



**CANADIAN COAST GUARD AUXILIARY-
PACIFIC
POLICIES AND PROCEDURES MANUAL**

Policy No. VES-117

SUBJECT

Dedicated Response Vessel Standing Orders

Original Approval Date

Revision Date

April 12, 2002

October 19, 2002

POLICY

Units shall follow the procedures as set out in the guidelines portion of this policy as they pertain to the acquisition, specification and acceptance by the CCGA-P.

REASON FOR POLICY

The Canadian Coast Guard Auxiliary- Pacific Dedicated Response Vessel Standing Orders are created to ensure a uniform operating standard for all DRV units.

It is mandatory that Dedicated Response Vessel Coxswains and Crew read and understand these standing orders for insurance purposes. These guidelines also ensure the safety of the crew during operations.

DEFINITIONS

Dedicated Response Vessel: any vessel operated by a unit in a 24/7 SAR Standby posture, where the sole purpose of the vessel is the use for search and rescue and support of CCGA Authorized Activities and Taskings. These vessels must be approved by the CCGA-Pacific Board of Directors. These craft include CCGA-P owned vessels, Coast Guard loaned and Society owned vessels.

Authorized Tasking means the tasking of Auxiliarists for non-emergency situations, which tasking may be authorized by the RSMS, by his/her delegate, or by Directors delegated by the President, and which is an authorized activity.

Authorized Activity means an activity of the Auxiliary and its members authorized by the Director, Search and Rescue, Canadian Coast Guard, or his/her authorized representative and shall include activities authorized by a Joint Rescue Coordination Centre (JRCC) / Marine Rescue Sub Centre (MRSC) and Auxiliary Taskings.

GUIDELINES

General

1. All Coxswains and Crew of DRVs are to read and sign these standing Orders.
2. Unit Leaders are responsible for ensuring that Coxswains and Crews understand and follow these orders.
3. A DRV shall be used on Authorized Activities only. If the DRV is used on a non Authorized Activity, the operators and crew are proceeding without compensation and insurance coverage, including liability, injury & disability insurance from the CCGA-P. The owners of the vessel, e.g. supporting society, must provide for suitable insurance in these cases.
4. Coxswains are responsible to the Unit Leader for maintaining the vessel and keeping it in a state of SAR readiness. Unit Leaders shall inform JRCC, Director of SAR/Operations and the Zone Director of any change in call out status.
5. Unit Leaders, Coxswains and crews are responsible for the security and protection of vessels and equipment while on duty.
6. All members crewing a DRV must maintain a good physical condition to ensure that they are not at risk when crewing the vessel and be able to carry out all aspects of required SAR work.

Coxswains

1. Coxswains shall ensure that all CCGA-P by-laws, Rules & Regulations and Guidelines are upheld and that the vessels are operated in a professional manner.
2. Coxswains shall inform JRCC through MCTS (Coast Guard Radio) whenever the vessel is underway and any changes in operational status
3. Coxswains are responsible for the safety of the crew and vessel.
4. Coxswains shall report any injury and any damage, which occurs as a result of or during an authorized activity to JRCC, the Unit Leader who will forward this information to the Director of SAR/Operations and the CCGA-P Office.
5. Coxswains shall familiarize themselves with all SAR units operating in their operational area and adjacent areas.
6. Coxswains shall familiarize themselves with all repair facilities, marine ways, boat grids etc. in their area.
7. Coxswains are responsible for training under the direction of the CCGA-P Training Director.
8. Coxswains are responsible for maintaining the vessel logbook and completing SAR Mission Reports and Exercise Claims (to be forwarded to the Unit Leader or designate for filing with the CCGA-P Office).

9. Coxswains shall be guided by CCGA-P Tasking Policy when considering their role in a SAR Case.
10. Coxswains must maintain their skill levels and take any upgrading courses offered by the Auxiliary as directed by the Director of Training.
11. If in the opinion of the Coxswain the tasking is beyond the crew's ability or vessel's safe operating limits, the Coxswain shall stand down and inform JRCC / MCTS as soon as practicable so an alternate resource can be located.

Logbooks

A logbook shall be kept detailing the use of the CCGA-Pacific loaned vessel during all use including Authorized Activities.

A Maintenance Log shall also form a part of the vessel log material

The CCGA - Pacific logbook shall contain the following information:

- ✓ date of use
- ✓ type and nature of the Authorized Activity / Tasking
- ✓ engine hours at the start and completion of each Activity
- ✓ any defects or mechanical problems encountered
- ✓ description of any repairs or maintenance performed
- ✓ signature of the coxswain

At the start of every shift and/or patrol, the coxswain on duty is to carry out an inspection of the small craft as per Annex A (at minimum). Any defects or recommendations are to be reported immediately to the Unit Leader and entered in the craft's logbook.

This logbook shall be returned to the CCGA-Pacific Office when the vessel is removed from service with the Unit.

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3. Coxswains are responsible for the safety of the crew and vessel.
4. If in the opinion of the Coxswain the tasking is beyond the crew's ability or vessel's safe operating limits, the Coxswain shall stand down and inform JRCC / MCTS as soon as practicable so an alternate resource can be located.
5. Coxswains shall report any injury and any damage which occurs as a result of or during an authorized activity to JRCC and the Unit Leader. The Unit Leader will forward this information to the CCGA-P Office and the Director of SAR/Operations.
6. Coxswains shall familiarize themselves with all SAR units operating in their operational area and adjacent areas.
7. Coxswains shall familiarize themselves with all repair facilities, marine ways, boat grids etc. in their area.
8. Coxswains are responsible for training under the direction of the CCGA-P Training Director.
9. Coxswains are responsible for maintaining the vessel logbook and completing the SAR Mission Report and Exercise Claims (to be forwarded to the Unit Leader or designate for filing with the CCGA Office).
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11. Coxswains must maintain their skill levels and take any upgrading courses offered by the Auxiliary as directed by the Director of Training.

Crew

1. Crewmembers shall carry out the directions of the Coxswain to the best of their abilities.
2. Any accidents or injuries are to be reported to the Coxswain as soon as possible.
3. While on call, crewmembers should conduct themselves with the knowledge that they are subject to immediate call out. If crewmembers cannot meet the response time for any reason, a relief must be arranged, and the duty Coxswain advised.
4. All crewmembers shall assist in the maintenance of the vessel and equipment under the direction of the Coxswain.
5. All crewmembers shall actively participate in training as directed by the Director of Training.

VESSEL OPERATION

Safety

Dedicated Response Vessels shall be operated in accordance to the Manufacturer's specifications. This includes, but is not limited to maximum horsepower and maximum weight/persons on board.

1. All persons embarking on the DRV must wear a Canadian approved PFD at all times while on board.

In addition the following are the minimum personal safety dress requirements:

- Inherent floatation PFD (not an inflatable collar)
- Strobe light or flares
- Whistle
- Knife
- Flashlight (water tight)
- Floater suits or dry suits (and inherent floatation PFDs) must be on board and available for use should conditions change
- Any dry suit shall be worn in conjunction with inherent floatation PFD (dry suits do not provide any floatation capability and inflatable PFDs are not adequate for this purpose)
- Supplemental Floatation 25 lbs (Inflatable collars or PFD) must be worn when sea conditions exceed 1 metre and in winds over 25 knots
- Shoes must have closed toes and have adequate protection and soles for marine use
- All CCGA-P members on board the vessel must have on long pants, a floatation suit, dry suit or other effective leg protection (no shorts are to be worn on the DRV while underway)

* Note Inflatable (CCG Approved or not) shall not be used alone as a PFD.

* All PFD's must be tested and practiced with at least once a year by entering the water.

Recommended additional personal safety equipment.

- Gloves
- Eye Protection
- Ear Protection
- Waterproof paper and pencil
- Head thermal protection (hat/toque)

2. There shall be a minimum of two CCGA-P members on board whenever the DRV is underway, they should consist of a Coxswain and Crew person meeting the standards described below.
 - a. The crew person shall have at minimum a ROC(M), PCOC, Coastal SAR Course or equivalent training (as approved by the CCGA-P Board of Directors) and a valid First Aid Certificate.

- b. The Coxswain shall have RHIOT training or be otherwise approved by the CCGA-P Director of SAR/Operations and CCGA-P Training Director in consultation the Unit Leader and Zone Director in addition to the minimum training requirements for crew (see paragraph 2.a.)
3. In extreme cases of urgency the DRV may depart with a crew of two where at the discretion of the Coxswain the crew person is adequately trained for the incident and the safety of the vessel and crew is not compromised.
4. An engine kill switch must be fitted on all open DRVs. Operators of open DRVs shall wear the engine kill switch at all times when the craft is underway. Craft operators of closed construction vessels are encouraged to also wear the kill switch cord if fitted.
5. CCGA-Pacific members only shall operate the craft during Authorized Activities.
6. A DRV shall not be crewed by anyone under the influence of alcohol or drugs or whose judgment is impaired for any other reason.
7. All CCGA vessels shall exhibit lights in accordance with the Regulations for the Prevention of Collisions at Sea at all times.
8. DRV's shall not be operated with a known defect, which may affect the safety of the craft. All defects shall be reported to the Unit Leader and repaired as soon as possible.
9. All DRV's shall be equipped in accordance with Small Vessel Regulations and the CCGA-P AVI requirements.
10. Hearing protection should be available and worn when high noise conditions are encountered (high speed - wind, engine noise).
11. Appropriate head protection should be worn, when available, in sea conditions over 1 metre and at times the Coxswain deems appropriate.
12. CCGA members only shall operate the CCGA vessel during Authorized Activities.
13. Non-members on board CCGA-P DRVs during non-SAR authorized activities shall be in compliance with the CCGA-P Guest policy.
14. A CCGA-P DRV shall not depart base to respond to a JRCC SAR tasking with non-members on board, with the exception of the following circumstances:
 - a. Where carrying non-members on board is part of the JRCC tasking (i.e. transporting EHS or police personnel)
 - b. In the extremely rare and urgent circumstances where a crew is not immediately available and a suitable non-member has volunteered their services. The JRCC MUST be notified of any instances where a DRV departs base to respond to a SAR tasking with non-members on board.

15. Junior members (members of the CCGA-P who have yet to attain the age of majority [19 years of age in B.C.]) shall not be on board any CCGA-P DRV while underway during any authorized activity.

Operational Procedures

The vessel and equipment are to be maintained to the highest operational standard possible. Any defects or malfunctions are to be reported to the Unit Leader and repaired as soon as possible.

1. Fuel tanks (and oil tanks where applicable) are to be kept topped up at all times.
2. While on training and non-emergency SAR cases, engines shall be run at moderate speeds in order to obtain the best fuel economy and maximum engine life.
3. The vessel and all equipment is to be inspected at regular intervals (in accordance with the vessel's checklist) and at crew change.
4. CCGA-P DRVs shall carry all available and serviceable SAR equipment (as indicated on the CCGA-P AVI, Vessel Offer Form and Vessel Datapage) at all times while underway. Specifically, no CCGA-P DRV shall launch or depart base knowingly leaving behind any pieces of functional SAR equipment (such as a pump, NVG, DMB, VHF DF etc).
5. Vessels are to be operated under the control of the Coxswain in all conditions. The Coxswain should take direct control during reduced visibility, in hazardous areas and adverse weather conditions and decide which position to operate i.e. helm, navigation, radar etc.
6. A record shall be kept of which crewmembers are on duty so it can be determined at any time as to which crew-members are on board when the vessel is underway. This record should be held by a person appointed by the Unit Leader who shall remain shore side in the event that JRCC or the CCGA-P requires this information.
 - a. All Units operating DRV's shall develop and implement an effective float plan system.
7. All CCGA vessels shall maintain a listening watch on VHF Channel 16 and the appropriate CCG working channel 22A, 04A or 61A as location dictates.
8. When taking part in Authorized Activities DRV's shall identify themselves with Coast Guard Radio Stations in communication as: Coast Guard Auxiliary Vessel Auxiliary (Unit #) and location. Example:

“ Coast Guard Radio this is Coast Guard
Auxiliary Vessel Auxiliary 37 Sooke over”

 - a. Working names given to CCGA-P vessels will not be used when engaged in Authorized Activities.
9. Vessels shall be operated in accordance with all regard to the Canada Shipping Act and its associated regulations, including the Small Vessel Regulations, Boating Restriction Regulations and the Criminal Code of Canada.

10. If the CCGA vessel is fitted with a Blue Strobe Light, it shall only be exhibited when responding to an incident where a vessel, aircraft or person is threatened by grave and imminent danger. It may be exhibited when the vessel needs to be identified to a vessel or person needing assistance or at the request of the JRCC or an On Scene Coordinator.