



SARVAC HWF

Local GSAR Group / HWF Responder Level

Standard Operating Procedure (SOP)

Phase 7 - TASKING



VERSION: 1 – March 2023

ADMINISTRATOR: Nicolas de Breyne

PURPOSE: The purpose of this document is to provide a Local GSAR Group / HWF Responder level SOP for the *TASKING Phase* of SARVAC's HWF Program.

SUMMARY: The *TASKING Phase* takes place now that the HWF Responders have arrived in the Jurisdiction that has made the request for assistance. They will then report to the AHJ where they will be assimilated into the Incident organizational structure and assigned taskings.

PROCEDURE:

- 1. Local GSAR Groups should have a sound awareness of the tasking ahead for their participating HWF Responders.**
- 2. The HWF Responders should be briefed by the AHJ point of Contact on the Operational Period and Taskings.**

[Note: This contact person will be incident specific (e.g., someone in the AHJ ECC/EOC, the IC, or a Liaison Officer)]

These briefings should be given prior to conducting any operational work or deploying into the field. Briefing topics should include but are not limited to:

- Personal and team equipment.
- Evacuation and alerting procedures.
- Reporting structure/chain of command.
- Process and location to obtain work equipment and supplies.
- Process to report an injury or incidents including near misses.
- Emergency plans and procedures.

- 3. The HWF Responders should be briefed by the Command Agency on the Operational Tasking.**

The operational tasking should come from the Agency that has been placed in command by the AHJ, such as police and/or fire service, Public Works, or community services. The agency managing the response and deploying HWF resources should have received a briefing and have contact with the RC.

Briefing topics should include but are not limited to:

- HWF responders **MUST REFUSE** any tasking they have not been trained or equipped for, or which poses a risk to their life and safety.
- Any taskings that were not identified during the Orientation Briefing should be brought to the attention of the RC.
- HWF Responders should be responsible for all equipment issued by the AHJ or HWF. They should ensure that the equipment is returned as instructed, and any equipment issues be brought to the attention of the issuer.
- Details regarding the work assignment.

- Actions to take should they be injured or experience unwanted feelings pertaining to incident related stress.
- Steps to report unsafe acts or conditions.

4. Local GSAR Groups with deployed members, as well as the SARVAC executive, BoD, P/T Associations, and PS (when requested) should be provided with regular situational summaries by the NIST.

Local GSAR Groups should also be aware that the RC should provide Daily Status reports to the NIST DIR (or OSM when assigned) regarding the deployment progress.

Daily Status reports should include but are not limited to:

- Number of deployed personnel, as well as any released.
- Tasking descriptions and progress reporting.
- Safety incidents and/or concerns.
- Medical Aids and/or intervention occurrences.
- Weather/Environmental/Structural events.
- National Relief efforts, numbers of partner/local relief resources.
- Documented and/or anticipated issues.

The ICS Canada ICS-209 form can be utilised to provide the Status report. It is available under the forms section of the ICS Canada webpage:

www.icscanada.ca/images/upload/forms/2017%20Forms/Form%20209_1.pdf

5. HWF Responders should understand how to report critical incident stress and access available CISM resources if needed.

Refer to the CISM guidance document.

This completes the *TASKING Phase* in accordance with the *National Search and Rescue Operations Concept*.