



PROVINCIAL EMERGENCY PROGRAM
AIR
POLICY MANUAL

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An Associate of Civil Air Search & Rescue Association (CASARA)

Provincial Policy Manual
PEP Air

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LIST OF EFFECTIVE PAGES

Insert latest changed pages; and dispose of superseded pages in accordance with applicable orders.

NOTE

On **future** changed pages, the portion of the text affected by the latest change is indicated by a vertical line in the margin to the right of the change. Miniature pointing hands, or black vertical lines indicate changes to illustrations.

Dates of issue for original and changed pages are:

Change #46, 5 May 2018

Remove Section A-040
Insert Section A-040
Remove Section A-070
Insert Section A-070

Note: The Letter in front of the policy number, “G”, “A”, “O”, “F”, & “T” represent the section in which you find the policy; i.e. General, Administration, Finance, Operations and Training.
Policies in this new manual are numbered in increments of ten. This format will allow for insertion of future policies topics that may fit in between current policies.

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PEP Air

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7	Sep 2002	31	March 2012	
8	Sep 2002	32	July 2012	
9	Jan 2003	33	October 2012	
10	Mar 2003	34	October 2012	
11	Aug 2003	35	January 2013	
12	Jan 2004	36	February 2014	
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14	Nov 2004	38	July 2014	
15	Jan 2005	39	May 2015	
16	May 2006	40	Aug 2015	
17	Jun 2006	41	Nov 2015	
18	Jul 2006	42	May 2016	
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20	Jan 2007	44	July 2017	
21	Oct 2007	45	September 2017	
22	May 2008	46	May 2018	
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PEP Air

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Introduction

PEP Air is the air operations of the Emergency Management British Columbia (EMBC).

The Provincial Policy contained herein is in conjunction with all rules and regulations of the Civil Air Search & Rescue Association National Policy. Any deviation from the CASARA National policy will be stated in this Provincial Policy.

In order to receive funding from the CASARA National Organization, PEP Air must comply with the terms and conditions set forth in the appropriate CASARA documents and manuals.

The Provincial Policy and CASARA National Policy are designed to provide each Zone with a useful reference and guide to those matters that must be completed in order for PEP Air to fulfill its obligations to Civil Air Search & Rescue Association and to the Emergency Management British Columbia. (EMBC)

The Provincial Policy may be amended as required. PEP Air encourages each member to assist in making the Provincial Policy a valuable working document by submitting proposed amendments or suggestions.

REFERENCES

CASARA Aviation Insurance Manual
CASARA Training Manual
CASARA National Policy Manual
CASARA Liaison Officer Guide
Provincial Safety Management Manual

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PEP Air

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LIST OF ACRONYMS AND ABBREVIATIONS

1 CAD	1 Canadian Air Division
A3 SAR	A3 Search and Rescue
A/	Assistant
AAD	Area Air Deputy
AB	Alberta
AC	Aircraft Commander
A/C (a/c)	Aircraft
ADM	Administration
ADMIN/FIN	Administration and Finance
ADR	Airfield Data Report
AGL	Above Ground Level
AGM	Annual General Meeting
AN	ELT Aural Null Homing (Ref CMS)
AOR	Area of Responsibility
ASAP	As Soon As Possible
ASC	Assistant Search Coordinator
ASM	Assistant Search Master
ATC	Air Traffic Control
BC	British Columbia
BCERMS	BC Emergency Response Management System
CA	Contribution Agreement
CAF	Canadian Armed Forces
CAMSAR	Canadian Aeronautical & Maritime Search and Rescue
CAP	Communications Air Platform
CAPT	Captain
CASARA	Civil Air Search and Rescue Association
CC	Coast Crawl CC (Ref CMS)
CCG	Canadian Coast Guard
CD	Compact Disc
CF	Canadian Forces (No longer in use -use CAF)
CI	Critical Incident
CISMP	Critical Incident Stress Management Plan
CLA	Creeping Line Ahead
CL	Creeping Line Ahead/Parallel Track (Ref CMS)
CLO	CASARA Liaison Officer
CMCC	Canadian Mission Control Centre
CMS	CASARA Management System
CO	Commanding Officer
Comd (Comdt)	Commander (Commandant)
CPI	Crash Position Indicator

CS	Contour Search (Ref CMS)
C/S	Call Sign
CSAD	Canadian Search Area Definition
CSP	Commence Search Point
CTL	Central Zone
CTM	CASARA Training Manual
D/	Deputy
DET CDR	Detachment Commander
DIR	Director
DF	Directional Finder
DF	ELT Regular DF Homing (Ref CMS)
DND	Department of National Defense
DOC	Department of Communication
DR	Dead Reckoning (Navigation)
DRC	Dispute Resolution Committee
ECC	Emergency Coordination Center (EMBC)
e.g.	for example (lat exempli gratia)
ELT	Emergency Locator Transmitter
EMBC	Emergency Management British Columbia
EOC	Emergency Operations Center (EMBC)
EPIRB	Emergency Position Indicator Radio Beacon
ES	Expanding Square (Ref CMS)
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
FAA	Federal Aviation Administration
FIC	Flight Information Centre
FLIR	Forward Looking Infra Red
FSS	Flight Service Station
F/V	Fishing Vessel
FY	Fiscal Year
GEOREF	Geographic Reference
GPS	Global Positioning System
GSAR	Ground Search and Rescue
HF	High Frequency (3 to 30 Mhz)
HQ	Headquarters
IAMSAR	International Air and Marine Search and Rescue
IAW	In Accordance With
ICAO	International Civil Aviation Organization
ICP	Incident Command Post (EMBC)
ICS	Incident Command System
ICSAR	Interdepartmental Committee on Search and Rescue
i.e.	that is (lat. id est)
IFR	Instrument Flight Rules
IPP	GSAR Initial Planning Point
IRB	Inshore Rescue Boat
JRCC	Joint Rescue Coordination Center
Kt	Knot (nautical mile per hour)
JTF	Joint Task Force (CAF)
KIAS	Knots Indicated Air Speed

LAT	Latitude
LCOL	Lieutenant Colonel
LK	Lake Search (Ref CMS)
LKP	Last Know Position
LOG	Logistics (EMBC)
LONG	Longitude
LP	Lesson Plan
LUT	Local User Terminal (SARSAT ground receiving station)
m	Metre
MAJ	Major
MAJ AID	Major Aircraft Disaster
MAJ MAR	Major Maritime Disaster
MANOT	Missing Aircraft Notice
MB	Manitoba
MCC	Mission Control Center (SARSAT in Canada)
MCTS	Marine Communications and Traffic Services (CCG)
MO	Member Organization
MOU	Memorandum of Understanding
MRSC	Maritime Rescue Sub-Centre
M/V	Merchant Vessel
MVFR	Mountain Visual Flight Rules
NA	Not Applicable (Ref CMS)
NB	New Brunswick
NDHQ	Nation Defense Headquarters (DND)
NEA	Northeast Zone
NIF	New SAR Initiatives Fund (NSS)
NL	Newfoundland and Labrador
NM	Nautical Mile
NOCL	Notice of Crash Location
NOK	Next of Kin
NOTAM	Notice to Airmen
NS	Nova Scotia
NSM	National Search and Rescue Manual
NSS	National SAR Secretariat
NT	Northwest Territories
NU	Nunavut
NVG	Night Vision Goggles
NWE	Northwest Zone
OIC	Officer in Charge
ON	Ontario
OPS	Operations
OS	Contour Search (CAMSAR only)
OSC	On-Scene Commander (sometimes referred to as OSCAR)
OT	Other (Ref CMS)
PDM COURSE	Pilot Decision Making Course
PE	Prince Edward Island
PECC	Provincial Emergency Command Center (EMBC)
PEP	Provincial Emergency Program (replaced by EMBC)
PIW	Person in Water

PLB	Personal Locator Beacon
PLANS	Planning (EMBC)
POB	People on Board
POC	Probability of Containment
POD	Probability of Detection
PREOC	Provincial Regional Operations Center (EMBC)
PROV/TERR	Province/Territory
PS	Parallel Sweep Search (CAMSAR)
PSO	Provincial Safety Officer
PTO	Provincial Training Officer
QC	Quebec
R	Search Radius (CAMSAR)
RASO	Regional Aviation Safety Officer
RCAF	Royal Canadian Air Force
RCMP	Royal Canadian Mounted Police
Recce	Reconnaissance
RCM-SAR	Royal Canadian Marine – Search and Rescue
RoT	Record of Training (Search Coordinator)
RV	River Search (Ref CMS)
S	Track Spacing (CAMSAR)
SAR	Search and Rescue
SAREX	Search and Rescue Exercise
SAR-IF	Search and Rescue InterAgency Frequency (149.080 MHz)
SARSAT	Search and Rescue Satellite
SAR Tech	Search and Rescue Technician (RCAF)
SC	Search Coordinator
SEA	Southeast Zone
SERABEC	Sauetage et Recherches Aeriens du Quebec
SHQ	Search Headquarters
SITREP	Situation Report
SK	Saskatchewan
SLDMB	Self-Locating Data Marker Buoy
SM	Search Master
SMC	SAR Mission Coordinator (CAMSAR)
SMMS	Search and Rescue Mission Management System
SOP	Standard Operating Procedure
SPARK	Small Pack Aerial Response Kit
SRR	Search and Rescue Region
SRU	Search and Rescue Unit (search a/c, ground homing team)
SS	Sector Search (Ref CMS)
SS	Expanding Square Search (CAMSAR only)
S/V	Sailing Vessel
SWE	Southwest Zone
TB	Treasury Board
TC	Transport Canada
TC	Track Crawl (Ref CMS)
TELCON	Telephone Conversation
TP	Training Plan
TSB	Transportation Safety Board

TRSET	Transport Rescue Standards Evaluation Team
UHF	Ultra High Frequencies (300 to 3000 MHz)
UTC	Universal Time Coordinated
VHF	Very High Frequency (30 to 300 MHz)
VIZ	Vancouver Island Zone
VFR	Visual Flight Rules
VNC	VFR Navigation Chart
VS	Sector Search (CAMSAR Only)
VTA	VFR Terminal Chart
VP FIN/ADMIN	Vice President Finance and Administration (CASARA)
VP PLANS/EQUIP	Vice President Plans and Equipment (CASARA)
VP TRNG/OPS	Vice President Training and Operations (CASARA)
WAC	World Aeronautical Chart
Wx	Weather
YT	Yukon Territory
ZC	Zone Commander
ZTO	Zone Training Officer
ZSO	Zone Safety Officer
ZAO	Zone Administration Officer

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ADMINISTRATION

Refer to National Policy, Administration A-070

Under TASKINGS on Page 4, BC only has two Tasking Agencies: JRCC and EMBC/ECC.

USE OF TIME/DATE FORMAT

All time recorded in PEP Air administration shall utilize the 24 hour format (0000-2400). It should normally be followed by: L (Local); or Z (UTC/GMT/ZULU).

Note: Many of our SAR missions involve two time zones. Utilizing UTC/GMT/ZULU time brings perspective to event times in SHQs and aides in logging events in JRCC.

All hours recorded in PEP Air administration shall utilize the 0.0 hrs format. The decimal fraction translates to:

<u>Minutes</u>	<u>Hours</u>	<u>Minutes</u>	<u>Hours</u>
00-02	0.0	33-38	0.6
03-08	0.1	39-44	0.7
09-14	0.2	45-50	0.8
15-20	0.3	51-56	0.9
21-26	0.4	57-60	1.0
27-32	0.5		

A quick method to calculate your decimal hours is to divide the minutes by 6.

Times recorded on SAR Initial (#006), Mission Report (#008), Chronological log (#010) and the Daily Search Operations board should all utilize UTC/GMT/ZULU time.

Times recorded on a CASARA claim should always be the Local (L) time for the location you are at, not your home base.

Times recorded on a sighting map are written in Local (L) time to facilitate communications with members of the public reporting sightings. However the sighting report should contain both (L) and (Z) times.

Date/Time groups are often used in message traffic. They are written as 261317Z Apr 15 which translates to 26 Apr 2015 at 1317 (Z). All dates should be written in Alpha Numeric (26 Apr 15) or YYYY MM DD (2015-04-26) format.

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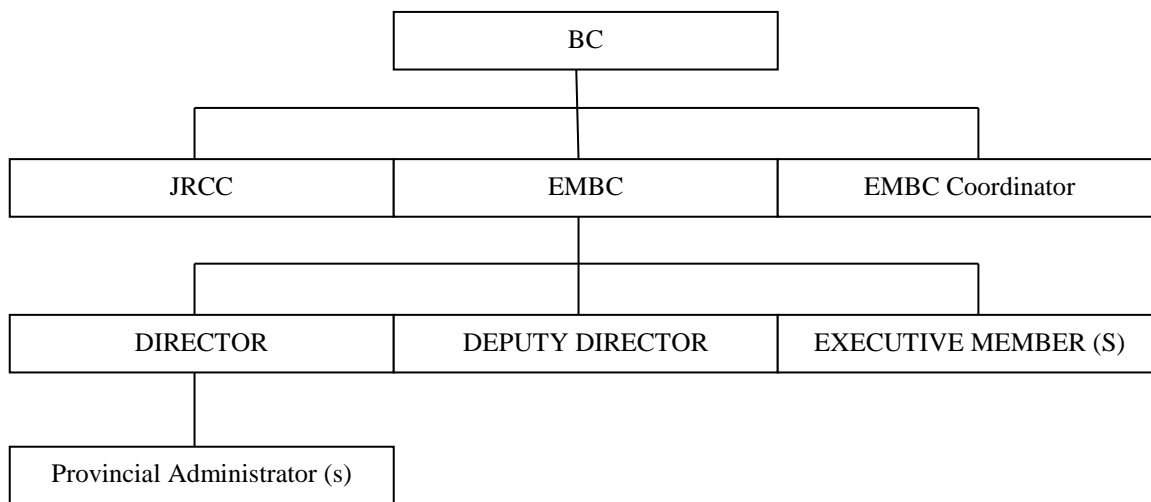
PEP CASARA EXECUTIVE COMMITTEE

See section A 040

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CASARA - PEP Air FAMILY TREE



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PEP Air Volunteer Positions

Duties and Responsibilities

The following material is presented to help PEP Air volunteers have a better understanding of the role that Provincial, Zone, and Area Officers have in the day to day operations of PEP Air.

PEP Air Director

Responsible to the EMBC Director
Responsible for all PEP Air Operational and Administration Procedures.

Duties and Responsibilities:

The Director is the BC representative on the Civil Air Search & Rescue Association (CASARA) Board of Directors.

The Director is the Chairman of the PEP CASARA Executive

The Director will assure that all Policies, Bylaws and Directives of CASARA National and the Provincial Policy manual are maintained and adhered to.

Appointed from a suitable candidate as recommended by PEP Air Zone Commanders, but not limited to, by the EMBC Director.

Two (2) year term. May serve consecutive terms.

PEP Air Deputy Director

Responsible to the PEP Air Director

Duties and Responsibilities:

Member of PEP Air
Member of PEP CASARA Executive Committee
Acts for the PEP Air Director in his/her absence

Appointed from a suitable candidate recommended by PEP Air Zone Commanders, but not limited to, by the EMBC Director.

Two (2) year term.
May serve consecutive terms. .

PEP CASARA Executive Committee

Responsible to the PEP Air Director

Duties and Responsibilities:

The Provincial Emergency Program-Civil Air Search & Rescue Association Executive Committee, is an appointed committee. **Voting members of the committee are appointed to the committee by the EMBC Director from recommendations by the PEP Air Director. Non-voting members of the committee are appointed to the committee by the PEP Air Director.**

The committee is charged with the fiscal policy and the daily operational requirements from policy as set forth from time to time by the Civil Air Search & Rescue Association and by the EMBC Director.

The voting members of the Executive Committee are:

- Director
- Deputy Director
- Executive Member
- Executive Member
- Past Director
- EMBC (Air Coordinator Staff)

All Voting members of the committee may hold other positions in PEP Air except as Zone Commanders, Deputy Zone Commanders, and Area Air Deputies.

Two (2) year term.

May serve consecutive terms with the approval of the PEP CASARA Executive.

The non-voting members of the Executive Committee are:

- Training Officer
- Safety Officer
- Secretary
- Treasurer
- Executive Assistant (If Appointed)
- Executive Assistant (If Appointed)
- Members of the JRCC and 442 Sqn CLO Group.

Appointed from a suitable candidate of PEP Air, selected by the PEP Air Director and Deputy Director, but not limited to, by the PEP AIR Director.

Three (3) year term.

May serve consecutive terms with the approval of the PEP CASARA Executive.

Provincial Training Officer

Duties and Responsibilities:

Responsible to the PEP CASARA Executive

For Training and Standards as published from time to time by the PEP CASARA Executive.

Timely and comprehensive implementation of all authorized PEP Air training and operations and procedures.

Have access to training records for the PEP Air Membership.

Monitor by electronic means or by personal visits the progress of all training and operational programs to ensure they meet CASARA and Provincial Policy Standards.

When requested, provide resource material for Zone Training Officers.

Identify specific training requirements and develop necessary training procedures.

Review equipment with respect to availability, suitability and serviceability; make specific recommendations as appropriate.

When requested, assist the Zone Training Officer in developing a training schedule that will meet CASARA and Provincial Policy requirements.

Liaise with the 442 Sqn CLO and Transport Canada RASO to establish training programs and to develop schedules as required.

Carry out other related duties as requested by the PEP Air Director.

Carries out part II (Administration) of zone evaluation

Appointed by the PEP Air Director.

Three (3) year term

May serve consecutive terms with the approval of the PEP CASARA Executive.

Provincial Safety Officer

Responsible to the PEP Air Director.

Duties and Responsibilities:

Chairman of the Provincial Safety Committee

With the assistance of the Provincial Training Officer, develop and maintain a training program to indoctrinate the PEP Air membership on the Safety Management System. This training shall be incorporated into the existing indoctrination program.

Be provided with the necessary training on the Safety Management System.

Schedule Safety Committee meetings as required.

Prepare an agenda for the Safety Committee meetings.

Set-up and maintain reporting systems for incidents and hazards.

Maintain files on reporting systems and monitor the incident trends.

Maintain a line of communications with other safety related organizations such as the Transportation Safety Board as well as Transport Canada.

Submit recommendations to the PEP CASARA Executive on safety issues.

Monitor and measure the results of the safety initiatives.

Oversee and maintain a Safety Awards Program.

Submit an annual budget to support the Safety Program.

Responsible for keeping the Safety Program simple to administer.

Assist with Safety Newsletter to be published quarterly.

Publish Safety Bulletins (as approved by the Executive). Adding current safety bulletins to the back of the safety management manual. Reviewing current safety bulletins annually to recommend which safety bulletins can be rescinded.

Act as secretary for the Provincial Safety Committee. The Provincial Safety Committee consists of the Zone Safety Officers plus the Provincial Safety Officer. (Jan 11)

NOTE: The position demands a meticulous approach and ability to cope with rapidly changing circumstances in varying situations. He/she must have the ability to deal with volunteers with tact and diplomacy. The position shall have an unprecedented access to the entire PEP Air organization and will have a major hand in determining the success of the Safety System Management program. This position is responsible for providing current information and advice to the PEP Air Provincial Director and Executive on all matters relating to the safe operation of PEP Air.

Appointed from a suitable candidate of PEP Air by the PEP Air Director.

Three (3) year term

May serve consecutive terms with the approval of the PEP CASARA Executive.

ZONE VOLUNTEER POSITION APPOINTMENTS

The following guidelines are provided to assist with Zone Appointments.

1. Must be an accredited member of the PEP Air for a minimum of two years.
2. Should be current in all phases of Air Search & Rescue procedures, as outlined in Civil Air Search & Rescue Association (CASARA) Policy and manuals.
3. Should be willing to serve on a Zone appointment.
4. Should be well known and accepted by the zone that he/she will represent.
5. Should be able to display the capability of being able to launch an Aircraft and crew to satisfy all PEP Air and CASARA requirements.
6. Should be able to properly conduct the administration of his/her zone.

Zone Commander

Responsible to the PEP Air Director for operations/training and;
to the EMBC Regional Manager for EMBC operations.
Responsible for all Zone Operations and Training

Duties and Responsibilities:

Maintains an equipment inventory and distributes all zone equipment

Maintains equipment maintenance records

Submits budget forecast proposals to the PEP Air Director as required

Maintains and stays within quarterly training/operating budgets

Responsible for vetting and signing all CASARA claim forms that are accurate and true prior to submission to the Provincial Treasurer for payment.

Authorizes training tasks and assigns task numbers (TANs)

Reviews and forwards Task Registration Forms, CASARA expense claims, Mission Form, Military Flights, Crewing Sheets, Task Reports and all necessary documentation to the Provincial Treasurer.

Maintains a six month training plan

Maintains and updates the following Publications:-

- National Policy Manual
- Provincial Policy manual
- National Training Manual
- CASARA handbook (one per member)
- Safety Management Manual

Ensures that all authorized PEP Air forms are available, used, reviewed and submitted

Maintains Files/correspondence in a secure control system

Maintains a current CASARA resource list (Excel spreadsheet) and submits an updated copy prior to each ZC meeting or when there is a significant change

Maintains up to date Airfield data reports for each airport within his/her zone suitable for a SHQ or Satellite SHQ.

Ensures that the CMS is updated in a timely matter

Reviews Search Coordinator training and ensures required SC reports are submitted

Ensures all rules, regulations and policies are adhered to within the zone

Carries out additional duties as assigned by the PEP Air Director

Designates Zone Officers

- Deputy Zone Commander (DZC)
- Area Air Deputies (AAD)
- Zone Training Officer (ZTO)
- Zone Safety Officer (ZSO)

- Zone Administrator (ZAO)

Responsible for the implementation of the safety management plan within the zone as detailed in the Safety Management Manual.

Ensures Safety / Activity reporting forms are discreetly available to all volunteers during all PEP Air activities

Ensures all volunteers are kept informed of safety concerns

Appointed by the EMBC Regional Manager on the recommendation of the Zone Area Air Deputies, but not limited to.

If the EMBC Regional Manager and the Zone Air Deputies cannot reach a mutually acceptable agreement for appointment, the matter will be referred to the EMBC Air Coordinator .

The EMBC Air Coordinator will review the pros and cons of the recommendation for appointment. Based on his review, the Air Coordinator will appoint or reject the recommended appointee. The decision of the EMBC Air Coordinator will be binding on both parties.

Responsible to the PEP Air Director for PEP Air operations/training and to the EMBC Regional Manager for EMBC operations.

Three (3) year term.

May serve consecutive terms with the approval of the PEP CASARA Executive.

A performance assessment will be conducted by the PEP CASARA Executive after each three (3) year term

The appointment may be an Acting appointment for a period not to exceed 6 months.

Deputy Zone Commander

Responsible to the Zone Commander for operations and training

Duties and Responsibilities:

Carries out the duties of the Zone Commanders in his/her absence or unavailability.

Appointed by the EMBC Regional Manager on the recommendations of the Zone Commander and the Area Air Deputies.

No fixed term

Zone Training Officer

Responsible to the Zone Commander
Responsible for Zone Training and Standards

Duties and Responsibilities:

Timely and comprehensive implementation of all authorized Zone Air/Ground training.

Have access to training records for the Zone Membership.

Monitor by electronic means or by personal visits the progress of all training programs to ensure they meet PEP Air / CASARA requirements.

Identify specific training requirements and procedures.

In association with the Zone Commander, review, on a regular basis, the funds available for training activity.

Coordinate with the Zone Safety Officer all requirements for safety training. (When a zone Safety Officer has not been elected/appointed, the Training Officer shall assume responsibility for the position.)

Carry out other related duties as requested by the Zone Commander

Appointed by the Zone Commander with recommendations from Area Air Deputies.

No fixed term.

Zone Safety Officer

Responsible to the Zone Commander
Responsible for Zone Air / Ground Safety

Duties and Responsibilities:

With the assistance of the Provincial Safety Officer and Zone Training Officer, develop and maintain a training program to indoctrinate the Zone membership on the Safety Management System. This training shall be incorporated into the existing indoctrination program.

Be provided with the necessary training on the Safety Management System.

Set-up and maintain reporting systems for incidents and hazards using the Safety and Activities

Reporting forms. Ensuring that Safety and Activities Reporting forms are discreetly available at all PEP Air functions, exercises and operations.

Maintain files on reporting systems and monitor the incident trends.

Maintain a line of communications with other safety related organizations such as the Provincial Safety Officer and the Safety Committee.

Submit recommendations to the Provincial Safety Officer on safety issues.

Monitor and measure the results of the safety initiatives.

Oversee and maintain a Safety Awards Program.

Carry out periodic checks of Zone training / operations to ensure that safety concerns are identified and addressed.

Provide periodic training to update zone volunteers on changing safety regulations and provide safety education.

NOTE: The position demands a meticulous approach and ability to cope with rapidly changing circumstances in varying situations. He/she must have the ability to deal with volunteers with tact and diplomacy.

Appointed by the Zone Commander with recommendations from Area Air Deputies.

No fixed term.

Zone Administration Officer

Responsible to Zone Commander

Responsible for Zone Administration and Finances

Duties and Responsibilities:

Ensures timely CMS entries

Is knowledgeable of claims procedures. During training and operations, vets claims prior to forwarding them to the Zone Commander.

Is knowledgeable of the proper use of authorized forms. Ensures up to date publications and forms are available for use. Ensures that administration is correctly completed and routed.

Collects, files/forwards zone administration

Appointed by the Zone Commander with recommendations from Area Air Deputies.

No fixed term.

Search Coordinator

Responsible to Zone Commander
Certified / Decertified by PEP Air Director

Duties and Responsibilities:

Advance Search Planning/Preparation

Investigate Search Headquarters (SHQ) locations within zone (In conjunction with SAR squadrons).
Establish relationships with:

- Communication entities
- Airport authorities
- Service provider / Professional services
- Ground search teams
- Police / Media.

Select and train SHQ personnel.

Prepare CASARA SHQ kit.

Conduct SHQ establishment exercises.

Search Activities

- Start and maintain a Search Coordinator's log.
- Liaise with Search Master (SM) & Detachment Commander (DetCo) to ascertain SHQ requirement (selection).
- Callout PEP Air members as required.
- Maintain contact with JRCC until SM arrives.
- Assist in establishment of the SHQ (setup).
- Provide max support to SM & Detachment Commander.
- Brief PEP Air personnel and keep informed on all aspects of the search.
- Provide & schedule crews for military and PEP Air aircraft as tasked by JRCC / SM.
- Conduct an organized search, as requested by SM, based on CASARA guidelines

- Ensure that all PEP Air crews are certified / current for their tasked duties.
- Provide all required forms / maps to PEP Air crews.
- Provide ground support coordination for PEP Air aircraft / crews.
- Keep track of all PEP Air aircraft during search in conjunction with SM.
- Provide traffic separation for PEP Air aircraft in conjunction with SM.
- Maintain accurate radio logs.
- Maintain accurate records of PEP Air activities.
- Ensure that safe procedures and safety awareness are fostered and practiced.
- Compile a post-search report for the Zone Commander and PEP CASARA Executive.
- Prepare SHQ pack-up.

Maintain Search Coordinator currencies

Train and maintain a SHQ team

Submit a SC report:

- Immediately after a zone evaluation,
- At the end of each operational period (day) of an operational tasking when a SC has been assigned, and
- At the end of each quarter for all remaining training activities

Recommend candidates for SC training to the Zone Commander

Area Air Deputy

Responsible to the Zone Commander
Responsible for Area Resource Operations

Duties and Responsibilities:

Is the area representative to the Zone Commander

Assists the Zone Commander in the administration, operations and safety management of the area resources

- ensures CMS entries are completed after each exercise / operation
- ensures all area and personnel administration is completed

Submits training forecasts and updates to the Zone Training Officer for inclusion in the 6 month training plan

Ensures the qualifications / currency of all PEP Air volunteers within the area

Ensures all rules, regulations and policies are adhered to within the area

Carries out additional duties as assigned by Zone Commander

Appointed by the Zone Commander

No fixed term.

General Membership

New Members of PEP Air will be brought on for a 1 year probation period. Each new member will be required to have a 'Candidate Interview Questionnaire' completed (PEP Air Form #017) and followed up on a regular basis for a period of one year. The member or PEP Air may revoke membership during this trial period. The Zone Commander or his/her designate will follow up at a minimum of the six month and 12 month period to see if the candidate is suitable as a PEP Air Member.

Provincial Policy Manual
PEP Air

Policy Number	A 050
Date of Original Issue	July 1992
Date of Last Revision	November 2015

PAPERWORK PROCEDURES

Within the Province all paperwork and Expense Claims are now Digital. Original paperwork is scanned and emailed to the Treasurer for processing.

All original paperwork is held within the Zone generating it for a period of seven years in a secure place. Permission to destroy after seven years must be sought from the Director of PEP Air.

The Treasurer closes out the TASK number with EMBC by forwarding copies along with invoices to complete the TASK and get reimbursement for monies paid out to PEP Air Volunteers for both EMBC and JRCC.

The Treasurer will generate a yellow copy of the expense claim and send it along with the cheque for second signature and the mailing of the cheque to the Volunteer. The yellow copies are then collected and sent to CASARA National at the end of each month.

Below is a list of the forms that must be sent to the Treasurer:

- Task Report
- Task Registration
- CASARA Expense Claims c/w Receipts
- Fuel Verification Sheet
- Mission Form

Paperwork that is to be retained within the Zone:

- SAR Initial Report
- Daily SAR ops Sheets
- Chronological records
- Search HQ Log
- Maps
- CASARA Expense Claim c/w Receipts
- Communications Logs
- Mission Form
- Task Report
- Task Registration
- Fuel Verification
- SC Reports

The Zone Commander will send in to the Regional Manager the Task Reports and Task Registrations for their Training Task Number at the end of each period.

Provincial Policy Manual
PEP Air

Policy Number	A 060
Date of Original Issue	May 2008
Date of Last Revision	October 2012

SHQ REPRESENTATIVE

RESPONSIBLE TO: PEP CASARA Executive

1. A PEP Air SHQ Representative will be appointed by the Provincial Executive and recommended to the CF Search Master (SM) for inclusion in the SC SHQ Team when:
 - a. The search area includes areas from more than one zone; or
 - b. the magnitude or possible duration of the search indicates a direct PEP Air involvement within the CF SHQ is advisable; or
 - c. when requested by the JRCC, CF SM or CASARA Liaison Officer (CLO).
2. A PEP Air SHQ Representative will be appointed by the Provincial Executive and recommended to EMBC for inclusion in EMBC HQs when:
 - a. the area of EMBC operations includes areas from more than one zone; or
 - b. the PEP Air Executive deem it to be in the interest of PEP Air; or
 - c. when requested by EMBC/ECC.
3. A PEP Air SHQ Representative must be a qualified PEP Air – CASARA BC Search Coordinator, and recognized by the Provincial Executive as a PEP Air SHQ Representative based on his/her qualifications and level of experience.

DUTIES and RESPONSIBILITIES

1. When tasked as the overall PEP Air Search Coordinator or when the CLO (or his representative) are not present in the CF SHQ:
 - a. Act under the direct control of JRCC Victoria, a CF SM, or EMBC/ECC;
 - b. coordinate satellite PEP Air SHQ's and carry out duties IAW training, safety and policy manuals and procedures; and
 - c. act as the PEP Air representative in the SHQ, and liaise with the Zone Commanders and Provincial Executive.
2. When tasked as the PEP Air SHQ Representative in a CF SHQ, he/she shall:
 - a. act as the PEP Air representative in the SHQ, and liaise with the Zone Search Coordinators, Zone Commanders and Provincial Executive;
 - b. acts as an advisor to the CF Search Master and CLO;
 - c. monitor the operational efficiency and safety of PEP Air resources; and
 - d. carry out duties as requested by CF SM or PEP Air Executive.

**Provincial Policy Manual
PEP Air**

Policy Number	A 070
Date of Original Issue	August 2015
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Conflict/Dispute Resolution

1. Conflict/Dispute resolution issues shall be dealt with on a local level with the parties involved along with the AAD. If this does not resolve the problem, then it will be taken to the Zone Commander. If there is still no resolution, then PEP Air Form #016 (PEP Air Safety/Activity Reporting Form) will be utilized and sent to the Deputy Director for action by the Executive.
2. If either the AAD or ZC are directly involved in the conflict/dispute as active participants, the matter should be referred to the next higher level through the process detailed above.

Reference: All PEP Air volunteers will conduct themselves IAW: EMBC Policy 1.02 PSLV Code of Conduct

Note: *PEP Air volunteers are reminded that when they wear items that identify them as PEP Air (CASARA) in public, they are in fact representing PEP Air (CASARA) and should conduct themselves with appropriate demeanor and deportment*

REPORTING CODE OF CONDUCT INCIDENTS

3. If a volunteer commits an act which EMBC, the Tasking Agency, the Emergency Program Coordinator, PEP Air Zone Commander or Area Air Deputy feels is unsatisfactory or unbecoming, the Zone Commander/Area Air Deputy will address the situation verbally with the volunteer and request the offence not be repeated. This action needs to be documented, and documentation retained by the PSL Organization and/or local authority.
4. If a volunteer observes an act that they believe violates the code of conduct, then the volunteer is to report their concern in confidence to an appropriate person within their PSL Organization (IAW Para 1) or an EMBC regional office as soon as possible.
5. If a repeat offence occurs, the PEP Air Zone Commander shall meet with the volunteer advising of the concern, documenting past infractions and indicating further infractions could lead to termination or suspension of the volunteer's membership. A copy of this letter shall be sent to the EMBC Regional Office.
6. EMBC reserves the right to suspend or withdraw a volunteer's membership if that volunteer commits an act that brings the Crown into disrepute and/or violates the code of conduct. A follow-up investigation will ensue, and an appeal process is available to the volunteer.

APPEALS TO EMBC

7. When a PSLV receives notice of determination regarding a complaint or code of conduct violation, the volunteer is advised of the appeal procedure. The volunteer is allowed 30 days from the date of receipt of the determination to deliver to the EMBC, Executive Director of Operations a written notice of appeal.
8. If an appeal is received within the 30-day period, EMBC may, after conducting a review confirm or overturn a decision. The PSLV will be informed of the status of their appeal within 60 days of EMBC receiving an appeal. An appeal decision by EMBC is final and conclusive

**Provincial Policy Manual
PEP Air**

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OPERATIONS

Chief Pilot and CASARA National Form 113

PEP Air will NOT appoint a Chief Pilot and PEP Air will NOT use CASARA National Form 113 – Pilot Assessment Check Sheet.

MOUNTAINOUS TERRAIN RESTRICTIONS

A contour search pattern is defined as any search pattern that requires vertical and horizontal terrain clearance be maintained (minimum 1000' clearance).

A close contour search pattern is defined as any contour search pattern that requires vertical and horizontal terrain clearance less than 1000' be maintained (minimum 500' clearance).

The minimum vertical and horizontal terrain clearance distance is the same as the tasked search altitude (1000' AGL / 1 NM vis or 500' AGL / 0.5 NM vis).

The aircraft should be flown at a horizontal distance from the terrain that allows for the safety and comfort level of the pilot and crew, but at no less than the assigned search altitude. However, the lateral distance must also ensure search effectiveness. The spotter on the mountain side scans the same altitude as the aircraft and downward. The other spotter scans out for the tasked scan range. The contour lines are flown from the top of the peak to the bottom in contour intervals equaling the tasked altitude.

When a search aircraft is unable to maintain the briefed search altitude while flying the search track pattern due to increasing/decreasing terrain height, conducting a contour search of that segment shall be considered.

Contour searches are always conducted from higher to lower altitudes. Each line of a contour search is conducted at a set altitude.

A 1000' AGL / 1NM vis contour search would require a minimum 1000' vertical and horizontal clearance from all terrain. Each line would be 1000' lower than the line before.

Search aircraft conducting close contour search patterns shall be aircraft with a weight to power ratio of less than 13:1. For example; a Cessna 182 with a gross weight of 2950 lbs (2950/230hp = 12.8) would be acceptable, a Cessna 172 with a gross weight of 2300 lbs (2300/150 = 15.33) would not be acceptable for close contour. Check your latest Weight &

Balance Form in your on board documents to find the Gross Weight of the Aircraft and divide by the Horsepower.

MINIMUM/MAXIMUM AIRCRAFT HORSEPOWER.

Any aircraft with a rated horsepower of less than 135 HP shall not be tasked for any training or any operational tasking.

Any aircraft taking part in any operational tasking or authorized training mission must be able to maintain a safe speed not to exceed 130 kias in any search mode, including ELT searches.

The claimable HP for training will be the actual HP up to a maximum of 500 HP with no restrictions on actual SAR Taskings.

MINIMUM AIRCRAFT CREWING

The minimum crewing of any aircraft taking part in any authorized training task shall be three (3) crew members except in a comms aircraft where it can be two (2) (Jan 09). (Does not apply to aircraft used for flying to and from a meeting or exercise.)

OVER WATER SAR TASKINGS

PEP Air aircraft on training or SAR can only carry out search operations within gliding distance of shoreline.

COMMUNICATIONS PLATFORM

PEP Air crew of a Certified Pilot with a minimum of 150 hrs and a minimum of two (2) Comms Flights along with a Certified/Current Navigator may perform the duties of Communications Platform on SAREX or TASK. ELT and Pattern requirements will not be necessary; however, they must have training on proper procedures for the Oxygen and Pulse Oximeter equipment as well as be proficient in the use and installation of the portable Air to Ground Radio equipment.

MORE THAN ONE AIRCRAFT

PEP Air training or SAR that takes place with two or more aircraft, a Certified Search Coordinator must be available. If no SC is available, the person in charge of the mission can use two or more aircraft provided that no two aircraft are operating in adjacent search areas (note: ZC's should endeavor to supply a SC at all taskings. Exemptions to this rule can be given by the Executive on a case by case basis for SAR.)

(NOTE :)

Policy Manual Exemption Guidelines

Stress that granting an exemption is the exception and not the rule.

Real or perceived urgency

Is the mission requirement so urgent that we cannot wait for a SC to be brought in? What is defining the urgency?

Safety Separation

What has been done to ensure that no a/c is searching in areas adjacent to another a/c?

Communications

Will there be continuous radio communications between airborne search aircraft, and between SRUs and the GSAR SHQ? What mission planning communications arrangements have been agreed to, and by whom?

Does the GSAR Manager and each SRU understand and agree to the safety, search and communication arrangements?

Are arrangements continuing to find a SC?

Post Mission

What needs to be done to ensure SC availability for future missions?

Refer to National Policy Ops 0-010, with the following changes or additions.

PEP (AIR) JRCC CALLOUT PROCEDURES:

1. The JRCC (Joint Rescue Coordination Centre) controller will contact the EMBC ECC (Emergency Coordination Centre) duty office with a request for tasking of a PEP Air resource.
2. The ECC duty officer will call the PEP Zone Commander, Area Air Deputy or authorized certified pilot with a request for tasking of his/her resources. A conference call between him/herself, the PEP Duty Officer and the JRCC controller will be established to confirm mission requirements. (This way details of the operation are immediately shared between all parties involved.)
3. The Zone Commander, Area Air Deputy or authorized pilot will arrange for a certified crew to conduct the activities requested within the tasking.
4. Before departure the pilot will contact JRCC for details and updates to the tasking.
5. Standard operating procedures apply during all tasking:
 - Call enroute to set-up your lines of communication*
 - Specify time to search area based on your best estimate*
 - Standard hourly reports apply...how goes it, weather conditions, requirements, etc.
 - If overnight becomes necessary, inform all agencies (again with a conference call) location, weather conditions, accommodations, contact number, serviceability, etc.

***Communicate with best available resources.**

6. On conclusion of tasking, prepare all reports and using conference call, debrief with PEP and JRCC. This is extremely important if we are to have PEP Air statistics included in JRCC reports. If possible, fax debriefing as soon as possible, to JRCC and Zone Commander.
7. Submit invoices in a timely manner to the Zone Commander to ensure prompt payment for your volunteers.

Note:

- Whenever possible, Zone Commander should be informed of activities with his/her zone. This is especially important if an Area Air Deputy or authorized pilot has accepted the tasking and should be done at the earliest opportunity by:
 - Area Air Deputy
 - Authorized Pilot
 - EMBC ECC Duty Officer
- Although training activities are as realistic as possible, operations will require crews to be resourceful in relaying information and reports as required. Suggestions include FSS, high flyers, Coast Guard vessels, and Marine Radio Stations. Preplanning will pay dividends here.
- EMBC taskings should be handled in the same manner whenever possible. Of course, contacts and arrangements will have to be adjusted as required.

**Provincial Policy Manual
PEP Air**

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SEARCH ORGANIZATION & RESPONSIBILITIES

PLANNING ASSISTANT

Searches in Support of Canadian Forces:

General: With the formation of the Civil Air Search and Rescue Association (C.A.S.A.R.A.) the procedures to be followed by PEP Air in support of the Canadian Forces mandate to search for missing/overdue aircraft and marine vessels, are contained in the Canadian Forces publication B-GA-05-017/PT-D01 (C.A.S.A.R.A. Manual), and publication B-GA-209-001/FP-001 (National SAR Manual). Copies of the CASARA Manual are available through the offices of the PEP Air Director and Deputy Director.

All administrative procedures pertaining to these operations are contained in the Provincial Policy Manual.

Some volunteers may be selected to attend the Search Coordinators Course, during which time they will learn to manage PEP Air resources and assist the Search Master during a major air search.

PLANNING ASSISTANT CHECK LIST #1

Sequence of Action:

The following is a procedural sequence followed at the outset of a search:

1. The JRCC warns 442 Squadron and EMBC duty officer that a search is imminent.
2. When a search is declared, the JRCC tasks 442 Squadron to designate a Search Master. At this time, an incident number will be issued for the duration of the search.
3. JRCC advises EMBC Duty Officer of the location of the search, the site of the search headquarters, the Search Master's name, and whether or not PEP Air assistance is required.
4. If PEP Air assistance is required, a EMBC task number will be issued and the JRCC provided with the name and telephone numbers of Zone Manager, Zone Commander and Area Air Deputy.
5. JRCC or the Search Master-designate will call the Zone Commander, Deputy Zone Commander or Area Air Deputy to discuss requirements for assistance.
6. Search Coordinator and Zone Manager are contacted, who along with the individuals listed (in 5 above), will form the search and Headquarters team. (As organization matures, this group will grow to include Safety Officers, Training Officers, computer operators, etc.)
7. On arrival the Search Master will establish personal contact with PEP Air headquarters team.
8. Close liaison will be maintained throughout the search between Search master, Search Coordinator, Zone Commander and Area Air Deputies.
9. On reduction or termination of the search, the Search master, PEP Air Headquarters Team, and where applicable, the Zone Manager should meet for debriefing of the incident with the aim of improving procedures and resolving problems.

PLANNING ASSISTANT CHECK LIST #2

Operational Support:

The following operation support may be requested by the Search Master either before or after his arrival at Search Headquarters.

1. Communication Check – Check with Aero-radio to obtain the latest information on communication checks for the missing aircraft.
2. Early Search Action – Initiate track crawls along the route of the missing aircraft as discussed with the Search Master during the initial telephone contact. Ensure that you have a tasking number.
3. On-going Search Action – Coordinate all civil aircraft and crews as directed by the Search Master after his/her arrival. Maintain up to date list of additional aircraft and personnel available on a day to day basis as the search progresses. Regular liaison with Search Master to determine “How Goes It?”
4. Records – Maintain a log of significant events until the Search Master arrives. Maintain a record of volunteer flying times, aircraft, personnel and expenses throughout the search as well as records of coverage requested by the Search Master.
5. Safety – Ensure that all PEP Air volunteers participating in search action are certified/current to undertake the task safely and effectively.
6. Financial – Ensure that no financial responsibility is assumed without authorization.
7. Conclusion – Ensure that all facilities and /or resources are cleaned, returned and secured. Assist as required. Prepare all logs, reports and invoices, etc., for delivery to appropriate departments or personnel.

PLANNING ASSISTANT CHECK LIST #3

LOGISTICS REQUIREMENTS:

Search Headquarters

1. Hangar or office space consisting of five (5) rooms, in or near the Ministry of Transport Control Facilities. One room, the briefing and operations room, to be fairly large with enough wall space for a blackboard, wall maps, a large table, a number of smaller tables and adequate seating area.
2. Two (2) smaller rooms adjacent to or near the briefing room, for the Search Master's office and Search Headquarters Coordinator. Each will require a desk and chair.
3. The fourth room will be used as a communications room. A desk or table with chairs is required and the location should facilitate access to telephone lines and outside antenna installations.
4. A fifth room should be secured for support personnel such as ground crews, waiting pilots and spotters. As well as an area for storage of personal equipment, etc.

Accommodation and Feeding

The Search Master may arrange accommodation before departing from Comox. However, usually he will request assistance to obtain this. Service personnel usually arrange for their meals at commercial facilities while volunteers may require alternate arrangements.

Aircraft Support Equipment

Most equipment necessary to service Squadron aircraft accompanies the search crew. However, it will be of great assistance for the Search Master to know where he can quickly obtain the following aircraft support facilities and equipment if required:

1. Pelican (Cherry picker) – Normally obtained from BC Hydro or BC Telephone. Used in de-icing aircraft tail sections, etc.
2. De-icing fluid and equipment – Heated glycol-base fluid is preferred but Isopropro is acceptable.
3. Hangar – Space for aircraft repairs. At least 100 feet wide by 30 feet high with access to:
 - Auxiliary aircraft heating units.
 - 28 volt D.C. auxiliary power supply
 - 400 cycle A.C.
 - Nitrogen (minimum 300 p.s.i.)
 - Compressed air (minimum 300 p.s.i.)
 - Spare storage (one room approximately 10 feet by 10 feet).

PLANNING ASSISTANT SEARCH HEADQUARTERS KIT

Maps, forms, lists and many incidental stationary items are required at a Search Headquarters. The fastest and easiest way to approach this problem is to collect the items listed to form a Search Headquarters Kit.

Aeronautical Maps	1/500,000 and 1/250,000 to cover the Zone and boundaries adjacent to Zone.
Operations Forms	S.A.R. Initial Briefing and Interrogation Chronological Record NOCL (Notice of Crash Location) Flight plans and/or flight notes Search operations (daily record)
Administration Forms	C.A.S.A.R.A. Expense Claims Task registration forms (sign-in sheets) Crewing manifest and callout form Communications/message forms Daily Search Operations Daily Crewing Sheet Mission Forms
Administration Info	List of all airports, landing strips, emergency strips, and float docks. Up-to-date list of all Zone personnel Contact list for JRCC, EMBC, 442 Squadron, etc.

Supplies & Equipment

Acetate overlay material (suitable to cover entire map)
Map glue (glue stick, etc.)
Carbon paper
Grease pencils (multi-colored)
Felt markers
Pencils
Erasers
Pencil sharpener
Pens
Stapler, remover, and spare staples
Scissors
Thumb tacks
Masking tape
Hole punch
Straight edge (flight ruler)
Dividers
Drafting compass
Protractor
Computer (air nav)
Calculator
Note pads
Paper clips
Rubber bands
Flashlight
First aid kit
Screwdriver (multi-head)
Pliers
Local telephone book
Local accommodation guide
Inventory sheet for kit
Instructions for use of kit

Experience may indicate a need for additional items and individuals may add to this list, as required.

**Provincial Policy Manual
PEP Air**

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PEP Air EMBC Ground Search Requirements

1. Pilots and crew conducting EMBC ground searches ONLY, are not required to be current in the ELT Homing Search Patterns.

**Provincial Policy Manual
PEP Air**

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**PEP AIR JOINT TASKING WITH
OTHER AGENCIES**

In the event that a task has been requested which may involve other than PEP AIR resources the following procedures shall be followed: -

- 1) If and when a request for PEP AIR resources issued by ECC to assist another air resource being employed in that search area; PEP AIR crews will first determine if the search area in question has been cleared of all other aircraft prior to accepting the task.
- 2) Should a situation occur at any time that another air resource has been assigned the same search area that PEP AIR has been assigned to, the PEP AIR crew will immediately break off the task and return to base. At this time a Certified Search Coordinator will be deployed to work with the other agency to eliminate the possibility of conflict in the search area. (see section O-010 More than one Aircraft)
- 3) A task request from ECC which may involve PEP AIR certified/current spotter's assignment to other air agency resources for employment, be it military or RCMP, shall first be approved by the appropriate Zone Commander or authorized designate.

As in all operations the safety of all PEP AIR crew members will be paramount in every respect.

In the event that other agencies have a need for a PEP Air resource the following procedure shall be followed: -

- 4) The requesting agency shall make their request in all instances to either the Emergency Coordination Centre (ECC) or to the Joint Rescue Coordination Centre (JRCC).
- 5) If JRCC determines that a PEP Air task is authorized an Incident number will be forwarded to ECC who will issue a PEP Task number and then contact the appropriate Zone Commander or authorized designate.
- 6) If ECC determines that a PEP Air task is authorized a Task number will be issued and the appropriate Zone Commander or authorized designate will be contacted.
- 7) In the event of section 1, 5 or 6 above, and it requires more than one Aircraft resource PEP Air will be authorized to setup a Search Headquarters and man it with a Certified Search Coordinator who will work with the other agency to eliminate conflict in the search area. The cost of setting up and providing a Certified Search Coordinator will be born by the tasking agency (JRCC) or (ECC).

Note: Any request made directly to an individual or pilot is not permitted and shall be reported immediately to the appropriate Zone Commander or authorized designate.

**Provincial Policy Manual
PEP Air**

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Ground ELT Homing Procedures

Definitions

1. In the context of this document, the following terms are defined:
 - a. **SHALL** means the action must be completed as described.
 - b. **SHOULD** means an action that will normally be completed as described. If it is not, then it shall be addressed specifically by the Zone Commander(ZC) in a mission risk assessment.
2. Ground ELT homing missions are defined by type:
 - a. Airport ELTs: Homing beacons that are deemed to be located on an airport or airfield or the immediate surrounding area.
 - b. Road ELTs: Homing beacons that utilize a vehicle with roof homing antenna and handheld homing in open areas located immediately off road.
 - c. Off-road ELTs: Homing beacons that are located out of sight and/or hearing range of the homing vehicle.

Minimum Crewing

3. When tasked to home an Airport ELT, the minimum crewing of the Homing team **should** be two people. One who **shall** be a PEP Air volunteer trained in hand-held homing procedures.
4. When tasked to home a Road ELT, the minimum crewing of the homing team **should** be three people, two who **shall** be PEP Air volunteers trained in vehicle and hand held homing procedures. One individual **shall** remain in close proximity to the vehicle during the homing.
5. It is recommended that PEP Air **should** not engage in off-road ELT homing's without GSAR support or the direct supervision of an RCAF SAR Tech.

Procedures

6. The ZC **shall** carry out a risk assessment prior to deploying any ground homing team. The Homing Team **shall** continue to update the risk assessment as the situation changes.
7. JRCC **shall** be informed prior to commencement of an ELT homing and anytime there is an escalation of type of ELT homing required (Airport/Road/Off Road).
8. Permission is required prior to accessing private property (JRCC/Police/Owner).
9. Safety vest **shall** be worn by members of the homing team when not in a vehicle. EMBC Identification **should** be worn at all times.
10. 442 Squadron resources are the JRCC jurisdictional subject matter experts (SME) for aeronautical Search and Rescue missions, especially aircraft accident sites. PEP Air (CASARA) provides an additional search capability only and are not specifically trained in rescue techniques.
11. GSAR teams are EMBCs SMEs for off road search and rescue in austere geography. Any PEP Air volunteer that assists a GSAR team during an off road homing **shall** be physically fit and dressed and equipped appropriate for the outside conditions. These individuals, when identified **should** have additional training in survival, outdoor travel and ground navigation and communications.

Equipment List: (Back Pack)

- 2 - Fox 40 Classic Whistle
- 1 - Frontiersman Bear Spray
- 1 - Coughlan's Sight-Grid Signal Mirror
- 3 - All Weather Emergency Blanket
- 1 - Silva Ranger Compass
- 1 - Maglite Mini Pro+ LED Flashlight
- 1 - Stormproof Matches
- 1 - Match Case
- 3 - Hi-Vis Vest
- 1 - Adventure Medical Day Tripper First Aid Kit
- 1 - Fire Starter
- 1 - Gerber (Multi Tool) Knife
- 1 - CASARA Magnetic Decal

Add from your Equipment Supply as available

- 1 - GPS (Hand Held)
- 1 - Cell Phone (your own) write the number on the Sign-in Sheet that is left in SHQ.
- 2 - Ground Hand Held Radios 1 Air Radio
- 1 - SPOT unit

PEP AIR OFF-ROAD/FIELD ACTIVITIES CHECKLIST

This is a list of personal clothing and equipment which should be available when PEP Air ground homing teams are required to conduct off airfield / off road electronic searches. A comprehensive "Risk Assessment" is a critical component of "Off Road" ELT Homing missions. Teams have to be very cognizant of when to make the go/no go decision, and involve GSAR in their search activities. GSAR are the subject matter experts for these types of operations. However, PEP Air volunteers may be required to accompany a GSAR team to operate the homer. Being properly trained, properly equipped and physically fit for these types of operations are essential.

SAR CLOTHING PACKAGE**BASE LAYER**

- Liner socks Polypro or nylon)
- Liner gloves (light fleece/wool)
- Underwear/bra (synthetic)
- Shirt - Long sleeve (synthetic/wool)

INSULATING LAYER

- Socks - thick hiking type (polywool)
- Fleece jacket or wool sweater
- Pants (synthetic)
- Shorts (synthetic)
- Long underwear bottoms (synthetic)

OUTER LAYER

- Mid weight hiking boots (waterproof/supportive)
- Shell pants (waterproof or Gortex)
- Shell jacket (waterproof or Gortex)
- Heavy leather gloves

ESSENTIAL EXTRAS

- Insulating mitts/gloves (fleece/wool)
- Extra shirt - long sleeve
- Extra Hiking socks
- Insulating hat (toque/ guide hat/ Balaclava)
- Extra clothing for subject

OPTIONAL EXTRAS

- Gaiters
- Cap/ hat
- Gortex socks
- Waterproof gloves/mitts
- Fleece pants

ESSENTIAL EQUIPMENT

(minimum suggested gear)

- EMBC ID
- Water (1 litre bottle/bag)
- Water purification system (chlorine or filter)
- Food (24 hours)
- Matches (weather proof) / lighter
- Fire starter (candle, fuel tabs, DIY)
- Flashlight/headlamp (extra bulb/batteries)
- Map
- Knife/multi-tool
- SAR Compass
- Pot with lid
- Emergency shelter
- Orange Garbage bags x2
- Personal first aid kit
 - 10cm x 5cm pressure bandage
 - 10cm x 10cm gauze pads x6
 - 7.5x5m roller bandage
 - Elastoplast bandaids x6
 - 2.5cm adhesive tape
 - triangular bandage
 - latex gloves
 - moleskin/second skin
 - Tick removal device (storage)
 - Pocket mask for CPR/AR
- Light rope or para cord (15m)
- Personal medication
- Notepad
- Pen/pencil/marker pen
- Whistle
- Sunscreen
- Lip balm
- Bug repellent
- toilet kit
- safety glasses/sunglasses
- watch

TEAM EQUIPMENT

- GPS x2
- Radios x2
- ELT Homer
- Search Map
- CASARA Handbook
- High Visibility Vests
- Cell phone / SAT phone

**Provincial Policy Manual
PEP Air**

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ON CALL HOURS

1. PEP Air members will be considered 'On Call' for mission tasking as follows:
 - a. each day that a member is called by a tasking authority and asked to remain available for a possible mission task. The hours will include from the initial call to when the member is released from ('On Call') duty, but does not include time after an actual mission task is received. This applies to all PEP Air volunteers.
 - b. A member will in addition to para 1a, be considered 'On Call' for a possible mission task for 16 hours during each month when the member is either one of a Certified/Current (aircrew and search coordinators), or is an active Zone Commander, Area Air Deputy, or Ground Homing Specialist.
 - c. For members not included in para 1b, a member will in addition to para 1a, be considered 'On Call' for a possible mission task for 12 hours each month when the member is active as a member of a zone support, administration or SHQ team.
2. All 'On Call' time is considered Primary time. Zone Commanders are responsible for ensuring 'On Call' time is annotated in the CMS at the end of month.
3. Each Zone/Area shall open an event within CMS that will be titled 'ON CALL Time' and the Administrators will enter this at the end of each month the hours that have been submitted by the members for the 'On Call' time. The member MUST be Certified/Current within that month to receive the hours. It is a member's responsibility to submit his/her on-call hours based on this policy directive.

Provincial Policy Manual
PEP Air

Policy Number	F 010
Date of Original Issue	December 2000
Date of Last Revision	May 2018

FINANCIAL

Refer to National Policy Finance F-010, with the following changes or additions:

Meal Rate

PEP Air members engaged in actual JRCC tasking may claim reimbursement for meals, (not including alcoholic beverages), up to the Treasury Board maximum amount. No receipts required.

PEP Air members attending **Special** meetings may claim Treasury Board Rates. Prior authority **MUST** be obtained from the PEP/CASARA Executive with an accurate budget figure.

PEP Air members engaged in authorized training tasking may claim an amount not exceeding Twelve (\$12.00) dollars per day plus appropriate taxes, unless prior authority has been granted by the Executive Committee. Receipts Required.

PEP Air members engaged in an actual EMBC tasking, may claim \$15.00 for each 3 hours of operation.

IE: 0 – 3 hours – \$00.00
 3 – 6 hours - \$15.00

A maximum of \$60.00 may be claimed in a 24 hour period.

It is assumed that all members will have breakfast prior to departing their home and therefore not claimed, unless the member departs prior to 0600hrs.

Travel

PEP Air members on JRCC tasking may claim the Treasury Board rate for travel as published from time to time.

PEP Air members on an actual EMBC tasking may claim an amount as set forth by EMBC, not necessarily the National Treasury Board rate.

PEP Air members on authorized training tasks or traveling to meetings may claim when appropriate, the Treasury Board rate, Car Rental Agency rate or equivalent commercial economy airfare, whichever is less.

CMS Entries

The Zone Commander will be directly responsible to the PEP Air Executive that each and every claim is entered into the **TMMS** program with the correct events and activities within 14 days of the event. Failure to comply with this directive will result in PEP Air Executive remedial action. (Jul 07)

**Provincial Policy Manual
PEP Air**

Policy Number	T 010
Date of Original Issue	April 1989
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TRAINING

Refer to National Policy Training T-020 page 1, with the following additions or changes.

Under Aircrew age categories, substitute 19 years for 18 years. All other members must comply with EMBC age requirements.

Pilot

b. Substitute 150 hours pilot-in-command with 250 hours pilot-in-command.

Spotter

In addition to the CASARA certification policy, PEP Air spotters must review the latest spotter video annually as provided by CASARA National.

Reference National Policy Manual T-060 page 4, Spotters will require 2 flights of not less than 1 hour each. PEP Air spotters will use the CVT as a ground training tool only. Time spent on a CVT will not count towards spotter flight currencies.

Under **NOTE** last sentence, delete all after; 'or a VSO of 80 KIAS or greater.'
PEP Air does not recognize amateur-built aeroplanes.

Refer to National Policy Training T-060 page 5 of 5, **MINIMUM MANDATORY ITEMS FOR DUAL QUALIFIED PILOTS/NAVIGATORS TO MAINTAIN CURRENCY**. In BC PEP Air will maintain the minimum requirements for each position. A Pilot and Navigator will be required to fulfil all training requirements as laid out in National Policy Manual T-060 page 4 as a minimum. Page 5 will not be recognized in the Province of BC.

Communication flights

Certified pilots with a minimum of 150 hours pilot-in-command may fly communication flights on SAREX.

DRESS CODE

Although it is not practical to absolutely prescribe what is permissible and what is not permissible for flight crew dress, the following guidelines should be considered.

and

Location, time of year and terrain that the flight will be encountering on the task certainly must be considered in determining the dress code of the day.

1. Flight suit is preferred, but not restricted to. Long pants with long sleeve shirts are acceptable. Heavy Jacket depending on weather and flight terrain may be stored with easy access if required in the aircraft cabin.

Short sleeve shirts, ladies or men's shorts are not permissible at any time

2. Footwear, Hiking boots are preferred, but not restricted to. Walking shoes with solid reasonably thick leather, rubber or composition soles are acceptable if approved by the aircraft commander.

Sandals and open toed shoes are not permissible at any time.

3. Head gear. Must suit the occasion, helmet, cap, toque, turban are considered as acceptable head gear.
4. Gloves, preferable leather with finger covers.

AIRCRAFT DOCUMENTATION

In accordance with Transport Canada regulations and standards all PEP Air aircraft tasked for training or operations shall make available, on request, all “on board documents” to any authorized PEP Air – CASARA safety officer.

All aircraft commanders are responsible to assure that all necessary documents are available.

1. Immediately prior to the first flight of the day a complete thorough inspection of all documents along with a physical inspection of the aircraft, and crew briefing will be conducted prior to a clearance for take off.
2. In the event that the same aircraft and crew are retasked on the same day, and had their safety check completed on their first flight, then only the normal walk around would be required.
3. In the event that the same aircraft and pilot are retasked on the same day with a new navigator and spotter aboard, then only the crew safety briefing would have to be completed, but the aircraft documentation would not. The normal aircraft walk around would be required.

NOTE: Rental aircraft from approved Transport Canada rental agencies will be subject to Regulations and Standards as prescribed from time to time by Transport Canada.

Provincial Policy Manual
PEP Air

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APPLICABLE CURRENT FORMS

PEP Air recognizes and maintains the following forms, all PEP Air resource areas must have a supply of these forms readily available: -

- 001 Application Forms (Jun 2016)
- 002 EMBC Volunteer Registration (Mar 2015)
- 003 Application Training Task Number (Dec 2011)
- 004 Task Report (Dec 2011)
- 005 Task Registration Form (Jun 2014)
- 006 SAR Initial (Dec 2011)
- 007 Fuel Certification (Dec 2011)
- 008 Mission Form (May 2016)
- 009 Aircraft Loading-Safety (Mar 2014)
- 010 Chronological Log (Dec 2011)
- 011 Daily Crewing (Jan 2018)
- 012 Briefing Form (Dec 2011)
- 013 SAR Sighting Report (Mar 2012)
- 014 Crew Available (Dec 2011)
- 015 Military Aircraft Crewing (Dec 2011)
- 016 Safety/Activity Reporting Form (Dec 2014)
- 017 Candidate Interview Questionnaire (Jun 2014)
- 018 Daily Search Ops (Oct 2017)