



### 5.04 PUBLIC SAFETY LIFELINE EQUIPMENT REPAIR/REPLACEMENT

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#### 5.04.1 RELATED DOCUMENTS

- 5.04 Public Safety Lifeline Equipment Repair/Replacement Policy
- 5.04 Public Safety Lifeline Equipment Repair/Replacement FAQs
- Equipment Repair/Replacement Request Form
- 5.04 Equipment Repair/Replacement Request Form Instructions

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#### 5.04.2 PROCEDURES

- (1) Losses or damages must be reported to the Emergency Coordination Center or Regional Office within 72 hours of the incident. The loss or damage must also be noted on the Task Report form in addition to the Equipment Repair/Replacement Request form.
- (2) Each type of equipment must be claimed for separately on the request form. For example, the replacement of damaged ropes will be reported as one request and the replacement of harnesses will be another.
- (3) The Equipment Repair/Replacement Request form must be signed by the appropriate PSLV Group Lead on the task (example the Search and Rescue Manager or Emergency Radio Coordinator) verifying that the equipment was lost or damaged during an operational task.
- (4) In accordance with government financial requirements, the claim should be accompanied by three repair/replacement cost quotes. Copies of the three cost quotes along with the completed Equipment Repair/Replacement Request form should reach the EMBC Regional Office within 30 days.
- (5) The Equipment Repair/Replacement Request must be received by the Regional Office and approved by the Regional Manager before equipment is repaired or replaced. If repair/replacement is necessary for operational readiness before written approval can be obtained, contact the Emergency Coordination Centre to receive verbal approval from the Regional Duty Manager.
- (6) The EMBC Regional Manager is accountable for the final approval of the claim and may ask for additional information and photographs of damaged equipment to confirm details.
- (7) Once approved by EMBC, PSLV groups or their members will have 30 days to submit the final claim and proof of payment for each item to the Regional Office.