are located in Komutel under Conservation and Protection Dispatch - OCC. In Newfoundland and Labrador, the NL C&P Duty Officer must be contacted (found in Komutel).

4.2.6 Navy Ships:

- a. These are well manned and usually have a helicopter on board. Positions and status of vessels can be obtained from RJOC (A) at any time. There is always one "Ready Duty Ship" available on eight hour standby, but the vessel can be anywhere in the CANLANT area.
- b. Tasking Procedure:
 - 1) JRCC will check position and availability of Naval vessels through RJOC(A);
 - 2) RJOC(A) Senior Watch Officer will consult with SMO to obtain approval; and
 - 3) Upon approval, RJOC (A) will task the ship and direct it to contact JRCC for details.
- c. DIRLAUTH – (Direct Liaison Authorized) for subsequent SAR tasking's.
- d. Some of the vessels are fast and can carry large numbers of survivors. Normal readiness vessels do not carry helicopters and do not have the capability to recover a helicopter. MCDV have no helo capability.
- e. If a Canadian warship responds to a GMB or similar, and is proceeding to a SAR scene **on her own accord**, JRCC will advise RJOC (A) and SMO ASAP.

4.2.7 Offshore Oil Rig Vessels:

Although they are commercial vessels, and are bound by sections of the Canada Shipping Act pertaining to tasking, they also have legal responsibility as standby vessels for the drill rigs. To ensure no conflict arises, the SAR tasking will be discussed with the OIM of the Rig and the Master of the vessel.

4.2.8 Vessels of Opportunity:



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These vessels usually respond to some form of distress call. They can also be identified on an AMVER SURPIC/AIS/LRIT and called by JRCC Halifax with a tasking. A hard copy tasking should be considered if language appears to be an issue. The Canada Shipping Act 2001 sections 130 and 133 cover the responsibilities of a ship's Master in a distress situation.

4.3 Mass Rescue Operation (MRO)

As stated in the CAMSAR, there is no fundamental distinction between a Mass Rescue Operation and other marine distress incidents except in scale and the scope of the response that is required. An example of a MRO might be a cruise ship on fire that has declared a distress. JRCC Halifax has a Mass Rescue Operation Contingency Plan located in the Ops room and electronically on Komutel that should be referred to for any MRO.

4.4 Marine SAR in the Arctic

JRCC Halifax receives GREENPOS messages from NORDREG via SARNET e-mail on all vessels transiting the eastern Arctic. If tasking an icebreaker for a SAR in the Arctic, Ice Operations Montreal should be advised.

4.5 SAR in Ice

4.5.1 In such an instance, confer with Coast Guard Operations Centre/Ice Ops to determine which resources (icebreakers) will have the fastest ETA. JRCC can then determine whether or not the incident is a SAR case as opposed to an ice breaking operation.

4.5.2 Generally, an incident in ice is said to be a SAR case when the subject vessel is disabled due to a mechanical or structural breakdown, not because the vessel is beset in ice or can't proceed unescorted due to ice damage.

4.5.3. Should a situation arise where a vessel is at risk and prompt assistance is required, the JRCC coordinator shall create a SAR incident and monitor. Examples of these situations include:

- a. A vessel that is disabled and requires a tow or technical assistance;
- b. A vessel that is damaged and in danger of sinking;



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- c. A vessel that is beset and in danger of drifting ashore, requiring possible crew evacuation; and
 - d. A vessel that is on fire and the crew abandons onto the ice.
- 4.5.4 When it is apparent that such a situation could develop or exist, Ice Operations will advise JRCC. At this point, SAR will assume the lead role and coordinate the overall response, but Ice Operations may continue to contribute and assist as required. When this action is taken, the following will be done by the SMC:
- a. All agencies involved, including resources and MCTS, will be advised of the decision and revised reporting requirements;
 - b. A SAR incident will be opened; and
 - c. A log entry will be made noting the decision.
- 4.5.5 It is understood that situations will occur that do not fit a clear line of action. In these cases, it is imperative that Ice Operations and JRCC discuss and agree on which will be the lead program. Both Centers must keep the lines of communication open as the situation develops to ensure the proper assistance is provided in the most effective and efficient manner. Anytime there is uncertainty and/or lack of agreement in a path of action, the RSMS and Supt Ice Operations will be contacted for further guidance.
- 4.5.6 Prior to each ice season, regional SAR and Ice Operations staff will meet to discuss and update regional procedures and planned or projected Ice/SAR operations plans.
- 4.6 Disabled Vessels**
- 4.6.1 In accordance with the CAMSAR I, Annex 4, it is recognized that the provision of towing assistance to disabled vessels can be an effective way of meeting the national SAR objective, and of expediting the resolution of an emergency under certain circumstances.
- 4.6.2 Fleet Safety Manual, Section 7.C.4 stipulates that the decision of a Coast Guard vessel to undertake the tow of a vessel rests with the Commanding Officer. Factors to take into consideration include the size and the capability of the vessels involved, the degree of urgency, the availability of commercial services and the safety of the Coast Guard vessel and crew.
- 4.6.3 When a vessel over 90 feet registered length requests a tow and it is not in distress, the Coordinator is to advise the Master of available towing companies listed at JRCC. If the



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- disabled vessel will not accept commercial assistance, the RSMS is to be advised. If no commercial company intends to offer its services, the coordinator may task a resource.
- 4.6.4 Any incident involving disabled vessels that are determined to be in distress (M1) or in imminent danger (M2), the SMC shall not hesitate to task any resources necessary to resolve the situation.
- 4.6.5 When requests for towing assistance have been received, and the vessel is in no immediate danger; CAMSAR II, Section 3.03.1 requires that a MARB be issued via MCTS for up to 15 minutes. This broadcast allows commercial towing companies and vessels of opportunity to respond to the request.
- 4.6.6 Vessels responding to a marine assistance request broadcast (MARB) during the 15 minutes allotted for a MARB is now considered a vessel of opportunity and is not subject to financial compensation from the Crown; this includes CGA members. Should a CGA member respond to a MARB, JRCC shall be notified and the vessel shall be informed of this policy. If still required after the 15 minutes has elapsed, JRCC shall task the available CGA and provide a case number after completion of the tow.
- 4.6.7 Receipt of information that a vessel of opportunity has been self-tasked to undertake the tow of a disabled vessel does not relieve the Coordinator from the obligation to further investigate the situation, determine the appropriate phase of emergency, and to take such actions as deemed necessary.
- 4.6.8 In situations where it has been clearly established that the disabled vessel is in no immediate danger, or risk of danger is not imminent, the coordinator may consider issues such as potential SRU crew fatigue, weather and incident location prior to tasking resources during silent hours.
- 4.6.9 When an SRU has been tasked to provide towing assistance, the disabled vessel is to be towed to the nearest safe haven; that is to a location which is sheltered from the elements, where emergency repairs can be made, where the owner/operator can arrange a further tow, or where medical attention can be obtained if required. This location should allow the rescue vessel to depart without anticipation that the situation would deteriorate or give rise to any further emergency.
- 4.6.10 Canadian Coast Guard vessels are directed not to take into tow while in ice, any vessels which have persons aboard. The tasking authority (ROC or the JRCC), in consultation with the Commanding Officer and based on the scene assessment, should consider other options to render assistance such as, but not limited to the following:
- a. Provide assistance to find alternate towing arrangements and standby to provide icebreaker escort for the tow if required;



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- b. Standby until ice conditions improve;
- c. Render onboard technical assistance;
- d. Assist crew in transferring to a safe place and tow with no persons onboard; or
- e. As a last resort, assist crew to abandon vessel, transfer them to a safe place, leave the unoccupied vessel and depart the area.

However, *in extremis*, when lives are in immediate danger, the Commanding Officer shall take any actions he or she deems necessary to save lives, including towing in ice with persons onboard.

- 4.6.11 Coordinators are encouraged to initiate a CANSARP drift plot for each incident involving a disabled vessel that is freely drifting for a period of more than 4 hours without a resource on scene. This plot will form a portion of the case file. The primary reason is to obtain an accurate assessment of the drift in the event that communications with the vessel is lost. The secondary reason is to evaluate the performance of CANSARP in predicting the drift of disabled vessels.

4.7 Assistance to Disoriented Vessels

The provision of assistance to disoriented vessels is considered a pre-emptive action in preventing any deterioration in the degree of urgency. There are no hard and fast rules however the Coordinator should attempt to take one of the following actions:

- a. Request MCTS to locate the vessel either by DF or radar;
- b. Briefly interview the vessel as to any navigation or landmarks nearby (the Coordinator should be very careful not to give the vessel any information or directions of which may worsen the situation); and
- c. Task available SAR resources to locate the disoriented vessel and either escort the vessel to safety or provide guidance so that he can proceed safely.

4.8 Sailboards/Kite Sailors

Sailboarders can become exhausted very quickly, thus preventing them from returning to shore. If a caller reports that a sailboarder is down and drifting out to sea, the Coordinator must treat this with a high degree of urgency. A response from the SAR system is usually the only way these cases will be resolved.



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4.9 Derelict Vessels

- 4.9.1 When the Duty Marine Coordinator is advised of a derelict vessel, he/she shall determine if anyone from the vessel is in danger. The party reporting the derelict vessel can usually do this or a resource may have to be tasked to determine no lives are at risk.
- 4.9.2 Once it has been determined that no one is in distress, the derelict can be treated as a hazard to navigation, if it is afloat. In any case, depending on the area, JRCC will notify the ROC Atlantic, which will issue a NOTSHIP. If there is pollution, CASPOL will treat it as a pollution case.
- 4.9.3 The ROC will notify the Superintendent of Navigable Waters & Protection Act (NWSA), who has been appointed Receiver of Wrecks for the Atlantic Coast Guard Region. Timely intervention by a dedicated SAR resource to remove the hazard to shipping can be authorized by the Maritime Coordinator, if the SAR capability or the safety of the resources is not being hampered. The final decision, as always, is left up to the Commanding Officer.
- 4.9.4 If the derelict cannot be easily removed by SAR resources on scene, the Maritime Coordinator shall advise CG Ops Centre, who will in turn advise Receiver of Wrecks who will make arrangements from there. Small open vessels located near shore may be turned over to the RCMP who may be in a better position than the Receiver of Wrecks to find the owner.

4.10 ROC Tasking of Marine SAR Resources to Non SAR Incidents

- 4.10.1 When Ice Operations, Marine Services or Marine Emergency Operations (pollution) require the service of a primary SAR resource, the following procedures shall apply:
- a. The responsible department will task the resource after consulting with the Maritime Coordinator at JRCC to determine the closest available resource;
 - b. The tasking department will send all messages to the resource INFO JRCC; the Maritime Coordinator will not be responsible for sending messages or briefing crews on non-SAR incidents;
 - c. Tasking to non SAR incidents will be subject to SAR operational requirements; and
 - d. Shore based SAR cutters are not to be tasked to non-SAR incidents that will take them 30 nm from their operational base. Offshore SAR vessels are not to be



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placed in a situation which would interfere with their 30 minute SAR response time.

4.10.2 When a Primary SAR vessel has been tasked to a sensitive operation which has an impact on SAR coverage, the Superintendent ROC Atlantic shall verbally brief the JRCC Halifax RSMS on:

- a. The level of availability of the vessel for SAR operations; and
- b. The expected time period of the sensitive operations.

NOTE: The RSMS shall provide a briefing to the Maritime Coordinators on the above information.

4.10.3 Each Maritime Coordinator shall maintain proper departmental security clearance.

4.10.4 In all SAR cases where there is a distress or urgency, the Maritime Coordinator shall not hesitate to task any vessel engaged in sensitive operations as required.

4.10.5 The Commanding Officer shall accept or refuse the tasking as per the Canada Shipping Act.

4.11 SAR Vessel Unserviceability/Deficiencies

4.11.1 The ROC Atlantic shall be the single point of contact for JRCC Halifax with regards to availability and deployment of SAR resources. The Maritime Coordinator shall liaise with the Commanding Officer of the CG resource to clarify availability and deployment.

4.11.2 When a primary SAR vessel becomes non-operational or has reduced capability and SAR coverage is affected, the ROC Atlantic shall notify the JRCC Halifax Maritime Coordinator by phone and follow up by a hard copy message (e-mail) to the current RSMS and JRCC Halifax. The message format shall be in UTC and include:

- a. The DTG of the start and expected end of the impact on the SAR coverage;
- b. The nature of the impact; and
- c. Any actions taken by the ROC to reduce the impact.

i.e. *“CCGS Sir William Alexander (SAR West) has become non-operational at BIO due to a leak in the ME cooling system today at 1600Z Nov 2. Repairs are underway and expect*



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the Sir William Alexander to become operational and resume normal operations and resume SAR West at 1200Z Nov 03.”

- 4.11.3 The ROC shall advise JRCC Halifax Maritime Coordinator’s desk by phone and follow up with a hardcopy as per above instructions when planned SAR coverage has resumed.

4.12 Handover Procedures – Atlantic Region Addendum

- 4.12.1 In the Atlantic Region, the normal procedure will be to pass responsibility for an incident from one program or operational centre to another (i.e. SAR incident transition to Environmental Response). Any resources and other agencies involved will be advised of the transfer of responsibility.
- 4.12.2 Whenever a program/centre becomes aware that an incident could require transfer of responsibility to another program/centre the receiving program will be advised as soon as practical.
- 4.12.3 When the responsibility for coordination of an incident is transferred the following procedure will be followed:
- a. The responsible program/centre will contact the CASPOL desk and request the duty officer of the receiving program/centre call;
 - b. A Handover Message ([Annex G](#)) will be sent to the receiving program/centre with copies to the CASPOL desk (for info only), any resources tasked on the incident and any other appropriate agencies; and
 - c. A Handover Acknowledgement Message ([Annex G](#)) will be sent by the receiving program/centre to all parties in the Handover Message.

4.13 CCG Assistance in Obtaining Third Party Resources

When a vessel or individual requests JRCC to assist them in obtaining commercial assistance, the Coordinator will try to put the two parties in direct contact by providing a list of towing companies in the area. If this is not possible, the Coordinator must make it clear that the Coast Guard is not hiring the commercial assistance and will not pay any bills. Where possible, a signed hard copy to this effect will be obtained.



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4.14 Offshore Oil Rigs

- 4.14.1 At any time, offshore oil drilling rigs, semi-submersible, jack-up and FPSO's, may be engaged in exploratory drilling on the Scotian Shelf and Hibernia/White Rose offshore areas. Production platforms will also be located in these areas. These installations can be both a cause and an asset to SAR. Platform/Rigs can be used to preposition helicopters and to increase their effective offshore range by providing a refuelling platform. They must be given one hour notice in order to prepare the deck, reposition fire fighters, etc. This does not preclude emergency use but it should not be the norm.
- 4.14.2 Environmental Safety and Quality supervisor at Hibernia has offered the use of their on board nurse when the Cormorant comes for refuel. The nurse will not accompany the aircraft but could be of help for medical treatment or advice. A heads up to the platform is all that is needed.
- 4.14.3 Hibernia has a SRK with a 10-person life raft and survival bundle joined by a 200-foot rope. This SRK can be requested and can be delivered by Cougar Helicopter from a 40 to 80 foot hover.
- 4.14.4 JRCC will keep abreast of the locations of all drill rigs and production platforms in our SRR. Each company engaged in offshore drilling will publish a contingency plan, with procedures, and a copy of this plan is held in JRCC for easy reference. All companies engaged in drilling have a shore based radio room, which is manned 24/7, and is in constant contact with the rig, flights to and from the rig and the stand-by rig support vessel. Any communications between JRCC and the rig are normally done through the radio room so the company can be kept aware of developments. If needed, JRCC can contact the rig directly on standard distress frequencies or INMARSAT.
- 4.14.5 By law, a rig support vessel must stay in attendance with the rig at all times while in production. Coordinators should bear in mind that this obligation could limit the support vessel from responding to distress cases in the area. The OIM of the rig has the authority to make this call.
- 4.14.6 If a company radio room loses contact with an offshore flight for 10 minutes they will inform JRCC and we will LAUNCH.
- 4.14.7 If JRCC is assisting in rig evacuation due to a well blow-out, SAR crews should be briefed to be extremely careful in the use of flares or smokes. Illumination flares should not be used without consulting the rig.



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4.15 iSLDMBs

- 4.15.1 Iridium Self-Locating Datum Marker Buoy (iSLDMB) is an effective tool to determine precise drift data for the area where they are deployed. Precise instructions on downloading the applicable data can be found in Komutel.
- 4.15.2 It is essential that the SRU provide JRCC the ID number of the deployed beacon.

4.16 Emergency Beacon Prosecution

- 4.16.1 When an EPIRB or PLB 406 distress alert is received by SARSAT (via CMCC) or other means, Coordinators will endeavour to localize and identify the source ASAP. To this end, High Flyers, COSPAS/SARSAT, VMS, Industry Canada, CASARA and ATC Resources will be utilized as seen fit by the Coordinator.
- 4.16.2 JRCC Halifax will open a case for all 406 alerts received. Marine Rescue Sub-Centres will investigate alerts in their SRS while JRCC investigates their side and make all international calls.
- 4.16.3 JRCC staff will be proactive in the prosecution of a 406 EPIRB in the Halifax SRR. When identification is possible through the registry, MMSI number or other, the vessel is to be contacted immediately to confirm the nature of the EPIRB activation. If unable to contact the vessel or information regarding a missing or distressed vessel becomes known, the case will be upgraded immediately to Distress and primary resources tasked.
- 4.16.4 Aeronautical 406 (ELT) beacon activations will be investigated by JRCC Halifax, regardless of the beacon position. JRCC Halifax may request the assistance of MRSC(S), however the air coordinator at JRCC shall be SMC. The MRSC(S) coordinator shall enter any case related details in the JRCC Halifax case file.
- 4.16.5 Industry Canada, CASARA and some Flight Service Stations have been equipped with hand held homers and can be utilized in their immediate area. Komutel contains Industry Canada contacts for Atlantic Canada and Quebec who can be tasked to investigate any ELT or EPIRB signal in and around populated areas.
- 4.16.6 When it is difficult to trace the registry of a beacon, the Beacon Decode Program can sometimes help. After plugging in the HEX code, you should get a COSPAS/SARSAT Certificate Number (C/S #) from 1 to 715. It can provide the manufacturer and beacon model when referenced against a list of manufacturer and contact information.



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- 4.16.7 When MMSI ID ends in three zeroes, you can sometime get a valid Inmarsat C terminal ID by replacing them by 10 and putting a 4 and country code in front; CC238 ID 168000 becomes 423816810.
- 4.16.8 If after tasking SAR assets to home a beacon it becomes apparent that the SRU will enter or fly over the United States, the duty Coordinator will advise RCC Boston.

4.17 MEDEVACs from Ships at Sea

- 4.17.1 During marine MEDEVACs, the Coordinator will take into consideration factors such as patient condition, on scene weather, top cover utilization, distance from shore or oil rig, weather forecasts, and light conditions on scene. Although a MEDEVAC from a ship is being conducted under IMO agreement, the Flight Surgeon is always consulted for their approval and opinion on the feasibility of proceeding with the MEDEVAC. If you cannot reach the Flight Surgeon, proceed with the MEDEVAC and call him/her later. For helicopter operations over 50 miles from land a top cover aircraft is normally required. Usually it will be a military fixed wing aircraft, but on rare occasions a civilian twin-engine aircraft may be chartered (PAL). The latter is not preferred because there is no ability to drop a SRK and has limited rescue capability.
- 4.17.2 When a vessel requests a MEDEVAC, either to a MCTS Centre or directly to JRCC Halifax, the centre receiving the request will establish a radio medical call between the caller and the Praxes Medical Group. The MCTSO or the SAR Coordinator shall facilitate the communications and keep the discussion focused to the medical issue at hand. Centro Internazionale Radio Medico (CIRM) in Rome may also provide medical assistance in Italian, French or English (contact any Italian Coast Radio Station or MRCC/MRSC).
- 4.17.3. The JRCC Coordinator talking with the ship shall obtain the following information:
- a. Vessel's position, course and speed;
 - b. Description of vessel;
 - c. Best location on vessel to conduct hoist;
 - d. Patient's name, age, sex and nationality;
 - e. State of consciousness, breathing issues, pulse rate, B/P, medical problems, history and medications being administered;
 - f. Brief account of how the injury occurred or illness symptoms began;



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- g. Vessel's owner and local agent;
- h. Radio frequencies and/or SAT phone number;
- i. Vessel's last port and destination; and
- j. On scene weather conditions.

4.17.4 The vessel is to be advised to proceed towards the nearest port where medical facilities are available providing SITREPs indicating course, speed, weather and any change in patient's condition. Frequency of SITREPs will depend on severity of the patient's condition. This includes cruise ships.

4.17.5 Certain fishing and commercial companies have contracts with shore side physicians to provide medical services. In such cases, the vessel concerned may contact the company physician and no further radio medical will be required. The Coordinator shall obtain the physician's name and call back number and conduct a three-way call with the Flight Surgeon to discuss the patient's condition and whether a MEDEVAC is approved.

4.17.6 Coordinators must be aware that patients being Medevac'd, cannot be transferred to a **lower level of care**. In the case of a person under the care of a Coast Guard Rescue Specialist or CF SAR Tech, the patient can only be transferred to a recognized ambulance service (EMT Paramedic) or higher level of care. The level of patient care on a cruise ship is often a physician. Transfer to a SAR Tech without the doctor accompanying the patient should only happen in exceptional circumstances.

4.18 Customs and Immigration Notification

4.18.1 JRCC Halifax, MRSC (Q) and MRSC(S) are responsible for notifying Canadian Border Services Agency (CBSA) of foreign nationals being transported ashore as a result of a MEDEVAC from a vessel at sea. JRCC/MRSC (Q)/MRSC(S) shall obtain the following information as soon as possible from the appropriate resource:

- a. Crew members name;
- b. Nationality;
- c. Vessel name;



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- d. ETA and destination hospital; and
- e. Languages spoken

4.18.2 When received, the Coordinator will then advise CBSA. Contact the closest Customs Office to the landing site; if available, leave a message (this is deemed acceptable notice by Canada Customs). If voice mail is not available, contact the next closest Customs Office.

4.18.3 If a vessel has a recognized agent in Canada, JRCC Halifax should be in contact with the agent during the MEDEVAC and shall request positive confirmation from the agent that the agent will notify CBSA.

4.19 Piracy

4.19.1 JRCC Halifax and JRCC Victoria have been designated the points of contact for acts of piracy in Canadian waters by the International Piracy Reporting Centre in Kuala Lumpur, Malaysia.

4.19.2 Upon receiving a positive indication that an act of piracy has taken place or is in progress, the JRCC Coordinator shall immediately contact MSOC and the RCMP closest to the vessels location, as well as CJOC(Cont), CAOC, RSMS and OIC.

4.19.3 The JRCC Coordinator shall determine if a SAR response is required. Any SAR action must be taken in consultation with RCMP, CAOC, ROC and OIC to determine any risk to the rescue unit and the persons on the pirated vessel. Tasking of primary SAR resources must be approved by the OIC/RSMS as appropriate. A piracy Safety Net broadcast should also be considered (see ALRS Vol. 5).

4.19.4 If a reported act of piracy is outside the Halifax SRR, all information should be passed to the appropriate RCC and to the Piracy Center in Kuala Lumpur.

4.20 Submarine Distress

4.20.1 In the case of a military submarine being declared overdue or in distress, the SUBSAR Checklist (Komutel) shall be consulted and the contingency plan carried out. Normally, MARLANT SSO SUBS will be the only shore authority to declare a military sub overdue. RJOC (A) will assume the subsurface search while JRCC Halifax will be the Search Mission Coordinator for the surface search. Control of search assets may be forwarded to OSC if necessary (typically a Naval Vessel).



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- 4.20.2 Canada and its four Victoria Class submarine EPIRB/SEPIRB info is found in Komutel.
- 4.20.3 In the case of a civilian submersible being declared overdue or in distress, the Canadian Association of Diving Contractors Emergency Response Plan should be consulted. JRCC Halifax, MRSC (Q) or MRSC(S) shall be SMC. Individual diving contractors should have their own emergency response plan, which may be of some help to the Rescue Center's.

4.21 AMVER

The Automated Mutual Assistance Vessel Rescue system can be accessed by calling JRCC Norfolk with Boston as a backup. This system will provide a list of ships in the vicinity of a distressed vessel including their name, distance and estimated time to the distress position. The report is normally faxed to JRCC in a text format. Any information received from the AMVER system is to be treated as privileged communications and not to be released to any agency other than for actual SAR use. Any request for this information, by other agencies or persons, is to be passed to the OIC or higher authority that will usually refer the request to the Commander Coast Guard Atlantic Area.

4.23 SAR Incidents in the Vicinity of St. Pierre & Miquelon

- 4.23.1 When a MCTS becomes aware of an incident in the St. Pierre coastal area, it will pass the information to JRCC Halifax. When advised of an incident in the St. Pierre coastal area or involving a vessel from St. Pierre, the Duty Coordinator at JRCC Halifax shall immediately assume SMC. SMC shall remain with JRCC Halifax until the Service des affaires maritimes Duty Officer in St. Pierre agrees to accept transfer of SMC.
- 4.23.2 JRCC Halifax shall immediately contact the applicable Duty Officer in St. Pierre. Exchange of information between JRCC Halifax and the Services des affaires maritimes shall be accomplished using the international SITREP format (Short Form) in the English language ([Annex H](#)). The initial verbal exchange shall be followed by a hard copy message. Once advised of the incident, the two Duty Officers will determine transfer of SMC. Incidents of a minor or local nature will normally be transferred to St. Pierre for action with JRCC Halifax providing assistance as requested. Should SMC be transferred to St. Pierre, a log entry shall be made in the official log book indicating the time and person to whom SMC has been transferred. The MCTS station that initially notified JRCC Halifax shall be advised of the transfer of SMC as soon as possible. Should SMC be retained by JRCC Halifax, the St. Pierre Duty Officer is to be kept apprised of the status of the incident, as appropriate, using the international SITREP.



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Chapter 5 – AERONAUTICAL SAR OPERATIONS

5.1 General

Aeronautical Coordinators are required to respond to a great variety of situations during their tour. Rather than attempt to include all situations that may arise and legislate necessary rescue responses, this chapter will discuss the most common occurrences and possible actions.

5.2 Primary Air Resources

5.2.1 The primary air SAR Squadrons in the Halifax SRR are 413 Transport and Rescue Sqn at 14 Wing Greenwood, NS and 103 Search and Rescue Squadron at 9 Wing Gander, NL. 413 Sqn is equipped with three CC130 Hercules and four CH149 Cormorant helicopters. 103 Sqn is equipped with three CH149 Cormorant helicopters.

5.2.2 413 Sqn and 103 Sqn are required to be airborne within 30 minutes during working hours (0800-1600 local Monday to Friday) and within two hours at all other times, including statutory holidays.

5.2.3 The following tasking procedures apply:

GREENWOOD (YZX)	<u>Work hrs</u>	<u>Silent Hrs</u>
	Call 413 Ops	Call YZX WOps Get AC to call JRCC
GANDER (YQX)	Call 103 Ops	Call AC on Cell, then Home

NOTE: For 103 Sqn Silent Hours procedures, after initial call to the AC, he will make sure to inform 103 Sqn Duty Ops. Duty Ops will then call out the remainder of the crew.

5.2.4 Both Marine Rescue Sub-Centre's are to be kept in the loop on any changes of the SAR aircraft status for the region. The Assistant Aeronautical Coordinator will advise them of these changes.

5.3 Primary Air Resources - Utilization



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- 5.3.1 Primary SAR resources shall not be ignored in favour of using civilian or secondary SAR resources that may be closer to the scene of a SAR incident. Should other resources be tasked because of their proximity to the incident, primary SAR resources will normally be tasked as a back-up.
- 5.3.2 The JRCC Coordinator must continue to make the final decision as to the best course of action to follow based on the available facts, however, in all cases it is essential that the primary SAR resources are utilised to their fullest potential.
- 5.3.3 If a second primary SAR aircraft of the same type (i.e. a second Herc, or second Cormorant from the same squadron) is requested, a tasking message from 1 Cdn Air Div (CAOC) is required.

5.4 Training Flights - Standby Aircraft

- 5.4.1 SAR standby aircraft shall not be deployed from their normal operating base or used for other than SAR tasking without the concurrence of the SRR Commander through the OIC JRCC (this stipulation does not apply to training flights within the local area).
- 5.4.2 The Aeronautical Coordinator shall approve all training flights of SAR aircraft within the confines of the Halifax SRR providing the following conditions exist:
 - a. The Aircraft Commander ensures that communication is maintained with JRCC at all times during the flight either directly or through a ground radio station; and
 - b. The aircraft is immediately available to JRCC through this communication channel for SAR duties.

5.5 Secondary Air Resources

- 5.5.1 When 413 Sqn or 103 Sqn aircraft are U/S, unsuitable or unavailable, consider the following sources of aircraft:
 - a. Auroras in YZX
 - b. CH 148 (Cyclone) in Shearwater (YAW) (and on ship);



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- c. Other CF aircraft of opportunity (i.e. fighter for intercept of aircraft in trouble);
- d. Foreign Military aircraft of opportunity (i.e. Air National Guard air-refuelled helicopter, through AFRCC Tyndall);
- e. Hercules in JRCC Trenton's AOR;
- f. USCG Hercules Ice Patrol in YYT or in Elizabeth City, NC (through MRCC Norfolk);
- g. Ocean Sentry fixed wing or Jayhawk helicopters from Cape Cod, MA (through MRCC Boston);
- h. Griffon Helicopters in Gagetown (YCX), Goose Bay (YYR) and Bagotville (YBG);
- i. RCMP/Police fixed wing and helicopters (through RCMP Dispatch);
- j. CCG Helicopters;
- k. PAL Aircraft in St. John's and Halifax;
- l. Transport Canada Aircraft in Moncton or Iqaluit;
- m. CASARA; and
- n. Other charter aircraft.

5.5.2 All tasking of Combat Support or other secondary SAR resources will normally be done by 1 Cdn Air Div. When routing through CAOC would jeopardize the timely prosecution of the mission, Coordinators may task the unit directly by phone and follow up with a message when time permits.

5.6 Secondary Resources - Tasking Procedure

5.6.1 CP-140 Aurora ("Ready 12"):

- a. Crews will maintain a two hour posture if holding SAR stby;
- b. Task directly through 14 WOps if tasked with SAR stby, otherwise brief RJOC(A) and request Aurora tasking (they should complete required message);
- c. Liaison directly with 14 Wing Greenwood (YZX) WOps; and



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- d. They can carry up to two SKAD kits if requested.

5.6.2 CH-148 Cyclone:

- a. Crews will maintain a two hour standby posture;
- b. Task through 12 WOps or directly with A/C if tasked with SAR Stby, otherwise brief RJOC(A) via telephone and request Sea King tasking (they should complete required message);
- c. Brief pilot on landline or HF; and
- d. If tasked to hold stby, tasking shall be for a period of eight hours at a minimum.

5.6.3 CF and Foreign Aircraft of Opportunity:

If airborne, contact ATC Agency working them and get them to relay tasking request. If they accept, aircraft should communicate with JRCC, through Halifax AGA (5717 kHz) for control.

5.6.4 Royal Air Force Primary SAR Aircraft:

Should JRCC request a RAF Aircraft for searches in our SRR contact ARCC Kinloss or MRCC Falmouth. The RAF have no primary fixed wing aircraft, but are still using Cessna 404s for pollution reporting and do use Military Sea Kings and civilian S92s for Primary SAR.

5.6.5 SAR Herc from Trenton or Winnipeg:

- a. Check with JRCC Trenton for availability;
- b. Request JRCC Trenton task the aircraft; and
- c. Brief pilots on landline

5.6.6 Hercules support from CFB Trenton or Winnipeg:

- a. Contact CAOC Winnipeg for availability and tasking;
- b. Send tasking request message to CAOC Winnipeg; and



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- c. Brief pilots on landline;

5.6.7 USCG Ice Patrol Hercules - St. John's NL:

- a. Call A/C at hotel or through ATC and request their assistance;
- b. If whereabouts unknown contact MRCC Norfolk or Elizabeth City;
- c. Contact MRCC Norfolk and inform them of request for aircraft;
- d. Contact Elizabeth City Air Station with information concerning tasking and expected length of utilization;
- e. Ensure MRCC Norfolk and Elizabeth City get a copy of applicable SARSUM and SITREPs; and
- f. Flights are conducted to the Hague line as well.

5.6.8 USCG HC-144A Ocean Sentry:

- a. Operates on 30 min stby, 24/7 out of Cape Cod in the Gulf of Maine;
- b. Flights are conducted almost daily to the Hague line; and
- c. Request tasking through MRCC Boston or contact through COMSLANT Chesapeake.

5.6.9 US Navy P-3:

- a. Contact MRCC Norfolk for tasking.

5.6.10 Helicopter Squadrons – Goose Bay, Bagotville, and Gagetown:

- a. Call Sqn to check availability of aircraft and crews;
 - 1) Goose Bay: call SAR A/C directly as per Sqn callout sheet
 - 2) Bagotville: call Bagotville WOps [REDACTED]
 - 3) Gagetown: call 403 Sqn Ops
- b. Call CAOC Winnipeg and have them task appropriate Wing;



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- c. Call A/C and brief. During quiet hours, contact operator for Sqn crew callout; and
- d. Brief applicable WOPs, if applicable, when time permits.

5.6.11 RCMP Fixed and Rotary wing support:

- a. Call nearest air detachment and task; or
- b. Call nearest radio room and get them to relay tasking.

5.6.12 CCG Helicopters:

Ascertain location of Coast Guard resources through ROC, or Maritime Coordinator and task directly by phone or radio after discussing the task with the pilot. Advise the ROC. See also Para 5.9.

5.6.13 SQ (Sûreté du Québec) Helicopters:

Call SQ (heli) direct or get MRSC (Q) to contact appropriate SQ Det and task. SQ pilot should call JRCC for complete briefing.

5.6.14 PAL Aircraft (St. John's and Halifax) and Transport Canada aircraft:

- a. Call PAL Dispatch in St. John's, or Transport Canada Dispatch; and
- b. OIC approval required, time permitting.

5.6.15 CASARA:

- a. Check web site for appropriate CASARA personnel and call-out procedures; and
- b. Task by phone.

CASARA personnel can be employed on any aircraft as long as it is TC certified and that they are tasked by JRCC. Coordinators are to exercise caution in selecting aircraft other than the usual military/CASARA aircraft as to not expose CASARA personnel to undue risks. CASARA personnel will fill a SAR Mission Report whenever they are tasked on a mission.

NOTES:



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1. When tasking CASARA Iqaluit on chartered aircraft, hourly charge must be determined and logged once the OIC has approved it. Charter costs and information should be verified through the Public Works and Government Services Canada: Air Charter Services website: (<http://aircharter.pwgsc.gc.ca/index.cfm?fuseaction=catalogue.home&lang=e>)
2. CASARA is not allowed to airdrop any equipment from their aircraft. However, Ken Borek Airlines is supplied with air-droppable SPARK kits which can be dispatched by the crew whilst CASARA spotters are on board. The kits contain a radio and basic supplies. JRCC Aeronautical Coordinators are to explore this option whenever feasible.
3. Ken Borek Airlines operate in the northern region of Halifax's SRR. They have been certified to airdrop small survival kits known as the SPARK (Small Pack Aerial Response Kit). Each kit contains a radio, drinking water, first aid and other supplies that should enable 48 hours of supply to 3 people or 24 hours of supply for 6 people. The package, when airdropped, unfurls a highly visible streamer as well as a strobe light and an audible locator. Drop altitude is 300-1000 feet AGL. Ken Borek Airlines has SPARK kits in stock and these can be dispatched as required by a JRCC tasking. This is a charter company and not a part of CASARA. When tasking an aircraft, JRCC coordinators must discuss the details of the mission and specifically instruct the pilot to bring/dispatch a SPARK kit.

5.6.16 Civilian Charter Aircraft:

- a. See Para 5.7 WRT Charter Policy;
- b. Task Company by phone;
- c. Get pilot to call JRCC for complete briefing;
- d. Ensure case number is on payment bill; and
- e. OIC approval required, time permitting.



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5.6.17 Air National Guard 103rd Rescue Squadron

- a. 103rd Rescue Squadron in New York is willing to provide assistance when able in the form of air droppable rescue technicians who can also deploy their own rescue vessels or ATVs.
- b. Other capabilities are air- refuelable H-60 Helicopters and C-130 Hercules fixed wing transport aircraft.
- c. 103rd Squadron Operations shall be called for initial contact and staff check at
██████████
- d. Request the tasking through AFRCC in Komutel

5.7 **Civilian Aircraft - Charter Policy**

- 5.7.1 Coordinators may charter civilian aircraft provided it is considered essential to the successful completion of the search operation, and no government facilities are available. If the decision is taken to hire civilian aircraft, coordinators should be sure to thoroughly brief pilot on the mission. See also Para 5.6.16.
- 5.7.2 If time permits, the following shall be discussed with the charter company:
 - a. Hourly or daily rate to be charged;
 - b. Contact info for office personnel (for admin use); and
 - c. If asked: *state that the Crown will not automatically assume liability.*
- 5.7.3 OIC shall be informed as soon as possible when the decision has been made to use a chartered aircraft. Failing contact with the OIC or their designate, the chain of command through SMO to the SRR Comd should be informed immediately.
- 5.7.4 Charter rates and information can be found at the Public Works and Government Services Canada: Air Charter Services website:
<http://aircharter.pwgsc.gc.ca/index.cfm?fuseaction=catalogue.home&lang=e>



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5.8 Use of CH-148 Cyclone for SAR Standby

- 5.8.1 Consider requesting a Cyclone, as a replacement SAR standby helo, when the Cormorant ETIC is more than 2 hours long or the level of activity warrants it. If the pace of activity is low, coordinators can use their judgment and extend the 2 hours guideline as deemed appropriate.
- 5.8.2 When requesting a Cyclone for SAR standby, the request must be made by telephone or e-mail to RJOC (A) MAFF. ACCE (A) will conduct the staff check and advise CAOC of the outcome clearly stating the ready duty status time. CAOC will then release a message either tasking the appropriate Wing or indicating the inability to assume SAR standby. The Cyclone, when required, will be requested for SAR duty for a minimum of eight hours at a time. The requested standby period shall not end between the hours of 2200 and 0800 local.
- 5.8.3 If the Cormorant becomes serviceable before the end of the Cyclone standby period, hold off on advising RJOC (A) until an additional two hours have elapsed. At that time ACCE (A) can decide whether to leave the Cyclone on standby until the period elapses or to release them earlier.
- 5.8.4 The following points and limitations shall be considered:
- a. The Cyclone is a valuable asset and should not be tasked inappropriately. Coordinators will thoroughly brief Aircraft Commanders on the mission and remind them that they are required to respond only if the mission can be safely completed within the limitations of aircraft and crew;
 - b. Cyclones have a usable fuel load of 4700 lbs. Their Max range speed is 120 kts. Fuel burn rate is 1000 lbs/hour in transit or 1500 lbs/hour in the hover. CH148 range is 300-400 NM miles from refueling point;
 - c. See also Para. 5.6.2.

5.9 CG Helicopter

- 5.9.1 The CG helicopter status is included on the daily CG ship report from the ROC. After the Maritime Coordinator has plotted the ship's position, the Aeronautical coordinator will update and note the CG aircraft position.
- 5.9.2 If a SAR case develops in a location that would warrant the use of a CG helo, JRCC will call the ROC for an updated position and task as per para 5.6.12.



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5.10 SAR A/C Unserviceability

5.10.1 The process by which we will be advised of an unserviceable aircraft and our subsequent request for a replacement platform is as follows:

- a. Sqn will advise WOps of aircraft status and estimated ETIC;
- b. WOps will call JRCC and CAOC and inform them of the aircraft status and ETIC. 103 Sqn is to ignore the first step and start here; and
- c. Based on estimated ETIC and current activity levels, JRCC can contact the applicable ACCE, Wing or Sqn in order to conduct a staff check for available resources. JRCC must then immediately contact the CAOC, by phone and email, to inform them that JRCC is requesting an auxiliary tasking of a SAR Fixed Wing or Rotary Wing aircraft.
- d. Tasking of auxiliary SAR resources will be actioned by the CAOC and JRCC will be advised by the CAOC what the COA will be.
- e. Prior to any reduction or alteration in the posture of a SAR crew as the result of a U/S aircraft, the SAR Sqn shall consult the appropriate JRCC to confirm the proposed disposition and state. Only under extremis conditions will a crew be considered for anything less than a 2 hour posture due to aircraft availability. Should concurrence not be reached between the Sqn CO and OIC JRCC the issue shall be raised to both CJOC SAR and SSO SAR.
- f. When JRCC is Red for Fixed Wing or Rotary Wing SAR, fill out the Reduced SAR coverage report (ANNEX T). This will be sent to OIC via EMAIL (FORCES ACCOUNT).

5.10.2 The following guideline identifies the preferred replacement aircraft for JRCC Halifax:

<u>Hercules</u>	<u>Cormorant (YZX)</u>	<u>Cormorant (YQX)</u>
Aurora (YZX)	Sea King (YAW)	Griffon (YJR)
Hercules (YTR)	Griffon (YBG or YTR)	Corm (YZX)
Charter	Corm (YQX)	Charter
	Charter	

NOTE: Air Coordinators are to keep JRCC Trenton advised of our Hercules aircraft status. Trenton's Hercules is to be requested whenever the situation is deemed necessary (i.e. when it looks like a full SAR crew is required).



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- 5.10.3 Whenever JRCC is going to request a secondary air resource to fill in for an unserviceable primary air resource, the secondary air resource will only be requested to hold a two hour response time.
- 5.10.4 Any encountered delays jeopardizing the response to an actual incident are to be brought to the OIC's attention. In such cases, the Air Coordinator has the OIC's authority to do or contact whomever he deems necessary to ensure quick and prompt resolution of the situation.
- 5.10.5 If a CH148 Cyclone is requested as a replacement platform, they will have up to 12 hours to respond to our request for a crew and aircraft. They will try to meet our request as fast as possible but mitigating circumstances could prevent a quick response. See also Para 5.6.2 and 5.8.
- 5.10.6 Should we request an Aurora as a replacement platform, they will have up to 12 hours to respond to our request. They will try to meet our request as fast as possible but mitigating circumstances could delay their response to 12 hours. See also Para 5.6.1.
- 5.10.7 Based on the above agreements, Air Coordinators should delay their request for a replacement platform until either two hours have elapsed and there are still no concrete indication of the primary aircraft becoming serviceable or the initial ETIC is more than two hours long. Air Coordinators will always retain the option of requesting a replacement aircraft whenever they deem it necessary based on the current events and developments.

5.11 Authority to Carry Civilians in SAR Aircraft

Authority to carry civilians on SAR aircraft is vested in the JRCC Aeronautical Coordinator or Searchmaster, provided that the carriage of these personnel is considered necessary to complete the mission successfully.

5.12 Tasking Time

To ensure continuity and provide an accurate database for response times, the "Paged time" in SMMS shall be the time JRCC initiated a tasking to the SRU (phone call, WOps call). "Tasked time" in SMMS shall be recorded as the time that the JRCC first spoke with the crew of the SRU, regardless of the method of callout.

5.13 Inclement Weather Deployment – Primary Air Resources



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5.13.1 SAR Squadron's responsibility:

They are responsible to evaluate the forecast weather conditions and determine whether they can safely operate within these conditions. If the forecast is deemed severe enough to jeopardise flight safety, deployment of the SAR aircraft should be considered. In such a case, the Squadron will propose a deployment plan (time frame and location) to JRCC for consideration and approval.

5.13.2 JRCC's responsibility:

Upon receiving a deployment proposal, JRCC will review it and seek concurrence of the OIC, who will approve or deny the request in consultation and/or on behalf of the SRR Comd. If the deployment is denied, the rationale for the decision will be entered in the JRCC Log and the Squadron will be advised accordingly. If the deployment is approved, JRCC will task the Squadron as per the proposed plan. The Squadron will use its normal financial code.

5.14 **Aircraft Ditching**

Most aircraft ditching in the ocean segment of the Halifax SRR are the result of single engine aircraft experiencing engine problems or freezing precipitation. Occasionally an aircraft will be forced to ditch due to higher than anticipated winds on an east west crossing from the Azores or Iceland. Communications from these aircraft are generally on VHF AM through relay to high flyers. If the aircraft has a serviceable HF radio on board, CFS Leitrim should be alerted to get a fix on the aircraft. Advise them it is a SAR tasking and give pertinent details.

5.15 **Overdue Aircraft – Mainland Canada/USA**

Initial response to ATC information regarding overdue aircraft will be one of monitoring. Further verification of the aircraft's take off time, LKP and communication checks of all likely airfields along the route including another check at destination are to be completed before tasking primary resources. AFRCC Tyndall is to be notified if any part of the flight was planned over American airspace. Normally, an arrangement is made which utilizes American resources searching USA territory while Canadian resources search Canada. SMC will be ascertained by common sense negotiation or by Chap. 3 of the CAMSAR II. Overdue checklist is available in SMMS.

5.16 **International General Aviation (IGA) Aircraft Overdue - Trans Atlantic Crossings**



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- 5.16.1 All IGA aircraft are required to be equipped with an HF radio. However, JRCC Halifax still experiences transoceanic overdues at eastbound reporting points that are out of VHF range. This may be caused by unserviceable HF radios or no HF radio at all. Normally, no resources will be tasked unless there are other indications that the aircraft may be in distress.
- 5.16.2 JRCC Halifax is often left in the precarious position of deciding whether or not to launch resources on these overdues. In arriving at that decision, Coordinators shall request a copy of the flight plan from ACC to confirm that it is HF equipped. A communication check should be initiated on VHF through other aircraft. Unless there is other information that would lead the Coordinator to believe there is a distress, he will normally launch resources only after the aircraft is overdue at destination.
- 5.16.3 All information shall be recorded in the event that search action will be required.

5.17 Radar Assistance to SAR

Military and NAV Canada Radar systems are to be interrogated at the earliest opportunity by the JRCC coordinator when aircraft are reported overdue. Their capabilities are as follows:

a. DND NORAD:

Provides assistance to JRCC in locating unreported, overdue or lost aircraft. They may provide videotape printout of the route of flight through their coverage area. Contact the ROCC East Duty Officer at CFB North Bay.

b. DND TRACS:

14 Wg Greenwood has a tape relay capability. Coverage extends to approximately 80 nm for raw radar and 200 nm for secondary (transponder). If assistance is desired, contact Greenwood Terminal Control Supervisor.

c. TRANSPORT CANADA (JETS):

Moncton and Gander ACC's can provide taped coverage. If the aircraft has an operating transponder they may be able to provide routing and LKP. Request this service through ACC supervisors.

NOTE: If request is a result of an aircraft crash the tapes will be impounded by the CTAISB (Transportation Safety Board).



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d. ICELAND DEFENCE RADAR:

For aircraft over the North Atlantic, Iceland Defence Radar may be able to help resolving cases of out of contact. Due to security reasons, they will probably not give you a position and will not give you the range of their radar but they may be able to tell you if the aircraft is still flying. When contacting them, provide them with aircraft ident, route and timing and assigned squawk.

e. SPACE-BASED IMAGERY COLLECTION

Co-ordinators should request RADARSAT imagery during a SAR case to assist with locating a search object. RADARSAT imagery requires analysis so requests may take up to 24 hours process. Therefore, submitting requests as early as possible is advisable. If the search object is located before the imagery is released, *do not* cancel the request as ISR support to SAR is still in the infancy stage and the process is being refined. The request form for RADARSAT imagery along with additional information and instructions can be found on Komutel by searching “imagery”.

Through CJOC – Through the Geospacial Intelligence Support Team Request goes to the Join Imagery Centre at [REDACTED] but has to go through the CJOC contact.

5.18 ELT Prosecutions

- 5.18.1 When an ELT (121.5, 243) is reported in a particular area, Coordinators will endeavour to localize and identify the source ASAP. To this end, High Flyers, SRSAT, Industry Canada, CASARA and ATC Resources will be utilized as seen fit by the Air Coordinator.
- 5.18.2 In the case of a 406 ELT, contact with the aircraft is to be made immediately to confirm the nature of the ELT activation. If unable to contact the aircraft or owner/company representative, the case will be upgraded to Distress immediately and primary resources tasked.
- 5.18.3 Flight Service Stations, CASARA and Industry Canada have been equipped with hand held homers. They can be tasked to investigate any ELT or EPIRB signal in and around their immediate areas.
- 5.18.4 If a recording of an ELT transmission exists (at an ATC unit for example), it may be possible to have this signal analysed to determine approx. how far away the transmitting ELT is from the location from which it was recorded. This technique is



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known as “reverse foot printing” and could be invaluable in reducing a search area. People in the commercial and amateur radio communities use this technique on a regular basis. A POC for this is Mr. Fred Carey who lives in B.C. He is available to assist us himself or to link us up with someone in our area who can.

- 5.18.5 If after launching primary aircraft it becomes apparent that over flight of United States territory will be necessary, Air Coordinators will advise AFRCC Tyndall, and/or MRCC Boston.

5.19 Major Air Disasters

- 5.19.1 A Major Air Disaster (MAJAD) in a sparsely settled area will require assistance on a scale not provided for in a normal search. It is possible that some of the provisions of this plan may also be implemented in other large-scale disasters (i.e. the ditching of a commercial airliner in the Western Atlantic).
- 5.19.2 Guidance can be found in the CJOC (Cont) CONPLAN 10250/10 MAJAD, available in the JRCC library.

5.20 High Flyer Emergencies

- 5.20.1 Several times a week JRCC Halifax receives alerts from ACCs regarding high flyers with various problems, the most common being one engine shutdown or pressurization difficulties. In many instances, the aircraft will declare an emergency with ATC and will divert or return to their departure airport. ATC will advise JRCC of their progress through the SRR until landing and/or exit time.
- 5.20.2 An aircraft diverting due to any malfunction will constitute a SAR case.
- 5.20.3 The RJOC (A) shall be advised whenever a foreign aircraft diverts to an airport where there is an unscheduled landing within our SRR.

5.21 SAR Aircraft Tasking

- 5.21.1 For all aircraft tasking's, Coordinators shall complete the SAR Briefing Report - AIR in SMMS. This information can then be faxed to SAR Aircraft Commanders. This procedure will reduce duplication of effort and provide searchers with needed information on the search object.



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- 5.21.2 When tasking aircraft, a briefing/debriefing form will be given to each crew for each flight whenever possible. These forms can be found in the CAMSAR III, Appendix A, and will provide excellent record keeping as the SAR case progresses.

5.22 Contacting CTAISB

The Air Branch Investigator of the Canadian Transportation Accident Investigation and Safety Board (CTAISB) must be advised for any aircraft accident. There are two Transportation Safety Board centres in our region: Halifax for the Atlantic and Montréal for Québec.

5.23 CASARA Tasking - Non SAR Ops

CASARA aircraft may be used for non SAR tasking through agreements with provincial Emergency Measures Organization. They are no longer required to have a JRCC case number to participate in these incidents. Tasking and reimbursement of expenses is now an EMO/CASARA issue, however JRCC may be informed of the situation.

5.24 SAR Flights to St-Pierre-et-Miquelon (France)

SAR aircraft are sometimes required to over-fly French airspace or land at the airport during a SAR incident. A courtesy call should be made to the French authorities in St-Pierre & Miquelon to ensure timely communications.

5.25 Confederation Bridge Restricted Flying Zone

There is a Restricted Air Space 500 ft ASL, ½ mile either side of the Confederation Bridge. If, for SAR reasons, an aircraft must fly within that zone, JRCC must advise the Bridge Control as soon as possible.

5.26 Sable Island National Park Reserve

- 5.26.1 10,000 litres of fuel are available at the Helo pad at Sable Island. The user is to request authority from the Aeronautical Coordinator at JRCC Halifax prior to flying to Sable Island. After use, the user is to inform the Aeronautical Coordinator at JRCC Halifax of the amount used and the amount remaining. JRCC shall contact CG ROC after use to coordinate replenishment. The system is a fixed refuelling system and is by far a faster



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- alternative to barrels for refuelling helos. However, six barrels of fuel are maintained at Sable in case of equipment failure of the fixed system.
- 5.26.2 Fuel is also available on various drill rigs/production platforms in the Sable Island area. JRCC Coordinators should confirm the rig's position and call for fuel amounts and authorisation to land on the rig. Hibernia and Thebaud platforms should be considered first.
- 5.26.3 The Weather Station at Sable is manned from 0900Z to 0300Z daily. For SAR helo ops during quiet periods, call CO Wx Det. He will turn on helo pad lights and provide local weather. Give as much lead-time as possible. Oil rigs can also provide aviation weather.
- 5.26.4 **Parks Canada Emergency Response for Sable Island National Park Reserve** can be found in Komutel. Main Station helipad is at 43 55.967N 060 00.330W. There is a telephone at Main Station and Iridium Sat phone. There is also a VOIP VHF two-way radio link with Jasper dispatch – Call name is "Sable Island". The park falls under the jurisdiction of Halifax Regional Municipality (HRM), so for any Police services required it would be the responsibility of the RCMP in Tantallon.

5.27 Overwater Flight Aircraft Management

- 5.27.1 All SAR aircraft overwater taskings, particularly within Area ELK, requires a call to RJOCA (A) MAFF to ensure that we are mutually aware of any known aircraft traffic which could present a potential conflict during a mission tasked by JRCC. The information is to be passed to the aircraft (Cormorant and/or Herc) to avoid any unsafe situations.
- 5.27.2 JRCC Coordinators shall encourage SAR aircraft to advise RJOCA (A) when penetration of area ELK is planned. JRCC can assist by passing ELK clearance to aircraft via phone patch as they approach. Note that RJOCA (A) clearance is based only on known military and civilian traffic.
- 5.27.3 SAR operations in the vicinity of the Canadian ADIZ should be coordinated through Defense Radar; generally transponder codes other than 1200 are acceptable.

5.28 Cyclone Over-Water Ops Support



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- 5.28.1 12 Wing Shearwater has a requirement for SAR back up to their dipping operations in the dip sectors as part of their normal ops procedures. Normal ops are such that they provide their own support with their own aircraft, but from time to time they have no back up aircraft available and they will request support from primary SAR resources.
- 5.28.2 This support will only be requested during working hours (30 min standby operations) and the request will come in the form of a telephone call from 12 Wing Ops.
- 5.28.3 JRCC will approve the request if a Cormorant is serviceable and has not been tasked on a SAR mission. The Cormorant may provide airborne coverage to 12 Wing while on training flights at the discretion of the Aeronautical Coordinator and Shearwater Current Ops Officer.
- 5.28.4 JRCC will inform Shearwater Current Ops Officer immediately if the Cormorant is tasked on a SAR mission and is no longer available to provide back up.
- 5.28.5 12 Wing Ops will advise JRCC by telephone when SAR back up services are no longer required.

5.29 EHS Life Flight Aeromedical Rescue and Evacuation

Life Flight provides helo service for NS, PEI and NB. They also have a contract with PAL for fix wing MEDEVACs in NS and PEI. Requests for assistance from JRCC shall originate from the Life Flight Dispatch (also known as Air Ambulance NS) in the following circumstances:

- a. For remote location medical emergencies where the reported patient condition may be exacerbated by extended response times;
- b. If the Life Flight helicopter is unable to accept the mission because it is already on a mission, out of service or precluded from responding due to weather conditions; and
- c. When specialized training and/or equipment is required (i.e. hoist).

5.30 Newfoundland and Labrador Health Service Air MEDEVACs

A Medical facility will make the request for a MEDEVAC through Eastern Health Online Medical Control Centre. They will in turn assess the situation for the appropriate transportation, either by ground transport or aircraft. The request for an aircraft is then forwarded to Newfoundland Government Air Services (NL GAS). Should no aircraft be



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available for the tasking then the request is submitted for a military aircraft through JRCC Halifax.

NOTE: [Annex I](#) is a flow chart for NL Health Service MEDEVAC requests.

5.31 Missing Aircraft Notice (MANOT)

JRCC Halifax will issue a MANOT whenever the distress phase of an overdue aircraft search begins. It shall be sent by e-mail to Air Traffic Control towers, Flight Service Stations, Area Control Centres, military bases, squadrons and any other addressees who have a need to know. Each MANOT (Initial and Final) will include the same sequenced MANOT number.

The format for the MANOT can be found in CAMSAR Vol.2 - 2.03.4 and Appendix A – A.1 & A.2. Email addresses for the MANOT Distribution List are contained on the “Halifax MANOT” email group on Outlook.

5.32 Advisory NOTAMs

In the rare case that JRCC must request a FIC to publish an “Advisory NOTAM” for search areas, the Aeronautical Coordinator shall specify the unit of altitude being used (i.e. AGL, ASL or MSL). This is to ensure proper traffic de-confliction in the search area.

5.33 FLIR (EO/IR) Capability

While none of the primary SAR aircraft in the Halifax SRR have FLIR (Forward Looking Infrared) capability, the following resources have this capability:

- a. CP-140 Aurora;
- b. CH-148 Cyclone;
- c. PAL King Air; and
- d. RCMP (hand held units at some detachments).



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5.34 SAR Tech Deployment to Open Bodies of Water

As per the RCAF Flight Operations Manual (FOM), Chap. 2, Section 4.6.6, the following procedures must be followed before SAR Techs are authorized to carry out an operational SAR Parachute jump to open bodies of water:

- a. The Aircraft Captain must ensure a robust recovery plan is in place prior to deployment of a SAR Tech(s) into any open body of water, in consultation with the SAR Tech Team Leader. JRCC will be involved in the development and co-ordination of the rescue plan, but the Aircraft Commander will make the final determination as to whether the plan is realistic and appropriate for the situation. A high confidence ETA of a recovery asset capable of conducting the retrieval in the expected conditions is required. The recovery asset's ETA must be prior to the times given in the Tables of Predicted Survival Times (FOM Annex 4.2.2.7.A) using the "Wet to touch / FT" columns at a minimum;
- b. A helicopter enroute directly to the scene or with only one hot refuelling operation required, with suitable capabilities, enroute weather and on scene conditions meets the intent. A helicopter that will shut down for fuel does not meet the intent until airborne enroute to the scene. A vessel on scene (or enroute with ETA) of suitable size for the conditions, capable of recovering the SAR Techs meets the intent; and
- c. The Aircraft Captain is to ensure sufficient time on scene is available after SAR Tech deployment to establish communications (radio or flares), confirm the safety of the deployed SAR Techs, and to conduct at least an SRK drop if needed prior to bingo fuel.

5.35 Windsor Park / Point Pleasant Helo Landing Area

- 5.35.1 Windsor Park helicopter landing area is available. The eastern section of the parking lot in front of Building WP61 has now been designated an emergency helicopter landing pad and has been marked by a large black "H". This section of the parking lot has been cordoned off with signage and barriers have also been placed with space for EHS or Fire Dept. to access as required. Lat and Long of the pad is 4439.45N 06336.70W. If this helo pad is to be used, the Windsor Park MPs/Commissionaires are to be notified at [REDACTED]. The WP helo pad may be used on an as required basis for medevac or other emergency purposes by other agencies. Should DNR, EHS Lifelight or any other agency contact us and want to use the helo pad, we shall make a courtesy call to the MPs/Commissionaires at [REDACTED] and advise them of the medevac (who, what, where, when, why). Patient transfer and arrangements for EHS/ambulance services as required for the medevac will remain the responsibility of the Province and DNR.



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5.35.2 The Point Pleasant Heli Pad [Halifax (South End) NS (Heli) CHS7] is not available. Halifax Port Authority will not permit landings until further notice.

5.36 Shearwater Airport Services

Shearwater may be considered as a possible casualty clearing facility or for other uses in the event of a MAJAID or MRO scenario.

5.37 Aldershot Helo Landing Area

Procedures for the use of Camp Aldershot for the purpose of receiving or dispatching patients coming to or from the Valley Regional Hospital by SAR helicopters have been developed by MTC Aldershot, 413 Sqn and 14 WOps Greenwood. In the event that a SAR helo is required to land at Camp Aldershot, the pilot will request that either JRCC Halifax or WOps Greenwood contact CFS Aldershot's main gate and advise the ETA and other pertinent data. This will facilitate entry to MTC Aldershot by ambulances and police escorts.



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Chapter 6 - COMMUNICATIONS

6.1 International SAR Point of Contact (SPOC)

JRCC Halifax is the Canadian Point of contact for Maritime SAR.

6.2 INMARSAT

6.2.1 Should an EGC be required to be issued, the Maritime Coordinator shall comprise the text of the broadcast, and all the parameters, including the periodicity, EGC string, and the centre point, radius, or rectangular area, as applicable. Any updates to an EGC broadcast will be assigned an update number.

6.2.2 The EGC message will be faxed or emailed to Halifax MCTS for broadcasting and followed by a telephone call to clarify any details verbally with the MCTS Officer. MCTS will forward a copy of the sent EGC back to JRCC to ensure its accuracy. JRCC Halifax does not have the equipment to monitor EGC broadcasts.

6.2.3 All messages to vessels in need of assistance should be simple and concise, taking into consideration that English might not be the first language onboard. The message should request all the information that JRCC requires from the vessel, as well as give them any instructions.

6.3 SINMARCAS (Information Only)

Messages from MCTS sources annotated in this manner are not to be released to any person or agency under any circumstances without specific approval of the RSMS or the OIC JRCC. Similarly messages of this nature are not to be actioned; rather they should be treated as advance warning of a possible incident and available units and ships should be checked for location, etc. The message is to be attached in the case file, or entered into the log as information only.

6.4 SMC for GMDSS Alerts

6.4.1 Although GMDSS distress alerts generally include a position, experience has shown that this position may be inaccurate. Incidents have occurred where the alert was immediately passed to an MRSC but after some initial investigation the position was incorrect and the alert then passed back to the JRCC.



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6.4.2 When a GMDSS alert is received at JRCC the following procedure will normally be followed:

- a. JRCC will acknowledge the alert, if not already done by another Centre;
- b. JRCC will maintain SMC and request assistance in identifying and contacting the ship using terrestrial radio systems;
- c. JRCC will attempt to identify and contact the vessel to confirm distress and/or position using all means available; and
- d. If the position is outside the Halifax SRR, JRCC will take appropriate action and pass SMC onto the appropriate RCC.

6.5 SSAS Alerts

6.5.1 All 406 SSAS alerts received in Canada, through whatever method, will be passed immediately to CMCC for action. CMCC will then advise GOC in Ottawa and it should be transparent to the JRCC.

6.5.2 SSAS alerts (Radio/Inmarsat) received by a JRCC will be immediately passed to RJOC (A) and CMCC.

6.5.3 While a SSAS does not necessarily require an incident to be created, all calls related to the SSAS alert are to be logged.

6.5.4 While we believe that all who may be affected have a cursory knowledge of the event (i.e. advisory call to CMCC about an Inmarsat alert, or CMCC advising a JRCC of a 406 SSAS alert) we must all understand that once the alert is transferred to GOC we may never receive an update.

6.6 Issuing NOTSHIPS

6.6.1 If a party calls JRCC to report a hazard to shipping, the Coordinator should have them contact VCO or VOJ to issue the applicable NOTSHIP and make arrangements to correct the problem.

6.6.2 If a hazard to shipping is created during a case, the coordinator will contact VCO or VOJ and request a NOTSHIP be issued.



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- 6.6.3 If a lifeboat is going to be out of service for more than eight hours, the Coordinator should contact VCO or VOJ and request a NOTSHIP be issued.

6.7 Messages for MCTS

Maritime messages are located on Komutel. When these messages are sent to more than one radio station, one station will be responsible for coordinating broadcast times, so that one station will not inadvertently step on another transmission of the same message.

MCTS Communications:

- a. At the request of MCTS, JRCC Coordinators are to notify the appropriate centre of any SAR activity within their respective zones as soon as possible. Notification will be as time permits (secondary to coordination duties) and can be verbal.
- b. Procedures are also laid down in the CAMSAR, which addresses MCTS/MRSC (Q) and MRSC(S) communication interface. These procedures are established to ensure a smooth flow of information and to ensure that the MRSC (Q) and MRSC(S) is advised of all requests for assistance which could have a SAR involvement. This would include a disabled vessel requesting relay of information to a contact person. A vessel disabled is in the alert phase for SAR and treated accordingly.
- c. Therefore to ensure the common goal of preventing loss of life and injury, this shall be actioned to the fullest extent. We must ensure that our line of communication is well established and all parties must be kept fully informed, noting that any direction or instruction is the responsibility of Search and Rescue and released on their authority.

6.8 CG Vessel Traffic SITREPs

- 6.8.1 When at sea, large fleet vessels are required to report every four hours. When secured or at anchor, one 0800L morning message is required.
- 6.8.2 When at sea, small vessels (ARUN, Bay or Cape Class) are required to report every two hours.



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6.9 Loss of MCTS Distress Frequency Monitoring Capability

In the event that an MCTS centre experiences failure in equipment, the MCTSO will call the duty ROC Officer to have them arrange for other means of continuous marine monitoring and advise JRCC on efforts and temporary plans in place until the situation is rectified. See Annex M for Ref. No 2013-003.

6.10 Iridium Help and Support

For any Iridium help or support, please contact:



For further contact info, please search Komutel



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Chapter 7 - HUMANITARIAN INCIDENTS

7.1 Humanitarian Assistance

7.1.1 Humanitarian assistance encompasses any use of Government resources intended to save life or seriously injured, sick or stranded persons, in circumstances other than an Aeronautical or Maritime incident, for the purpose of saving life and relieving or preventing human suffering. They may only be employed when not engaged in their primary role. The most common assistance requirements encountered in the Halifax SRR are:

- a. Hospital to hospital;
- b. From camps, islands etc;
- c. Transportation of vital medical resources (may be transported when other suitable modes of transportation are not available and include organs, neonatal teams, specialists and vital medical supplies); and
- d. Searches for missing persons.

7.1.2 Under normal circumstances, requests will be accepted only from authorized provincial authorities, such as EMO or designated hospital personnel. **Remember, flight surgeon must be called on all MEDEVACs.** We must now log the reason for the unavailability of the provincial MEDEVAC aircraft. This situation pertains almost exclusively to inter-medical facility patient transfers. Therefore, when dealing with the requesting authority, the SAR Coordinator must now verbally obtain and record a reason for the request. Reasons such a weather, night, provincial aircraft U/S or involved in another MEDEVAC mission should form the majority of primary causes.

7.1.3 Missing person searches are the responsibility of the applicable police force in the region. On occasion the RCMP requests the participation of primary SAR aircraft from JRCC if they are unable to get air resources through EMO. They are to be classified as humanitarian cases.

7.1.4 If the agency responsible for the search is having difficulty coordinating the search, JRCC will assume responsibility for air coordination, upon written request. If multiple aircraft are involved, JRCC must control the air search, or DND aircraft will not participate.

7.1.5 Cost recovery will not be initiated for missing persons, rescues or critical MEDEVACS, however continuous or inappropriate requests could result in the Commander recommending cost recovery.



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7.2 Hospital to Hospital MEDEVACs - Maritimes

- 7.2.1 All hospital to hospital MEDEVACs within New Brunswick are coordinated through the NB Air Care Dispatch in Moncton. MEDEVACs for Nova Scotia are coordinated through EHS NS/Life Flight. Respective phone numbers can be found in Komutel. PEI will call either service depending on where the patient is going. Request for MEDEVACs shall be forwarded to those centres and they will normally use their resources. JRCC's assistance is only requested as a last resort, if their resources are unavailable or unable to do the transfer. The request is then relayed to the Wing Surgeon in Greenwood or, if unavailable, the MARLANT Surgeon or their representative for approval. If the Surgeon or their representative is unavailable, the JRCC Coordinator on duty can authorize the MEDEVAC. JRCC then contacts 413 Sqn and 14 Wing medical staff, if required, for tasking. When using 413 Sqn for hospital to hospital, 2 medical staff will normally accompany the aircraft for the mission.
- 7.2.2 Requests for Routine MEDEVACs are to be routed through provincial and federal channels as a Request for Assistance (RFA) by the appropriate authorities. Routine MEDEVACs are outside of JRCC's mandate and the authority to use a RCAF Primary SAR Asset on such a tasking must have the CAOC Dir / JFACC's authorization. JRCC shall be engaged whenever a primary SAR asset is considered by the CAOC for utilization in order to provide an assessment of impact on regional SAR response.
- 7.2.3 Life Flight (S-76 helo) is also available as a resource for MEDEVACs outside their area of responsibility. They have full medical crew on standby 24 hrs a day. Life Flight will coordinate the ambulances required and a suitable landing area for the helo as requested.
- 7.2.4 The IWK hospital neonatal team will be used for all neonatal MEDEVACs for the foreseeable future unless the Regional Surgeon directs otherwise. The coordinator should confirm with the attending doctor if the appropriate IWK unit was informed. For newborns, the Neonatal Intensive Care is the unit to be notified. Other children under 6 years old will usually go to the Pediatric Intensive Care. Use of the neonatal team may negate the requirement for the Greenwood hospital staff to attend. Because of the inherent length of these MEDEVACs, Coordinators may be required to make hard decisions on case priority. Although not desirable, MEDEVACs can be re-tasked at any time when the baby is not on board. When this problem arises, look carefully at other options keeping in mind that SAR (distress) has priority.



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7.3 MEDEVACs - Province of Québec

Quebec's version of EMO is called "Direction de la Sécurité Civile et de la Sécurité incendie du Québec"; however EMO is not responsible for Medevac operations, this fall under the purview of the Health Ministry "Ministère de la santé et des services sociaux [MSSS]." If a request for a medical transfer is received from a hospital or clinic, JRCC shall contact the Health ministry's 24/7 contact number: [REDACTED]. This number is manned 24/7 by one of three people that have the authority to make the request for our assistance. This person will verify that the medevac is indeed necessary and that no provincial assets (public or chartered) are able to do the mission.

- 7.3.1 If for some reason the above number fails, we can contact the provincial air medevac dispatch center (Service Aérien du Québec) at [REDACTED] who will be able to confirm that they are unable to do the medevac.
- 7.3.2 If all else fails, EMO Quebec can provide assistance through their Ops Center which is manned 24/7 and can be reached at [REDACTED].
- 7.3.3 Missing persons cases are the responsibility of the Sûreté du Québec (SQ). The SQ Ops Centre has the authority to request assistance from the JRCCs.

7.4 MEDEVACs - Newfoundland and Labrador

- 7.4.1 Eastern Health Online Medical Control Centre (MCC) will conduct MEDEVACs utilizing a mix of fixed and rotary wing resources. If a private citizen or doctor calls Halifax JRCC directly, every effort will be made to put the party in touch with the Eastern Health MCC who act as the Provincial Approving Authority for MEDEVACs. NL GAS operates a King Air out of St. John's, a Turbo-Commander out of St. Anthony, leases a Twin Otter in Goose Bay and charters helicopters or fixed-wing aircraft whenever required.
- 7.4.2 If Gov't Air Services or MCC requests JRCC assistance, JRCC Coordinators shall confirm that the other organization is aware of the request. Coordination will then be conducted through MCC as they have direct access to medical staff, ambulance dispatch and hospital helicopter pad coordination.
- 7.4.3 When a MEDEVAC request is received from any organization/individual other than MCC or GAS, the JRCC Coordinator shall ensure that MCC is aware of the request and determine whether JRCC assistance is required.



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- 7.4.4 Once a request has been received and confirmed, the JRCC Coordinator shall check the weather and then contact the Flight Surgeon and the OIC JRCC for approval. If approved, the Rescue Unit will be tasked and normal follow up coordination will apply.
- 7.4.5 In order to maintain continuity of care, MCC or 103 Sqn may request that a doctor or nurse accompany the helicopter. If this occurs, the JRCC Coordinator shall coordinate with MCC and 103 Sqn
- 7.4.6 A flow chart for the NL MEDEVAC requests can be found at [Annex I](#).

7.5 Radio Medicals & Medevacs from Ships at Sea in MRSC(S) SRS

- 7.5.1 All radio-medicals shall be conducted by JRCC Halifax
- 7.5.2 Radio-medical requests received at MRSC(S), whether by phone, email or other means, shall be transferred to JRCC Halifax regardless of geographical location.
- 7.5.3 In the event that a vessel contacting MRSC(S) to request a MEDEVAC has already completed a radio-medical, the Maritime Coordinator shall transfer the MEDEVAC request to JRCC Halifax for consideration.
- 7.5.4 Once a radio-medical has been completed, the Maritime SAR Coordinator at JRCC Halifax shall determine who will be SMC.
- 7.5.5 In MEDEVAC cases where MRSC(S) is SMC and a follow up radio-medical is required, MRSC(S) shall conduct the radio-medical.
- 7.5.6 MRSC(S) shall provide whatever support is requested by JRCC Halifax to complete any helicopter MEDEVAC conducted in the MRSC(S) SRS.
- 7.5.7 Nothing in this SOP shall be interpreted as prohibiting the transfer of SMC between JRCC Halifax and MRSC(S) when the SMC determines that a transfer of SMC is the best way to resolve the case.

7.6 MEDEVACs - Nunavut Region (Iqaluit)

Hospital to hospital, nursing stations or other facilities serviced by airstrips is handled by Baffin Regional Hospital. Difficult MEDEVACs from camps, outposts, etc. are coordinated through EMO Nunavut.

7.7 MEDEVACs from Remote Camps, Islands etc.



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On occasion, citizens, police or local doctors contact JRCC for help in evacuating injured or sick people from isolated areas. In most cases, the most prudent procedure is to alert the primary resources required and then contact people that were bypassed by the original caller, such as their respective EMO. Keep in mind that you can proceed with the operation on your own authority if you cannot readily contact people in the normal chain of command.

NOTE: The Duty Flight Surgeon shall be advised of these missions as he/she may have advice relevant to the successful outcome of the mission.

7.8 Response to Diving Accident

7.8.1 In the event that JRCC is contacted for advice/evacuation of a diving accident involving any diver (military/civilian/commercial/sport), information should be obtained as per the Diving Accident Questionnaire held in Komutel. Once the information has been obtained contact should be made with the nearest Recompression Chamber providing physician support. Recompression Chamber information and locations can be found in the SUBSAR Handbook in the JRCC Library.

7.8.2 Should there be a service diving casualty, immediate treatment should be instituted as appropriate at FDU(A) utilizing available resources (i.e., Shearwater MOs, Diving Medical Officer, Technicians, etc). If no Diving Medical Officer is available at Shearwater, one is to be contacted from the update list in Komutel. Should this not be successful, then a staff physician at the QEII Hospital Hyperbaric Medicine Unit shall be contacted.

7.8.3 Two portable recompression chambers, air transportable in the Corm and the Herc are available from FDU Atlantic.

7.8.4 The following would be the minimum information required:

- a. **Depth** – What was the deepest point reached during the dive?
- b. **Bottom Time** – What was the time from descent to a direct ascent to the surface? (to approximate, use surface to surface times)
- c. **Ascent** – Was it normal? Was it under control? Were there any problems during the ascent?
- d. **The Dive Itself** – Was the dive normal? Were ears and sinuses clear and normal?
- e. **Abnormalities Present** – When did the diver notice problems? Was it during the descent, at depth, during ascent or post-dive? How long after the dive did they occur?



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7.8.5 The following advice should be given to those with the distressed diver:

- a. Airway – ensure patient has patent airway;
- b. Breathing – ensure that the patient is breathing. If not, start AR;
- c. Circulation – check pulse. If there is no pulse, start CPR;
- d. If condition permits, place patient in $\frac{3}{4}$ prone position “left side down”;
- e. Raise the feet 8 to 12 inches;
- f. If available, administer high flow medical oxygen through tightly sealed mask;
- g. Loosen tight clothing and keep patient warm; and
- h. Monitor the patient’s vital signs.

7.8.6 SAR Resource Tasking:

All information gathered with respect to depth, bottom time, ascent, the dive itself and abnormalities present should be passed to the Rescue Specialist or SAR Tech. The scuba tank and regulator should be left assembled and transported with the patient. If air evacuation is warranted, the patient should be transported at an altitude as close to sea level as possible (no more than 500 feet).

7.8.7 Diving Incidents in Newfoundland:

- a. Upon notification at JRCC Halifax that a possible diving injury has occurred and that appropriate authority cannot take immediate action, JRCC will ensure appropriate action is taken until the responsible authority can take charge.
- b. Contact Medical Control:

Contact the General Hospital Corporation, Health Sciences Center, Emergency Room at [REDACTED] Inform the Casualty Officer of all information gathered with respect to depth, bottom time, ascent, the dive itself and abnormalities present.

7.9 Transportation of Patient’s NOK\Medical Personnel



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- 7.9.1 Subject to the Aircraft Commander's approval, JRCC always authorizes these personnel to fly, with the caveat that they will be responsible for their own transport back to the departure airport.
- 7.9.2 Most requests of this nature come from PEI. Because the absence of the doctor/nurse may seriously affect the capability of these smaller hospitals, authorization is normally given to return medical staff on completion of the mercy flight. This is not a requirement however, and return is subject to SAR requirements.

7.10 Transport of High Risk Obstetrical/Premature Labour Patients

Patients in premature labour or with other high risk obstetrical conditions will not be transported by SAR aircrafts unless a practitioner (Nurse or Physician) experienced in handling neonates is accompanying from the attending hospital. The Regional Surgeon has delegated the Duty Flight Surgeon at 14 Wg Greenwood the authority to cancel a mission, should they deem it to be medically inappropriate.

7.11 Aeromedical Evacuation Coordinating Officer (AMECO)

7.11.1 AMECO is located at 1 CDN AIR DIV HQ Winnipeg. They receive request for military MEDEVAC transport which is beyond Base means or area of transport. They will directly send the request to AOC Winnipeg or JRCC.

7.11.2 JRCC shall respond to the request as per MEDEVAC requirements.

NOTE: If the incident occurred at CFB Gagetown for example, JRCC should still check with 403 Sqn for possible helicopter support because AMECO does not check for this.

7.12 Transportation of Vital Medical Resources

7.12.1 The MND has approved the use of service aircraft for the transportation of vital medical resources provided that all reasonable attempts to obtain suitable commercial or other means of transportation have failed. When tasked to provide by LFAA Operations, JRCC resources will only be used if there are sufficient resources available to provide adequate SAR services within the SRR.

7.12.2 Medical resources include personnel, supplies and human organs for transplant purposes.



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7.13 Humanitarian Assistance Provided by CG Resources

7.13.1 When there is a CCG request for Humanitarian assistance from a Provincial authority/Police is received, the appropriate information will be gathered. An appropriate response will be provided in accordance with the RSMS consultation. Further guidelines are located in [Annex D](#) – National Policy and Procedure.

7.13.2 Requests from RCMP for CG assistance on non-SAR cases shall be directed to the ROC, with an info call to brief RJOC (A) on the situation.

7.14 Provincial/Territorial GSAR Protocols

7.14.1 Protocols in support of Provincial/Territorial let GSAR were introduced in all SAR regions in March 2012. The key to this protocol is the implementation of a confirmation/feedback mechanism, where the JRCC will re-establish communication with the requesting authority (RA) prior to closing an active case file (even if no assistance has been provided). In short, a GSAR related case file cannot be closed until this positive action “call back” is completed between the JRCC and the requesting authority.

7.14.2 The following specific protocols have been implemented:

- a. When a request for assistance from a Provincial or Territorial Requesting Authority (RA) is received, the appropriate JRCC will automatically open a case file.
- b. The JRCC will obtain from the RA all possible information on the case in order to establish clear situational awareness and the severity/urgency of the incident. For example, the search model being used by GSAR operators would provide the JRCC with detailed information with which to make decisions.
- c. The JRCC will record what assets the province has committed, or will commit, to the incident. After reviewing this information, a needs assessment will be made as to what SAR asset could be best suited to assist the Provincial or Territorial authority.
- d. The RA will be advised whether or not the CF can assist and if so, how. This will be done as quickly as possible following the needs assessment described above.
- e. If unable to assist, the JRCC will explain why this is the case and ask the RA to re-establish contact (normally a call back) at a suitable time based on the



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conditions and circumstances affecting this situation. The case file will remain open throughout this period.

- f. As operational conditions permit, and on a periodic basis, should the case remain open for a lengthy period of time, the JRCC should contact the RA to receive an update on the situation and review the needs assessment if the situation warrants such a review.

Prior to the JRCC closing the case, a confirmation call with the RA will be made to ensure that no further assistance is required. The JRCC case file cannot be closed until this positive action “handshake” is complete between the JRCC and the RA.

Chapter 8 – MAJOR SAR OPERATIONS

8.1 Searchmaster/Manning/Turnovers

- 8.1.1 Very often, the JRCC is required to coordinate a major search from within its own resources. This is particularly true of marine cases where deployment of a Searchmaster is not advantageous. In these cases, procedures have been initiated to maximize efficiency in the operation and to provide the most effective means of SAR Coordination.
- 8.1.2 To this end, as a search begins to expand beyond the capability of shift personnel, the immediate appointment of a Searchmaster should be considered. Extra personnel should be called in immediately. It is better to have a little overkill than to be swamped. The RSMS must preauthorize any CG overtime. The Duty Coordinator should call in the next Coordinator one hour early and then be prepared to stay for an extended turnover.
- 8.1.3 OIC JRCC, in collaboration with RSMS will appoint a Searchmaster. Normally, it will be an Aeronautical or Maritime Coordinator who participated in search initiation. The SM will alter shifts in order to be on days for the duration of the search. At least three additional personnel should be called in to handle the normal flurry of the first 48 hours. Thereafter, OIC/RSMS/SM will decide on required level of assistance.

8.2 Detachment Commander

For deployed operations, Sqn COs will be requested to appoint a Detachment Commander for the duration of the operation. He/she will act as the Ops Officer for the deployment and will be responsive to JRCC requests and directions. This single point of contact will ensure that the crews are always kept current on search progression. The Det Comd will receive the detailed daily SITREPs and distribute copies to their crews. He/she will report to the searchmaster if one is appointed.



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8.3 Tasking Messages

When the SAR Sqns are providing resources beyond their primary SAR mandate or when DND secondary SAR Units are used (aircraft or ships), a formal tasking message will be sent.

8.4 Air Traffic Control

- 8.4.1 Consideration should be given to issuing a NOTAM for the entire search area. This can be done according to the CAMSAR (through TC) or through the applicable ACC. It is recommended that the latter be used because it will be the ACC's who will be attempting to enforce the airspace restrictions right from the beginning.
- 8.4.2 The use of Aircraft Check Points (ACCPs) should be utilized as required or when there are more than six aircraft in the search area at once. There should be two separate ACCPs to transit to and from the search area. The ACCPs will be designated points and altitudes at which the aircraft must arrive prior to going on to their search area, or proceeding home. All shuttling down/up will be done in the designated search area (i.e. if an aircraft was assigned search area B1, he would proceed to the ACCP, then proceed at a specified altitude to the centre of his search area, then shuttle down to his commence search point. Upon completion of the search, he would shuttle up to the departure altitude before proceeding to depart the ACCP and returning to destination).
- 8.4.3 When there are more than six aircraft on-scene, consideration should be given to allowing the CAS to simply orbit the search area at a higher altitude and monitor aircraft movements, report arrivals/departures and update navigation equipment as required. It is further recommended that in an oceanic environment an Aurora be considered as the ideal platform to carry out the duties as CAS; their radar is capable of tracking aircraft primary and secondary points, and they have more personnel in the rear to assist with search and communication details.
- 8.4.4 When assigning IFF codes for use in overwater searches, the JRCC should get several blocks from the applicable ACC and assign each aircraft a different number. This will allow the CAS to dial in each aircraft separately. Once per hour, at the appointed check-in time, all aircraft can, if the CAS desires, switch their IFF codes to the same squawk so the CAS can ID each aircraft location simultaneously.
- 8.4.5 Navigation equipment varies greatly on the SAR aircraft so the CAS should be advised of which aircraft have the most accurate equipment and utilize their position reports to update everyone else's position on a continual basis.



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- 8.4.6 Under no circumstances are any search areas to overlap, nor are there to be more than one aircraft assigned to a given area. This includes helicopter/fixed-wing combinations, unless they are specifically tasked to effect a rescue operation, or must transit through the area. If this occurs, then all adjoining area aircraft will be notified of the affected aircraft's flight route, altitude and intentions.
- 8.4.7 When employing American resources on a major oceanic search, ensure that the search altitudes of the aircraft that will be next to them are staggered by at least 250'. The USCG and USAF will not search if they are at the same height with an adjacent search area.

8.5 Daily SITREPS

They are to include addresses of all search units. A detailed SITREP (as per 3.20) ensures everyone involved is thoroughly informed and will prevent excessive inquiry calls.

8.6 Operations Room Setup

It is the responsibility of the Assistant Aeronautical Coordinator, under the direction of the NCO/IC to set up the Ops room for major SAR ops. When a major SAR commences, the NCO/IC shall be called in to the JRCC and ensure the following steps are taken:

- a. White-boards for air, marine and phone numbers are hung up at a suitable location;
- b. Maps are set up as required by the SM;
- c. A map that can be utilized by the OIC and MARLANT PA for press briefings is prepared (the map and stand should be movable, so the briefing can be held outside the Ops room); and
- d. If and when the press is allowed inside the Ops room, the NCO/IC shall ensure that the white boards are covered or taken down as required.

8.7 Communications Setup

Include a secondary HF frequency for sighting reports. Primary and secondary VHF/UHF frequencies should be promulgated. Use of Inmarsat, VHF-FM and CG radio stations should be stressed to naval units. Whenever possible, OSC/CSS should not be used as a



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ship borne platform for the relaying of message traffic. Message traffic should be sent directly to the vessel concerned and info the OSC/CSS. This has been a common complaint of the CG OSCs. Chatting is available with the naval units involved thru the RJOC (A).

8.8 Briefing Packages

To be prepared to include at least:

- a. SITREP to Detachment Commander;
- b. Search area map with detailed lat./long list (numbered for quick reference);
- c. SAR briefing form - specific aircraft separation criteria and transit corridors when required. Ensure all SAR AC execute their turns within their assigned areas; and
- d. Updated object description.

8.9 Media Handling

8.9.1 Set up procedures with DND PA early. If necessary, PA should set up a shift rotation schedule. Media will not be allowed into the JRCC without OIC authorization.

8.9.2 At the initial stage, media should not become a burden to the Coordinator. When OIC is informed of the incident, he/she will arrange for DND PA to assume this responsibility. Filling the Media Template form ([Annex F](#)) will provide the Public Affairs personnel with the needed information.

8.10 Standardization of Map Symbology

Use the SMMS SOP for search area plotting. Ensure all areas searched are accurately plotted from the debriefings and hatched in the appropriate colour on SMMS GIS. If applicable, differentiate between radar and visual coverage. Day 2 is a new search day. The more attention paid to detail here the better; it is extremely handy when it is your turn to be the SM and have to write the SAR report. Ensure that all search areas are numbered sequentially throughout the search.

8.11 Log Keeping

The SM should, at the end of day, review the log to ensure that the required information is complete and legible.



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8.12 Major Air/Maritime Disaster Plan Implementation

The responses for air and marine disasters are outlined in their respective disaster plans (available in the digital library).

8.13 CANSARP Drift Plots

Ensure the most appropriate drift information is used and the watchdog data is up to date. CANSARP V5 user guide checklist is attached to the monitor for reference.

8.14 CESM - JRCC Cold Water Survival Model

8.14.1 CESM is a hypothermia prediction model based on biophysical and physiological principles, it is best used to:

- a. Aid in search and rescue planning and resource management;
- b. Formulate a search window based on best and worst case scenarios; and
- c. Predict casualty status for emergency health responders.

8.14.2 The CESM model will be used as a decision aid to predict survival times for people involved in SAR incidents. Experts may be consulted when required to confirm results of the model or gain further insight into survival times. The deterministic (single point) model will be used when all model inputs are known with confidence. The stochastic (probabilistic) model will be used when casualty information is not known or when there are multiple casualties. Best and worst case realistic scenarios should be developed for each incident.

8.14.3 The model shall be used as follows:

- a. The most appropriate (single point or stochastic) model will be run as early in the case as practical based on the information available;
- b. All information including environmental and physiological data shall be confirmed when possible (i.e. a second independent source of confirmation would be the best case scenario);
- c. Water temperature is a critical factor and shall be obtained from two independent sources when possible;



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- d. The model will be run independently by two SAR coordinators and the results compared and discussed. The results and conclusions will be included in the incident log and attachments;
- e. The model will be updated when new information becomes available; and
- f. The model will be rerun independently by two SAR coordinators with the latest available and valid data prior to recommending search reduction.

8.15 Access to Company Representatives

Consider establishing a means of 24 hr access for questioning. Obtain crew manifests and confirm their accuracy.

8.16 Weather Briefings

It may be prudent to have weather briefings more than once a shift. Establish a daily weather summary file for both forecast and actual conditions. It will come in handy when doing the SAR report.

8.17 Search Master Suggestions

Make notes to file (NTF) in the log (and to yourself) to include such things as rationale for a particular search plan, what worked well, what didn't, things to do and observations and recommendations.



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Chapter 9 – TELEPHONE SYSTEM

9.1 General

The JRCC Halifax telephone system consists of two main components: software and hardware. The software is used to present a telephony interface (SIT2) via touch screen and is a product of Komutel. The hardware consists of traditional telephony sets (Avaya M3904) which is integrated with the SIT2 and is a product of Bell Aliant. These two products combined allows for multiple databases to be accessible through one interface while retaining the redundancy of a traditional phone set. The JRCC Halifax telephone system is completely replicated at the primary and alternate sites.

9.2 Komutel Customer Support

9.2.1 Assistance during regular office hours:

Offices are opened Monday to Friday from 8 am to 5 pm Eastern Time. During office hours a technician will be available to action a request. Contact Komutel as follows:

- a. By telephone at [REDACTED].
- b. By e-mail at [REDACTED] you will receive an automatic confirmation e-mail.

9.2.2 Assistance outside our regular office hours:

Komutel offers a 24 hour service seven days a week, 365 days a year. If you call outside of our regular business hours, advise if the nature of the service request is urgent or non-urgent. Komutel will respond as follows:

- a. Within 15 minutes for an urgent call.
- b. Regular business hours for non-urgent calls.
- c. Regular business hours for an e-mail sent to [REDACTED].

9.2.3 When reporting a trouble ticket, be prepared to provide Zulu time of incident, nature of the trouble, the associated phone number and the associated workstation. Searching 'Komutel' on the SIT2 will provide the customer service phone number as well as all manuals pertaining to Komutel operations.



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9.3 Bell Aliant Customer Support

Bell Aliant is the service provider for all telephone hardware from the “road to the desk”, with the exception of the touch screen monitor and monitor arm. If problems are encountered with the phone lines or the Avaya M3904 Handset, service request will be made to Bell Aliant emergency support at [REDACTED]. Should this type of situation present again, JRCC shall escalate to Bell’s Switch Maintenance Halifax Manager: Cindy McKenzie at [REDACTED].

9.4 Emergency Relocation

9.4.1 The emergency redirect of operational phone lines from D-201 to WP-64 shall be carried out in accordance with procedures listed in Section 1.9, Annex K and Annex L after the decision to ‘Bug Out’ has been approved by the OIC.

9.4.2 The emergency redirect of administrative phone lines will only be conducted when the OIC determines that the relocation will be for an extended period of time. See Annex L for procedures.

9.4.3 The emergency redirect documents are stored in the Komutel database under the following names:

- a. Operations: “Bell Aliant” Emergency Telephone Redirect OPS ([Annex K](#))
- b. Administration: “Bell Aliant” Emergency Telephone Redirect ADMIN ([Annex L](#))

9.4.4 Emergency Evacuation of MRSC(S)

The emergency redirect of operational phone lines from MRSC(S) to JRCC Halifax shall be carried out in accordance with procedures in the “Phone Script Document” stored in the Komutel database.

9.5 Administrative Rights to Komutel Database

Administrative rights to add/remove phone numbers and documents have been restricted to protect the integrity of the information stored in the Komutel database. When there is a requirement for numbers to be added/ edited, or documents added, the proper information shall be e-mailed to those with administrative rights and an e-mail receipt will be issued when the work has been completed.



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9.6 Database Backup

All data utilized by the Komutel software is saved on the Komutel server (J: drive) and backed up once each day to the SARNOC server (O:\Komutel Backup\Document Backup). Should the Komutel server fail, all data can be accessed on the SARNOC server O: drive. See Annex J for procedure.

9.7 Training

All JRCC operational staff is required to complete the Training Checklist detailed in Annex M prior to attaining the qualification associated with the respective position. The Training Checklist shall be completed as part of the Aeronautical, Maritime and Assistant Aeronautical OJT packages. Should a coordinator be absent from coordination duties for a period of 60 consecutive days, the training checklist shall be reviewed with any qualified Duty Coordinator prior to recommencing coordination duties.

9.8 Replacement Hardware

Should issues be encountered with the touch screen, Ergotron arm, or Avaya M3904 phone set requiring replacement, spares are located in the stockroom and shall only be replaced by the SARNOC Technician. After business hours, if possible, Coordinators should relocate to a training desk until the situation is rectified during normal working hours. Replacement headsets are in the upper cabinet in front of the last cubicle in the hall to the Coordinator's mail boxes. Should coordinators experience damage to their headset, service work will be performed by Backman Vidcom. All Coordinators shall return their headsets to the designated Telephone OPI upon completion of employment at JRCC Halifax.

9.9 Touch Screen/ SMMS Integration

The current operating software (Windows 7) does not allow the Touch Screen to operate independent of the other 3 traditional monitors utilized by SMMS. As a result, the selection of the Touch Screen as the primary monitor to allow the 'touch' function to exist causes several 'glitches' in the operation of SMMS software. Below are the known 'glitches':

- a. Activating the Touch screen will automatically capture the mouse;
- b. If the 'Distance Measuring Tool' is active the touch screen will not activate;



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- c. The “Ctrl Q” function will cause the quick log window to open on the touch screen;
- d. To open attachments, the ‘up’ or ‘down’ arrows on keyboard need to be used to activate the ‘open attachment’ option; and
- e. To re-assign log entries, you need to drag the ‘RCC Log window’ to the touch screen before conducting reassignment.



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Chapter 10 – MRSC (Q) ADDENDUM

10.1 Ice Operations

10.1.1 The Québec Ice Centre is under the responsibility of the Superintendent of the Icebreaking program and carried out by the personnel of MRSC(Q), supported by a Canadian Ice Service specialist and an Officer from Ice Programs. The 24 hour contact information for the Québec Ice Centre is as follows:

a. Telephone – Operations (24/7): [REDACTED]

b. E-mail – Operations (24/7): [REDACTED]

c. Telephone – Ice Operations: [REDACTED]

10.1.2 Coast Guard Ice Operations is mandated to provide assistance to vessels navigating in ice infested waters but situations arise when an ice request evolves into a SAR incident. This type of situation will be deemed to exist when the required response goes beyond the normal assistance provided by an icebreaker.

10.1.3 JRCC Halifax will be immediately informed through the Réseau d’alerte et d’avertissement (RAA), if one of the following is reported to the Québec Ice Office or is in the process of developing;

- a. Mechanical Failures affecting a vessel’s seaworthiness or ability to navigate;
- b. A vessel in distress of, or if distress is suspected; and
- c. A vessel is in peril or a potential to become imperiled due to the proximity to a Navigational Hazard or other foreseen hazard.

10.1.4 JRCC Halifax is to be informed immediately in the event of an emergency. When it is apparent that such a situation could develop into a distress or a distress exists, Ice Operations will advise the appropriate JRCC and a SAR SMC will be designated. At this point, SAR will assume the role of lead program and coordinate the overall response but Ice Operations may continue to contribute and assist as required. When this action is taken, the following will be done by the SMC:

- a. All agencies involved, including resources and MCTS, will be advised of the decision and revised reporting requirements;
- b. A SAR incident will be opened; and



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- c. A log entry will be made noting the above decision.

10.1.5 It is understood that situations will occur that do not fit a clear line of action. In these cases, it is imperative that Ice Operations and JRCC discuss and agree on which will be the lead program. Both centers must keep the lines of communication open as the situation develops to ensure the proper assistance is provided in the most effective and efficient manner. Anytime there is uncertainty and/or lack of agreement in a course of action, the RSMS and the Superintendent Ice Operations, with consultation from the Superintendent Environmental Response, will be charged with coming to an agreement on the resolution of the situation.

10.1.6 Prior to each ice season, Regional SAR (JRCC, MCTS), ROC, and Ice Operations staff will meet to discuss and update, if necessary, regional procedures and planned or projected Ice/SAR operations plans. For the same reason, a meeting (or conference call) will be held prior to the start of the seal hunt season.

10.2 JRCC Halifax and Québec MCTS Centers

JRCC Halifax will notify the appropriate MCTS centre of SAR activity within their respective zones as soon as possible. Notification will be as time permits (secondary to coordination duties) and can be verbal. Procedures are also laid down in the CAMSAR, which addresses MCTS/JRCC communication interface. These procedures are established to ensure a smooth flow of information and to ensure that the JRCC is advised of all requests for assistance which could have a SAR involvement. This would include a disabled vessel requesting relay of information to a contact person.

10.3 SINMARCAS (Information only)

JRCC Halifax will treat these messages as advance warning of a possible incident and available units and ships will be checked for location, etc. The message will be logged and a case started should the situation develop further.

10.4 Issuing NOTSHIPS

In the East sector of the Central and Arctic Region (NCNA), MCTS (NOTSHIP Desk) is responsible for the transmission of all Notice to Shipping. If a party calls JRCC to report a hazard to shipping, the Maritime Coordinator will contact MCTS (NOTSHIP Desk) to issue a Notship. The Maritime Coordinator will also advise the RAA if required. If a lifeboat is going to be out of service for more than eight hours, the Coordinator shall contact MCTS (NOTSHIP Desk) and request a NOTSHIP be issued.



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10.5 Messages for MCTS

- 10.5.1 JRCC Halifax has preformatted Maritime messages for Distress messages (DMSG) and Enhanced Group Calls (EGC). When these messages are sent to more than one radio station, JRCC Halifax will appoint an MCTS centre to be responsible for coordinating broadcast times based upon the incident position or the last known position, so that one station will not inadvertently step on another transmission of the same message.
- 10.5.2 During many incidents, the best way for JRCC Halifax to communicate with aeronautical resources is through radiotelephone (R/T) via one of the MCTS centers. We will continue to request this service.
- 10.5.3 Direction Finding (DF) services (VHF, MF) is something we request quite often from the MCTS centers. At present, in MRSC (Q) AOR DF is available at MCTS Rivière-au-Renard, MCTS Les Escoumins, and MCTS Québec.
- 10.5.4 MCTS Centers are the primary means of communication with ships at sea in Canadian waters. JRCC can contact MCTS Centers by telephone or fax. The stations may have access to all forms of ship to shore communications, including INMARSAT, cellular telephone, NAVTEX, MF R/T, VHF R/T, VHF DF, and radar.
- 10.5.5 When the sole means of communication with a vessel/person in distress is with cellular or satellite telephone, JRCC Halifax will speak directly with the person(s) in distress and pass information to the appropriate MCTS Centre. JRCC Halifax will pass communications with the distress person(s) via MCTS Centers when the means of communications is by MF R/T or VHF R/T.
- 10.5.6 In the event MCTS receives incoming cell phone calls via *16, the initial call and information will be taken by MCTS. This information and the caller's cell phone number will then be passed to the appropriate JRCC. All subsequent phone calls will be coordinated through the appropriate JRCC who will keep MCTS apprised of any developments.

10.6 Radio Medical

In the event MCTS is contacted by a vessel for a radio medical, MCTS will initiate the call to PRAXES to begin the radio medical, and conference the appropriate JRCC. When initiating the radio medical with PRAXES, MCTS should request to speak with a doctor immediately to ensure timely service. MCTS should also note the name of the doctor issuing the medical advice. At present, all Québec and NL MCTS Centers within the boundaries of the Halifax SRR are included in JRCC Halifax's contract with PRAXES.



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10.7 Maritime SAR Operations

- 10.7.1 In the event of a Maritime incident, JRCC Halifax will task the resource on primary SAR. The Maritime Coordinator may contact the ROC to inquire of any other available resources that are not on primary SAR for possible tasking.
- 10.7.2 The ROC NCNA's operational hours are weekdays, 0730-1600L. The ROC will assist during operational and non-operational hours to the best of their ability.
- 10.7.3 ROC NCNA is to provide operational marine and air resources and crew to the CG program so they can efficiently deliver their program.
- 10.7.4 The ROC NCNA shall be the single point of contact for JRCC Halifax with regards to availability and deployment of non-primary SAR resources.
- 10.7.5 With respect to the coordination of a SAR case, JRCC will task the marine resource holding primary SAR stand-by. If there is a problem with the SAR coverage in a specific area (i.e. mechanical breakdown), JRCC Halifax will communicate with the ROC and it is the responsibility of the ROC to endeavor to correct the situation in the shortest delay. At times the Maritime Coordinator may look for supplementary resources in addition to the dedicated SAR vessel. The Maritime Coordinator will contact the ROC, who will endeavor to assist.

10.8 Handover procedures – Eastern Sector, Central and Arctic Region Addendum

- 10.8.1 In NCNA the normal procedure will be to pass responsibility for an incident from one program or operational centre to another (i.e. SAR incident transition to Environmental Response). Any resources and other agencies involved will be advised of the transfer of responsibility, this will include MCTS.
- 10.8.2 Whenever a program/centre becomes aware that an incident could require transfer of responsibility to another program/centre the receiving program will be advised as soon as practical.
- 10.8.3 When the responsibility for coordination of an incident is transferred the following procedure will be followed:
 - a. The responsible program/centre will contact the Réseau d'alerte et d'avertissement (RAA) and request the Duty Officer of the receiving program/centre call.



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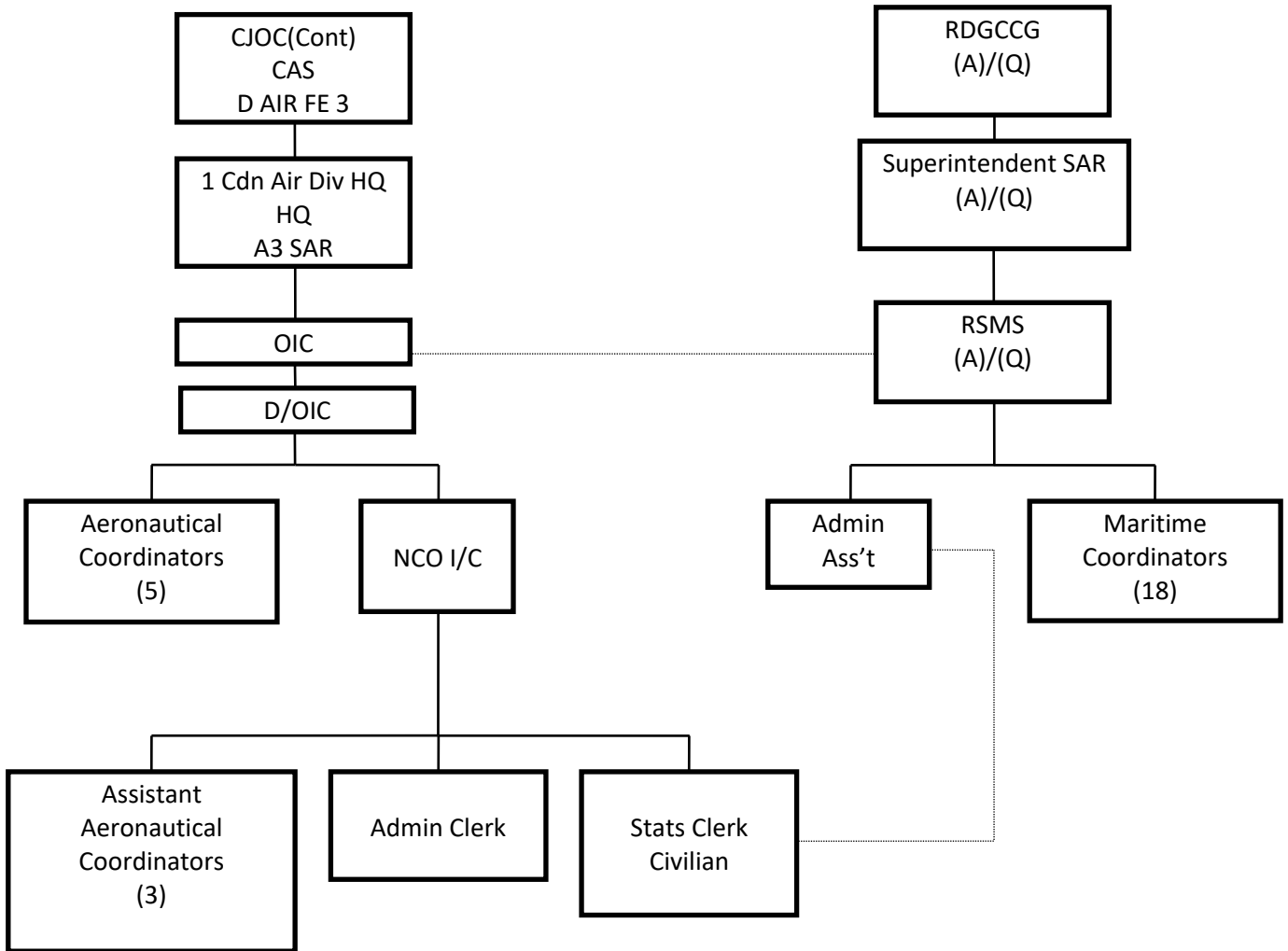
- b. JRCC Halifax will verbally hand over the responsibility of the case and follow up appropriately.
- c. A Handover Message (National Procedures – Appendix A) will be sent to the receiving program/centre with copies sent to the ROC NCNA (for info only), any resources tasked on the incident and any other appropriate agencies.
- d. A Handover Acknowledgement Message (National Procedures – Appendix B) will be sent by the receiving program/centre to all parties in the Handover Message.



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Annex A - JRCC HALIFAX ORGANIZATION CHARTS

ADMINISTRATIVE

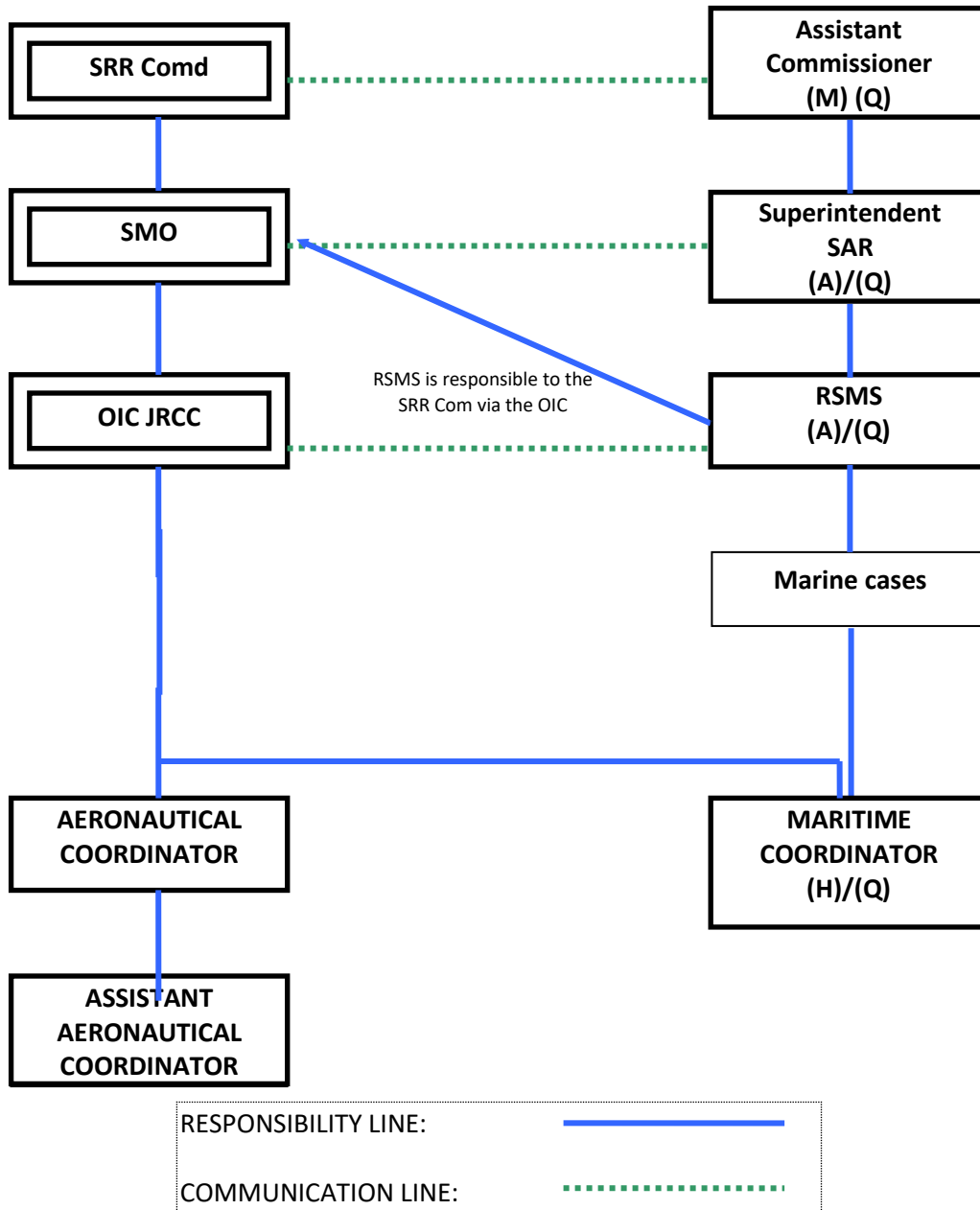


Responsibility Line: _____
 Communication Line: - - - - -



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OPERATIONAL





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Annex B – ACTING COORDINATOR AUTHORIZATION FORM

**Authorization Form
ACTING AERONAUTICAL/MARITIME SAR COORDINATOR
JRCC HALIFAX**

This authorizes the employment of (MEMBER'S NAME) as an Aeronautical/Maritime SAR Coordinator at JRCC Halifax. Although member does not possess all the qualification requirements prescribed in the Canadian Aeronautical and Maritime Search and Rescue Manual (CAMSAR), Volume II, Chapter 3, Article 3.01.5/3.01.10, member has demonstrated, through the Unit On-Job-Training program, the level of knowledge, skills, and abilities required to adequately meet the demands of this position. Member is reminded to dispense his duties as prescribed by the CAMSAR and the Unit Standard Operating Procedures (SOP) and to seek the advice of his superiors (Senior Coordinator/RSMS/OIC) whenever a situation arises where a clear course of action is not evident.

Member:

(MEMBER NAME) Date

Recommended:

Approved:

NAME Date
Standards Officer
JRCC Halifax

NAME Date
Officer in Charge/RSMS
JRCC Halifax

Distribution List

One copy to Member

One copy to Standards File



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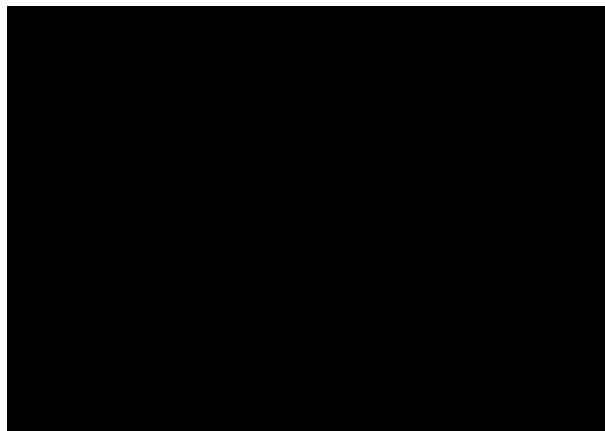
Annex C – MRSC (Q) RELOCATION

MRSC QUÉBEC

"NO SERVICE" ALERTING LINE / LIGNE D'ALERTE " PAS EN SERVICE "

In case of an MRSC QUÉBEC evacuation, JRCC Halifax has to inform the offices listed below of the following message

JRCC Halifax
 JRCC Trenton
 SCTM (VBR) Prescott
 SCTM (VFN) Montréal
 SCTM (VCG) Rivière au Renard
 Voie maritime contrôle Saint-Lambert
 SCTM (VCF) Les Escoumins
 SURETÉ DU QUÉBEC
 Centre 911 Montréal



AVIS URGENT
Le Centre de Sauvetage Maritime de Québec de la Garde Côtière Canadienne doit être évacué temporairement à la suite d'une urgence. D'ici au rétablissement des opérations, vous devriez communiquer avec le JRCC Trenton pour tout incident signalé à l'ouest de Cap à l'Aigle / Kamouraska, et avec le JRCC Halifax pour tout incident signalé à l'est de ces endroits.
URGENT NOTICE
The Canadian Coast Guard Québec Maritime Rescue Centre has been temporarily evacuated due to an emergency. Contact the JRCC Trenton for incidents West of Cap à l'Aigle / Kamouraska or the JRCC Halifax for incidents East of these points.



JRCC Halifax SOPs – February 2021

Annex D - JRCC COORDINATOR BRIEFING GUIDELINES

This form is a guide that is to be used when calling SMO, OIC, RSMS, RJOC (A) and/or MARLANT PA with information on SAR activity. As this is reference only, Coordinators should utilize their best judgment, however trying to ensure that contact is made with the appropriate party. Global e-mails for SMO, RJOC (A) and OIC (Halifax SAR Tasking) can usually suffice. (i.e. – on a Marine MEDEVAC, send one once a game plan is established and one when the case is over).

When in doubt, call.

Incident	SMO	PA	OIC	RSMS	RJOC
DND Air Asset (tasked)	Y	Y	Y		Y
Navy Resource (tasked)	Y	Y			Y
International Involvement	Y	Y	Y	Y	Y
Non Canadian aircraft landing within the SRR due to an emergency	Y				Y
Potentially high media interest	Y	Y	Y	Y	
SRU Emergency / Accident	Y	Y	Y*	Y	Y
All M1/A1 & M2/A2 and Significant Incidents **				Y	
Possible Prolonged Search	Y	Y	Y	Y	
Goofball Situation	Y		Y*	Y	
Death	Y		Y	Y	
Civilian SRU Charter	Y		Y		
DND SRU Release prior to case closure	Y		Y		
SRU Late Departure	Y		Y	Y	
SAR Primary Marine Assets U/S				Y	
JRCC Emergency Relocation	Y		Y*	Y	Y
SAR Primary Aircraft U/S	Y		Y		Y
SRU unable to respond or proceed to on-scene location			Y	Y	
JRCC/MRSC dilemma or problem			Y	Y	
SSAS			Y	Y	Y



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*Call the OIC, even if he/she is on leave or TD

**The following is a list of Significant Incidents to be reported to the OIC and RSMS:

National Policy and Procedure

- a. Major damage to a CCG facility, vessel, or aircraft;
- b. Threats against CCG personnel, facility, vessel or aircraft;
- c. Serious injury or loss of CCG personnel at work;
- d. Serious injury or loss of person(s) in a CCG facility, vessel or aircraft;
- e. Any Maritime incident where CCG resources have been tasked and where there is a loss of life;
- f. Any Maritime incident where a vessel(s) is(are) abandoned;
- g. Any SAR incident in which the Pacific Region Rescue Diving Unit is involved;
- h. Collision, sinking, grounding or any incident involving the release of significant marine pollution;
- i. Catastrophic loss of CCG operational systems (eg. INNAV, AIS, MCTS Centre, etc);
- j. Events requiring significant CCG resources (from one or more regions) that will impact on other CCG operations or programs;
- k. Natural disasters (occurring or anticipated) which may have an impact on the maritime transportation system and/or CCG operations or programs;
- l. Any incidents, which may cause a major disruption or threat of disruption to commercial shipping, or the maritime transportation system;
- m. Incidents with cross-border implications which in your opinion need to receive wide distribution within CCG/DFO;
- n. An increase in MARSEC levels of a port in Canada or of a vessel in Canadian waters;
- o. Prolonged unexpected loss of staff in operational centers or vessels resulting in decreased operational capacity;
- p. Special interest events as defined by Senior Management;
- q. Any high profile maritime incident, directly or indirectly impacting the CCG, and would result in the attention of the House of Commons or the media;
- r. Any high profile incident resulting in the attention of another level of government, (eg. provincial, municipal, international, etc); and
- s. Significant requests from other Government Agencies.



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Annex E - SRR COMMANDER'S SAR BRIEFING FORM

1. SAR: _____

2. BRIEF DESCRIPTION: _____

3. VESSEL & NOK DETAILS (i.e. POBs, survival gear, age and weight of missing):

4. SEARCH DESCRIPTION (area covered, resources employed, time):

5. SURVIVAL TIME/WEATHER (water temperature, sea state, wind, and include copy of graph and survival experts coordinators consulted):

6. WHAT AGENCY SEARCH WILL BE PASSED TO AS MISSING PERSON:

7. PRESS INTEREST - OTHER PERTINENT INTEREST (i.e. political):



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Annex F – MEDIA INFORMATION TEMPLATE

JRCC CASE: _____ DATE: _____

Aircraft / Vessel type	
Aircraft / Vessel name	
Description (size, capacity, color, company, cargo, nature of business, etc...)	
Country of registry	
Number of people	
Nationality of people	
Names (See notes)	
Next of kin notified?	
Place of departure	
Destination	
Incident location (1Nm = 1.852km)	
Nature of incident (events surrounding the accident, survival equipment on board)	
Weather and sea conditions	
Who received the call	
Time of call (time zone)	
Assets being used (from where , time on scene)	
Agencies involved	
Who is the lead agency	
Other	

Notes: Not all information is releasable to the media. The following guidelines apply:

- a. Next of kin must be notified before names of victims are released (i.e. Description of aircraft, names of victims, etc);
- b. JRCC might not want the description of the aircraft/vessel released because it might hinder the investigation;
- c. Description of injuries should not be graphic. Limit information to medical condition (i.e. critical, good).



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Annex G – HANDOVER PROCEDURES FOR CCG OPERATIONS

Handover Message

TO: [DESIGNATED ADDRESSEE(S)]

INFO: Rescue Centres, ROC, ICE Centres, MCTS, Regions and other units as appropriate.

TASKING HANDOVER MESSAGE

JRCC / MRSC INCIDENT NUMBER (if applicable):

INCIDENT TYPE: (disabled vessel, grounding, beset in ice, environmental response, etc.)

HANDOVER DTG: (DDHHHH UTC)

DISTRESSED/DISABLED VESSEL(S) DESCRIPTION

NAME, CALL SIGN, MMSI (if applicable)

VESSEL TYPE, COLOR, LOA, GRT, CFV# (if applicable),

SATELLITE/CELLULAR PHONE NUMBER

NUMBER OF POB

ON-SCENE WEATHER: (wind speed/direction, visibility, sea state, ice conditions etc)

SITREP: (situation report)

HANDOVER FROM (AAAAA) TO (BBBBB) at DDHHHH UTC

NAME OF MESSAGE AUTHOR (AAAA)

VESSEL or CENTRE NAME / OFFICER INITIALS



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Handover Acknowledgement Message

TO: [ADDRESS OF INCIDENT HANDOVER MESSAGE AUTHOR]

INFO: Rescue Centres, ROC, ICE Centres, MCTS, Regions and other units as appropriate.

TASKING HANDOVER ACCEPTANCE MESSAGE

JRCC / MRSC INCIDENT NUMBER (if applicable):

DISTRESSED/DISABLED VESSEL(s) NAME, CALL SIGN, MMSI (if applicable):

INCIDENT TYPE: (disabled vessel, grounding, beset in ice, environmental response, etc.)

HANDOVER DTG: (DDHHHH UTC)

(BBBB) HAS ACCEPTED HANDOVER OF MISSION FROM (AAAA) at DDHHHH UTC

NAME OF MESSAGE AUTHOR (AT BBBB)

VESSEL NAME / OFFICER INITIALS



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Annex H – INTERNATIONAL SITREP

Short Form

DATE: _____ TIME/HEURE: _____

FROM/DE: JRCC HALIFAX

TO/À: SERVICE DES AFFAIRES MARITIMES

SITREP #: 1 (INITIAL)

A. IDENTIFICATION OF CASUALTY (Name, call sign, flag state)

B. POSITION (Latitude, longitude or geographical reference)

C. SITUATION Type of message (e.g. distress/urgency; date/time) and nature of emergency (e.g. fire, collision, MEDEVAC)

D. NUMBER OF PERSONS

E. ASSISTANCE REQUIRED

F. COORDINATING JRCC



JRCC Halifax SOPs – February 2021

Long Form

DATE: _____ TIME/HEURE: _____

FROM/DE: JRCC HALIFAX

TO/À: SERVICE DES AFFAIRES MARITIMES

SITREP #: 1 (INITIAL)

A. IDENTIFICATION OF CASUALTY

B. POSITION

C. SITUATION

D. NUMBER OF PERSONS

E. ASSISTANCE REQUIRED

F. COORDINATING JRCC

G. DESCRIPTION OF VESSEL

H. WEATHER ON SCENE

I. INITIAL ACTIONS TAKEN

J. SEARCH AREA

K. COORDINATING INSTRUCTIONS

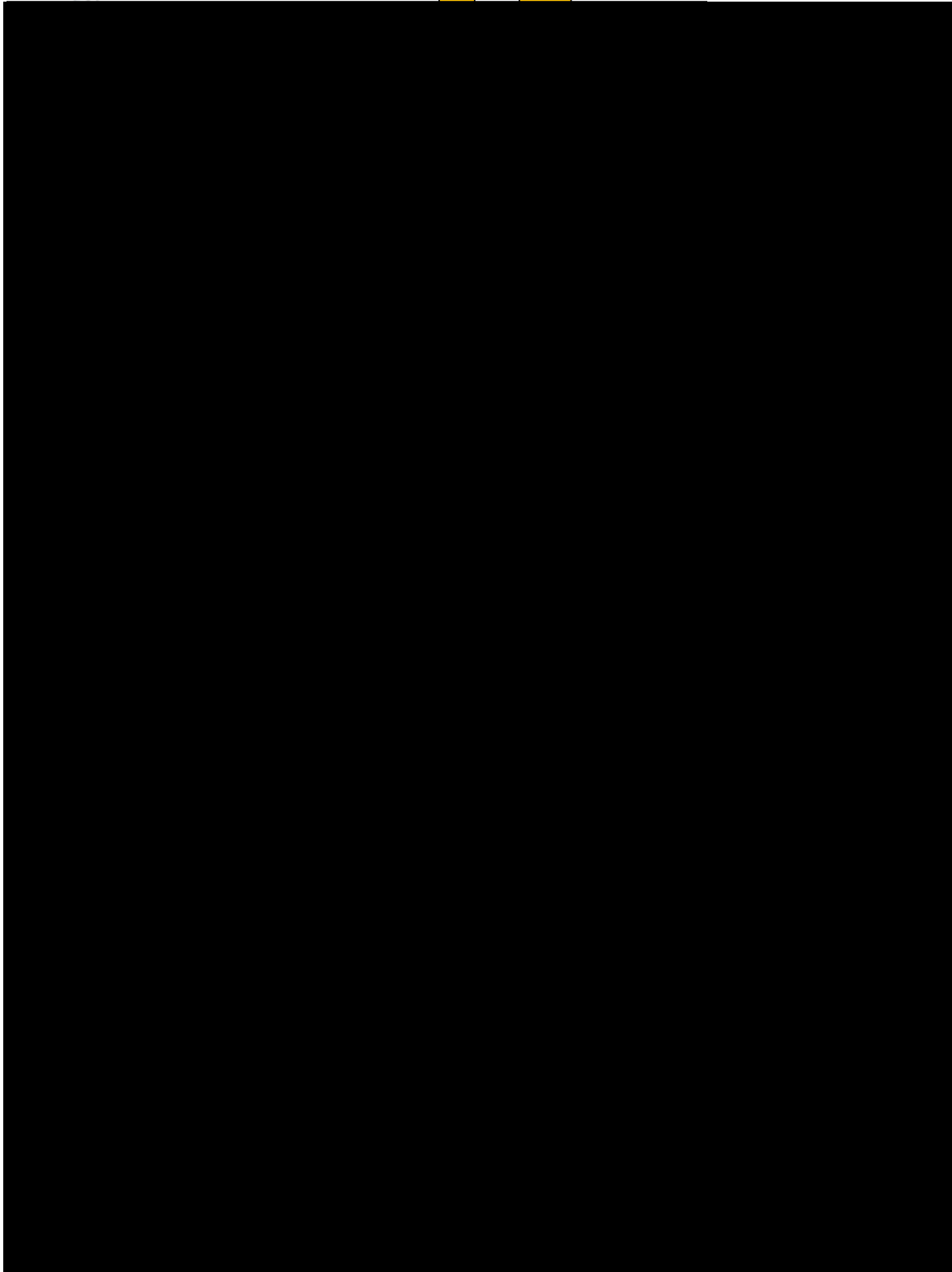
L. INTENTIONS

M. ADDITIONAL INFORMATION



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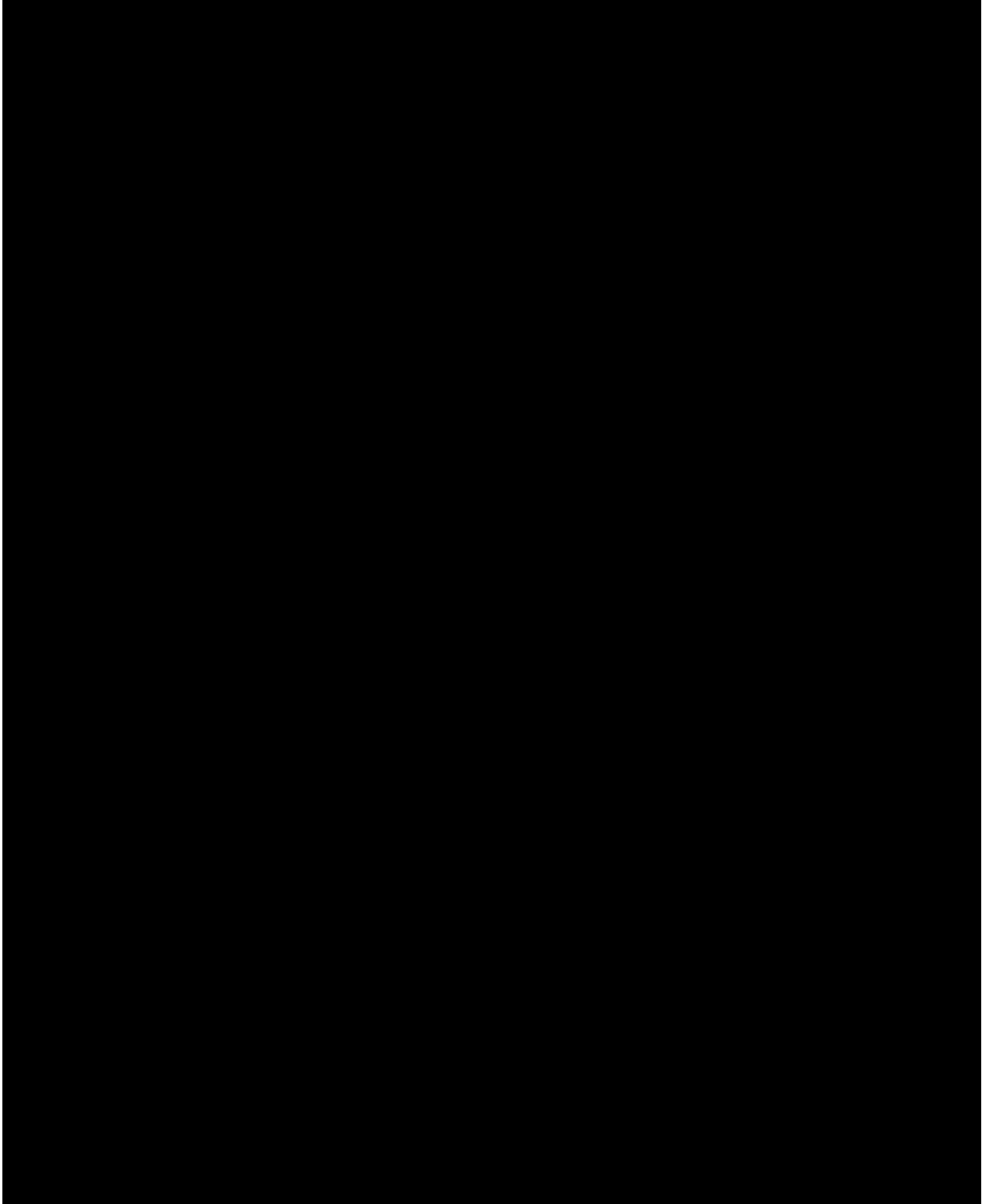
Annex I – [REDACTED]





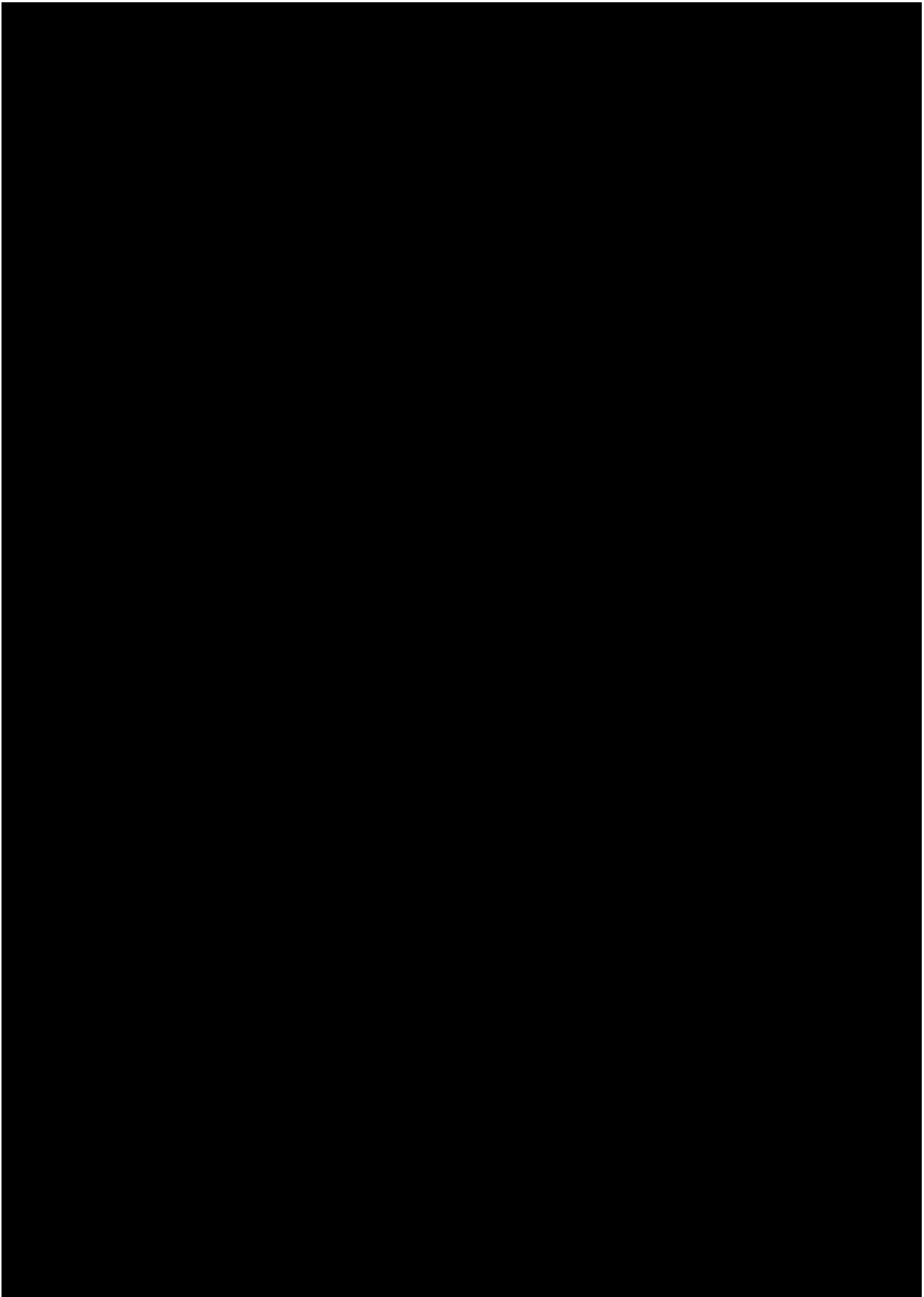
JRCC Halifax SOPs – February 2021

Annex J – [REDACTED]



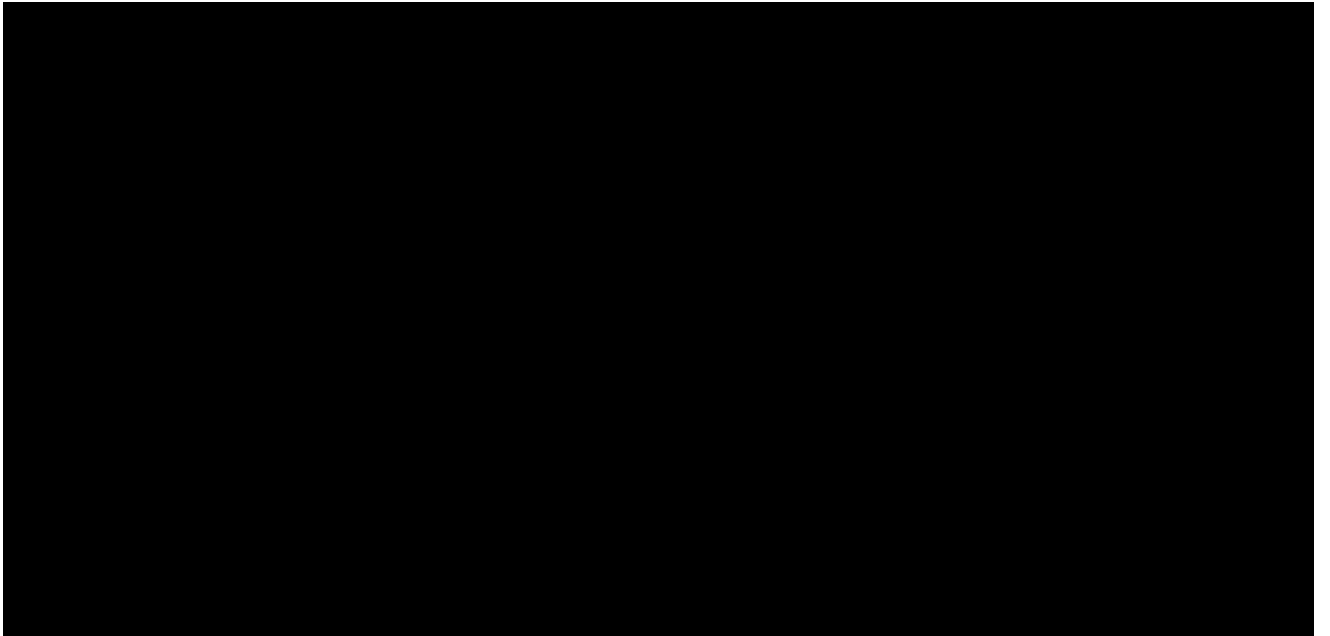


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Annex K – BELL ALIANT EMERGENCY RESTORATION PLAN

Operations

NOTE: The original “Bell Aliant” document for this procedure can be found in Komutel under “bellaliant”. This Annex should be used in conjunction with Sections 1.9 and 9.4 of the SOPs.

Plan Activation Procedures

- a. Customer calls the Switch Maintenance Centre (SMC) at [REDACTED] to inform of the disaster;
- b. SMC requests EIN from customer [REDACTED]
- c. SMC activates local procedures for JRCC disaster, Halifax, NS; and
- d. Open guide, apply the following order in [REDACTED]

Plan Deactivation Procedures

- a. Customer calls the Switch Maintenance Centre (SMC) at [REDACTED] to inform of the disaster;
- b. SMC requests EIN from customer [REDACTED]
- c. SMC activates local procedures for JRCC disaster, Halifax, NS; and
- d. Open guide, backout the following order in [REDACTED]

Line Information

Forward Existing	Line Type	Forwarded To																																							
[REDACTED]																																									
			[REDACTED]																																						
						[REDACTED]																																			
									[REDACTED]																																
												[REDACTED]																													
															[REDACTED]																										
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																																							[REDACTED]		



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Annex M – KOMUTEL TRAINING CHECKLIST

Start SIT2 application.	
Answer incoming call 3904.	
Answer incoming call Komutel.	
Place outgoing call 3904.	
Place outgoing call Komutel.	
Place call on hold 3904.	
Place call on hold Komutel.	
Recover call on hold 3904.	
Recover call on hold Komutel.	
Place call from caller list/log 3904.	
Place call from call display Komutel.	
Place call from redial list 3904.	
Redial last number Komutel.	
Redial last number 3904.	
Conference two out bound calls, stay on line.	
Conference two out bound calls, exit line.	
Conference multiple lines, stay on line.	
Conference multiple lines, exit line.	
Rejoin conference multiple lines.	
Recover call from queue Komutel.	
Recover abandoned call Komutel.	
Run the Broadcaster	
Send request to another workstation.	
Open Maritime Main and Air Main tabs.	
Do an All Fields Search for Little Miss Megan.	
Web based recorder.	
Adding comments to your recording.	
Select and listen to a call on your workstation.	
Stop the Player.	
Advance red cursor, listen again.	
Double click on a recording, add a comment, save.	
Email file, attach to a case.	
Sort table by station.	
Sort table by time.	
Sort table by length of call.	
Set recording filter selection/midnight/last 7 days/last 30 days	
Modify filter for specific date.	
Color coding/White = landline Yellow= cell Purple =Sat Black=pager	Green=After hrs



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Annex N – KOMUTEL Test Procedures during relocation

1. Ensure all the lights along the bottom of the SIT2 with the exception of the ALI Server Disconnected light are green.
2. Ensure all lines have dial tone including the lines on the extension module of the Avaya handset.
3. Test that each line appearance on the SIT2 rings for an incoming call. Ensure calls can be answered on the SIT2 and the Avaya handset.
4. Check that caller ID information displays in the Caller Display field.
5. Test outgoing calls can be made from each line appearance including the extension module on the Avaya handset using both the SIT2 and Avaya handset to select lines.
6. Allow an incoming call to ring four times and go to the Queue. Ensure the Call Waiting light indicates a call is waiting by flashing.
7. Retrieve the call from the Queue.
8. Allow an incoming call to ring four times and go to the Queue. Have the originator of the call hang up. Ensure the Abandoned call light lights up. Click on the Abandoned Calls light to display the caller ID of the abandoned call.
9. Have test fax sent to the fax machine.
10. Test the Supervisor Help Request feature works by sending a message from each workstation to another logged in workstation.
11. Test the Broadcaster by running the appropriate relocation campaign.

If there are line problems such as no dial tone, can't make an outgoing call or incoming calls are not received call the Bell Switch Maintenance Centre to see if it could be a result of a failure in the script. If they are unable to resolve the problem contact Combat Network Solutions. Their number is in the Komutel database. If line issues cannot be resolved quickly contact the OIC and RSMS and consider backing out the script and returning to the other site.

If any of the SIT2 features fail to work properly contact Komutel, their number is in the Komutel database. If SIT2 feature problems cannot be quickly resolved contact the OIC and RSMS and consider backing out the script and returning to the previous site.



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Annex O – LOSS OF DISTRESS FREQUENCY MONITORING CAPABILITY – MCTS PROCEDURES

In the event that an MCTS centre experiences a loss of distress frequency monitoring capability, the following procedure shall be carried out to ensure a continuous listening watch on the designated distress and calling frequencies:

- a. MCTS to advise JRCC and also adjacent MCTS Centers, where required, of the outage:
- b. NOTSHIP is to be issued as per MCTS procedure:
- c. If the duration of the outage is known or anticipated to be longer than 30 minutes, MCTS to advise the ROC Duty Officer. If possible, the ROC Duty Officer will arrange for a CCG marine resource to maintain a listening watch on the distress and calling frequencies and advise MCTS of the actions being taken. The MCTS Officer will provide geographical context with regards to the area left unmonitored to the ROC Duty Officer:
- d. Once the outage has been rectified, MCTS will advise the ROC Duty Officer that the CCG marine resource is no longer required to maintain the listening watch on behalf of MCTS:
- e. MCTS to advise JRCC and also adjacent MCTS Centers, where required, that the outage has been rectified; and
- f. MCTS cancels NOTSHIP as per standard procedure.



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Annex P – SEARCH REDUCTION TEMPLATE – MINOR SAR OPERATIONS

When seeking search reduction after a minor SAR operation, JRCC Coordinators are to use this template.

Attention: Commander Halifax SRR

<u>Request For Search Reduction Effective:</u> YYYY/MM/DD XXXX Zulu
SAR Name and Case Number:
A. What: PIW, Capsized vessel, Missing Person etc.
B. Where: LAT/LONG followed by describe the location. Total size of search area in square nm, resources that covered the various areas detailing the size of the area each resource covered.
C. When: Time of notification to the JRCC
D. Who: Search object
E. Search Area: Size of search area, weather conditions etc. Include the total search time for each asset, the search conditions, coverage and weather reported by the crews on scene.
F. Survival Model: Discussion of Survival Time and Functional Time. Include the search parameters of the CESM, and the actual time when the survival model will be exceeded.
G. Survival Gear/ Equipment: Life Jacket, Life Raft etc.
H. Assets Deployed: Point form list of all assets employed in the search. RCAF, CG resources, CGA, Vessel of opportunity, CASARA etc.
I. Responsible Agency Post Search: RCMP, RNC, Sûreté du Quebec etc. Have they been notified? What Time?
J. Next Of KIN: Who notified NOK of proposed reduction time and is NOK accepting or resistant to proposed reduction time?
K. Is Recovery Support Anticipated : Y/N Do we anticipate any request for support from Navy, RCAF, CG etc. after the case has been handed over to the post-search agency?

Misc. Comments:

This is where you present a sound argument in narrative form to convince the SRR Comd that reduction is substantiated.

Include a map of the area depicting the LKP and areas searched.



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Annex Q – LOST PERSONS AT SEA/MISSING PERSONS REPORT

SUBJECT: _____ AGE: _____ SEX: _____

ADDRESS: _____

DATE & TIME OF INCIDENT: _____

SOURCE: _____

LOCATION: _____

VESSEL: _____

CAPTAIN: _____

SEARCH COMMENCED: _____ TERMINATION: _____

DETAILS OF SEARCH CASE: _____

RESOURCES ASSIGNED: _____

NEXT OF KIN NOTIFICATION (CONTACT INFO): _____

DESCRIPTION OF VICTIM: _____

CLOTHING WORN: _____

IDENTIFYING MARKS: _____



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FULL CIRCUMSTANCES (TO INCLUDE IF FOUL PLAY SUSPECTED): _____

NAME OF SEARCH COORDINATOR(S): _____

NAME OF POLICE AUTHORITY: (Date & Time Notified): _____

Attn: _____

Info: _____



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LOST PERSONS AT SEA MISSING PERSON REPORT

SUBJECT: Persons Name AGE: SEX:

ADDRESS: unknown

DATE OF INCIDENT: D/M/Y and Local time

SOURCE: ex : Truro 911

LOCATION: ex : Gull Island NS

VESSEL: ex : Canoe

CAPTAIN: n/a

SEARCH COMMENCED: TERMINATION:

DETAILS OF SEARCH CASE: JRCC Halifax was advised of a at time Multiple assets tasked to search the area. CANSARP drift model and Cold Exposure Survival Model used to predict drift pattern and survival time.

RESOURCES ASSIGNED: Air and Marine resources.

NEXT OF KIN NOTIFICATION (CONTACT INFO): Names; advised by RCMP that NOK was advised.

DESCRIPTION OF VICTIM: Height, Weight

CLOTHING WORN: ex: Shorts, No PFD.

IDENTIFYING MARKS: Unknown

FULL CIRCUMSTANCES (TO INCLUDE IF FOUL PLAY SUSPECTED): Victim fell into water from canoe. No floatation worn or available. Alcohol may have been a factor.

NAME OF SEARCH COORDINATOR: CGO names, CAF names

NAME OF POLICE AUTHORITY: (Date & Time Notified): ex: Staff Sargent

Attn: Incident Commander/District of Jurisdiction - Info: OCC



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Annex R – SITREP TEMPLATE FOR SAR CASES

Advisory Type: Select from Initial, Update or Final (Include SAR Case Number and Name)
REF: DTG of SIR, MSG or Telecon
a. What: Distress nature: Aeronautical, Maritime or Humanitarian (in support of whom). Describe the situation in general terms.
b. Where: Describe the location in reference to some established, know reference point. (Example – 40 km SE Iqaluit, NU on Augustus Island)
c. When: Time of notification to the JRCC (Other timings are to be kept to significant timings only)
d. Who: Search object (no names) and what SRUs are involved. Spell out Wing and aircraft type with the tail number. Spell out supporting agencies (Surete Quebec, Cape Breton Regional Police, Ground Search and Rescue etc.)
e. Why: Brief description on incident. Factual information only (no assessment).
f. Action Taken: What CAF action has taken place or is planned. Don't anticipate what will be planned but rather what known action is scheduled or organized. Example "The Cormorant and Hercules are en route to the area to commence the search." Any aircraft stood down before takeoff must be clearly indicated here.
g. Misc: Any other pertinent information. This should include next report if known. Otherwise, this section shall read "Nil"
h. Lead Agency: CAF (for all aeronautical cases), CCG (for all maritime cases) or the name of the requesting agency (if in support of another agency i.e. support to the province or police force of jurisdiction)
i. Was Media Informed? Y/N
j. Was SRR PAO Notified? Y/N

NOTES:

1. SAR Advisories are to be sent out when a SRU and crew are tasked, even if they are stood down prior to takeoff.
2. Though JRCC does not normally have the lead for Humanitarian cases, IAW [Chap. 7](#) of the SOPs, it could be decided by the Ops room, in discussion with the OIC, that the JRCC will assume lead on a Humanitarian case. Examples of situations that could lead to such a decision would be if the outside agency is having difficulty coordinating the search or if there are multiple CAF assets searching with no active participation from GSAR.



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3. **INITIAL:** Required whenever a CAF asset is tasked through JRCC. Information provided should be written in plain English to the maximum extent possible. One email will be sent from JRCC to inform both CFICC and CAOC.
4. **UPDATES:** Updates, when required, will be sequentially numbered e.g. update 1, update 2 etc. Red font shall be used for any updated text in the advisory. Updates are only required if anything significant develops in the case. Although there is no set time frame for an update, updates should be provided when a significant amount of time has passed. In any case, a final advisory is required as specified below.
5. **FINAL:** Final advisories are significant because it informs higher headquarters why a mission was stood down in order to respond to questions. Red font shall be used for the updated text in the final advisory. There are two categories of final reports, resolved and unresolved:
 - a. **Resolved:** An incident is considered resolved when the search object and all occupants have been located (regardless of status). The advisory shall include a statement that the search object has been found and have passed the appropriate authority. (i.e. hospital or coroner)
 - b. **Unresolved:** An unresolved incident is when the person(s) have been not located and it has been determined that further search would be to no avail because the area has been adequately searched and all probability areas investigated, or because there is no longer any probability of survival, or for other pertinent reasons (false alarm). The reporting of this requires more information. The report should include a general summary of the search conducted including area and quality of coverage, search reduction information to include rationale, approval authority and when the resources were stood down. There should be an indication of who is accepting responsibility as the lead agency for the missing person(s) and any indications of further requests for information or support.



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Annex S – JRCC Handover Log Entry Template

JRCC Handover Log Entry

Current Lead Agency:
Search Reduction Approved by: (i.e. OIC, SRR Comd)
Accepting Agency: to include contact information, requested assistance.
Nature of handover and why: (I.E. Survival times exceeded, area thoroughly searched, missing persons, recovery, etc)
Misc Remarks:
Media Informed: Y/N
SRR PAO Notified: Y/N
NOK informed: Y/N



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Annex T – Reduced SAR Coverage Report – JRCC Halifax

Reduced SAR Coverage – JRCC Halifax	
a.	Ref: DTG of SITREP
b.	Who: 413 SQN, 14 Wing Greenwood or 103 SQN, 9 Wing Gander
c.	Aircraft Type: CC130 Hercules or CH149 Cormorant
d.	When: DTG of unserviceability
e.	ETS: DTG of ETS
f.	Cause: Briefly describe the reason 343: oil leak; ETS 0300Z. 344: broken right landing gear; ETS TBD. 333: cracked windscreen; ETS is parts plus 2 hours.
g.	Mitigation: Identify plan to mitigate the unserviceability with amplifying details (i.e. PAL, CP 140 or CC130 Trenton... followed by availability details). It is also relevant to detail a secondary plan if available.
h.	Misc: Identify relevant info not captured in template (i.e. 435 Sqn, Winnipeg is also Red for Fixed wing SAR. This may affect back up coverage from Trenton)
i.	Update Consolidated U/S Tracker?: Yes [REDACTED]
j.	JRCC Trenton Advised? Yes
k.	MRCC Boston Advised? Yes

NOTE: Due to the CAOC's visibility on assets across the SRR, it is possible that they will have other options for SAR assets that were not identified by JRCC through its staff check. If CAOC advises that JRCC's initial plan is not the preferred option, JRCC is to log the information and advise the OIC.