

Search and Rescue

D4H Data Standards and Best Practices

Version 1.0
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Office of the Fire Commissioner
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*Throughout this document, an Exercise, Incident or Event are all referred to as *tasks*.

1. BASIC TAB

General

The General tab contains all high level information surrounding the task. Each area is outlined below.

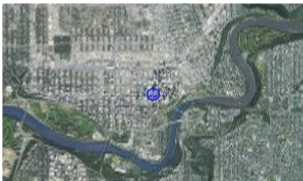
- The Activity Ref is auto generated. As of March 1, 2016, please begin to use this field as your tasking number. Ensure that you start a draft task before deployment.
- This ensures you have the proper insurance coverage and workers compensation in case of injury.
- In the map section, please plot the location of the command post.

BASIC ATTENDANCE RESOURCES EQUIPMENT INVOLVED LOST BE

General

Activity Ref: #07846 Sample Task

Tasking Number: #

Map: 

53° 32.47' N 113° 29.73' W

12 N 334642 5935379

10155 102 St NW, Edmonton, Alberta, T5J, Canada

Timestamps

Accurate time reporting is crucial for the Province and SAR alike. To ensure that all administrators are entering time in the same way, a brief reminder of best practices follows.

- Alerted – represents the time you were called for deployment. Currently, this field starts the clock and begins the event duration. This will soon be updated to reflect only the In Attendance to Finished times to better reflect boots on the ground times.
- Mobile – represents the time where all members are assembled and ready to depart from base.
- In Attendance – represents the actual time the team was present at the Incident Command Post.
- Finished – represents the time that the team has completed the activity and is ready to return to base.

Timestamps:
America/Edmonton

Alerted 09:00 Tue, 12 Jan 2016

↓ 45mins after Alerted

Mobile 09:45 Tue, 12 Jan 2016

↓ 45mins after Mobile

In Attendance 10:30 Tue, 12 Jan 2016

↓ 2days 6hrs 30mins after In Attendance

Finished 17:00 Thu, 14 Jan 2016

It is important to note that the time between “In Attendance” and “Finished” is considered the default event duration. These fields **must** be populated for every task. This removes member travel time or pre-planning from the duration. While this more accurately captures the event duration, it does not restrict a member from accruing time outside of the duration of the event. If you are pre-tasked and a member

collects information or schedules the team or does prep, they can add their time against the incident outside of the duration. This is done in the Attendance tab.

Attendance Type

- 'Full Team' will add all members to the "Attendance" tab, up next.
- 'Selective Team' will force the administrator to add each member or group to the event manually.

Description

Pretty straight forward here, please ensure that you capture as much task information as possible so that members and auditors can understand the event without having to ask for more details.

Private Data - IMPORTANT

If sensitive information is passed to the team, first validate what the tasking agency would like to do with it and if it should be entered into D4H. 'Private data' means that a member or auditor with standard permissions will not be able to see the information in this field. It does not mean that it is immune from FOIP or access requests to the Province.

Original Tasking

This field is mandatory because it helps to classify tasks at a high level and is easily reported on. This includes *Search, Rescue, Beacon, Recovery, Training, Disaster, Fugitive, False Report, Standby, Attempt to Locate, Evidence, Other*.

Primary Type

Again, another very high level grouping, while not mandatory, it is helpful to capture that information whenever available. This includes *Air, Ground, Heavy* and *Water*.

Evidence found:	Select one or more options...
Original Tasking: (Required)	Search
Primary Type:	Ground

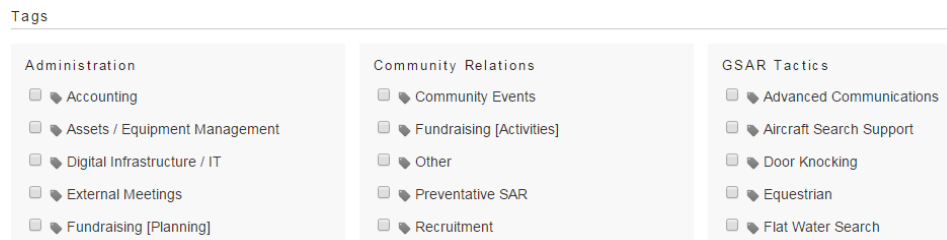
Weather

While not mandatory, the weather conditions can affect a task and its' outcomes greatly. It can help to explain an unusual event duration, such as heavy fog affecting member's ability to search. Using the Auto Complete function will attempt to retrieve weather conditions from the nearest official weather monitor. If this appears inaccurate, you can also manually populate the fields.

Weather		 AUTO-COMPLETE WEATHER Powered by Forecast
Conditions:	Partly Cloudy. Feels: -12.9°C. Cloud Cover: 0.25%. Pressure: 1013.9mb	
Visibility:	Good (>10km)	
Wind:	W	1 - Light Air (2)

Tags

Again, the use of Tags isn't mandatory but they serve to better describe and define your task. In monthly reports, Event Durations are also broken out by Tags. Teams can add Tags as they wish; however, it's recommended that you pass along new suggestions for Tags to the Office of the Fire Commissioner SAR Liaison so that they can be added for all teams to use. Default groups include: *Administration, Community Relations, GSAR Tactics, Medical Response, TPR Tactics, Urban Occurrence and Wilderness Occurrence.*



Please note that 'Type 1 time' and 'Type 2 time' have been added for administrators to quickly define a task. Type 1 time should be used for *volunteer hours that accumulate toward members' SAR tax credit.* Type 1 time includes responding, training and general meetings. Type 2 time does not accumulate toward your tax credit. Type 2 time includes general housekeeping and team support. More information on the federal tax credit can be found here: <http://www.cra-arc.gc.ca/gncy/bdgt/2014/qa01-eng.html>.

From the Canada Revenue Agency page:

"What are eligible search and rescue volunteer services?

Eligible search and rescue volunteer services include the services you provided as a search and rescue volunteer to an eligible search and rescue organization (other than eligible volunteer firefighting services), which must consist primarily of the following (primary services):

- **Responding** to and being on call for search and rescue and related emergency calls as a search and rescue volunteer;
- **Attending meetings** held by the search and rescue organization; and
- **Participating in required training** related to search and rescue services.

Other services you provided as a search and rescue volunteer to an eligible search and rescue organization are also eligible, such as the delivery of educational sessions undertaken by the organization.

For the purpose of counting the number of hours of eligible search and rescue volunteer services, the number of hours devoted to the primary services described above must exceed the number of hours devoted to other services for a particular organization."

2. ATTENDANCE

While straight forward, entering time for a multi-day task can be tedious and this is where you will generally find yourself as an administrator cutting corners or you're unaware of the default configuration. The attendance time **must be entered correctly for each member**. This directly affects the total person hours of a task and is a significant misrepresentation of the duration if not done properly.

If you enter time stamps similar to this screen shot you will see a task duration of 2 days 8 hours. Alerted through Finished is all part of the duration at this time. If you then proceed to Attendance and add a member, the software will enter the member as being present for the *entire* task duration.

Name	From	To	Role
Kevin McClement	09:00 12 Jan 2016	17:00 14 Jan 2016	

Of course, for an incident, this is highly unlikely and unsafe. This assumes that the member was on-scene for 56 hours. If you are on a survival training exercise for example, 56 hours may very well be accurate. Tools for managing member time more easily are being developed and will be rolled out as they are certified as working properly.

In order to track member time properly, the administrator *must* modify the entries to reflect accurate on-scene time. This example shows a member entered correctly for the day shift as the Ops Chief. Note that in total, this member was active for 30.5 hours, not for the entire 56 hour duration.

BASIC

ATTENDANCE

RESOURCES

EQUIPMENT

INVOLVED

Add To Attendances...

Quick Add...

☐	Name	From	To	Role	☒ Attended
☐	Kevin McClement # Senior GIS and Data Analyst	10:30 12 Jan 2016	21:00 12 Jan 2016	(CPOT) Operations Section Chief	Attended
☐	Kevin McClement # Senior GIS and Data Analyst	09:00 13 Jan 2016	21:00 13 Jan 2016	(CPOT) Operations Section Chief	Attended
☐	Kevin McClement # Senior GIS and Data Analyst	09:00 14 Jan 2016	17:00 14 Jan 2016	(CPOT) Operations Section Chief	Attended

Another example; on a 3 day event the *duration* is 72 hours. If 10 members work in 12 hour shifts (5 members * 12 Hours) + (5 members * 12 hours) per day, there are 360 person hours total. If the administrator were to only add all 10 members by default, they would accrue 720 person hours.

3. RESOURCES & EQUIPMENT

Resources and Equipment are not reported on. Resources are people external to the team that were involved with the task.

Equipment can be as complex or as simple as the team would like. Administrators are able to add vehicles, repeaters, computer equipment, GPS, shelters, etc. Currently, there is no value associated with equipment but, if supported by SAR groups, the finance module of D4H could be activated.

4. INVOLVED

Involved relates to the victims, witnesses, suspects or other persons in the task. Valuable information regarding any personal detail, injuries sustained and any medical treatment the team provided can be captured for each involved person. Please be aware of sensitive data from your tasking agency.

5. LOST BEHAVIOUR

The lost person behaviour tab was added in the summer of 2015 after a GSARCC (Ground Search and Rescue Council of Canada) meeting decided that the Canadian SAR teams they represent would start to gather ISRID (International Search and Rescue Incident Database) information and provide it to the national SAR Knowledge Management System automatically. ISRID data is generalized information relating to the recovery of missing persons. This data includes a set of coordinates, what type of environment, basic subject information and a summary of the outcome. More information on ISRID can be found here: <http://www.dbs-sar.com/LPB/lpb.htm>.

Please complete each field to the best of your ability. This information works to inform SAR of best practices and provides evidence based decisions to better inform your work.

6. Why Collect Data?

The collection of SAR data serves many purposes including; but not limited to developing SAR public education, SAR member safety, training and SAR sustainability initiatives. As of mid-2015, all of Alberta's information feeds into the national SAR Knowledge Management System as well with the introduction of the Lost Behaviour module. Accuracy across all teams is key to making this data relevant and meaningful. This information is consolidated and posted monthly to <http://www.ofc.alberta.ca/search-and-rescue-incident-reports>.

An excerpt of the report is included below; this is a copy of all 2015 data collected in D4H.

ANNUAL REPORT - 2015

Alberta Office of the Fire Commissioner

Printed 12th Jan 2016 2:13pm

SUMMARY		
	TOTAL	DURATION
INCIDENTS	197	2,870hrs 37m
EXERCISES	1977	12,489hrs 0m
EVENTS	1528	16,946hrs 36m
TOTAL ACTIVITIES	3702	32,306hrs 13m
ACTIVE MEMBERS	1081	99,447hrs 17m

Total number of reported hours across all teams

TEAMS					
	INCIDENTS	EXERCISES	EVENTS	MEMBER HRS	TOTAL
Foothills Search & Rescue	13	104	67	11,485hrs 28m	184
Calgary Search and Rescue Association	24	34	139	9,512hrs 57m	197
SARDAA	6	637	146	8,601hrs 13m	789
Cochrane Search and Rescue	8	113	106	7,122hrs 48m	227
Rocky Mountain House Search & Rescue	24	63	120	7,065hrs 35m	207
Canadian Search Dog Association	12	493	44	6,815hrs 36m	549
South Eastern Alberta Search and Rescue	6	24	103	5,913hrs 53m	133
Olds Search And Rescue	5	44	77	4,403hrs 30m	126
Didsbury Search & Rescue	4	30	59	3,246hrs 59m	93
Fort McMurray SAR	8	24	78	3,038hrs 13m	110
Technical Search and Rescue	17	39	38	2,969hrs 41m	94
Brazeau Regional Search and Rescue	5	40	28	2,935hrs 45m	73
LASARA	8	66	55	2,798hrs 4m	129
Parkland Search and Rescue	11	52	32	2,655hrs 10m	95
Klondike Trail SAR	5	8	22	2,525hrs 0m	35
Alberta/British Columbia Cave Rescue	2	22	10	2,467hrs 31m	34
Edmonton Regional SAR	8	20	50	2,423hrs 50m	78
Cold Lake Search and Rescue	2	22	38	2,422hrs 15m	62
Greenview Search and Rescue Association	2	2	24	2,140hrs 10m	28
Lesser Slave Lake Search and Rescue	8	27	22	2,032hrs 8m	57
Peace Regional Search and Rescue	7	47	11	1,313hrs 17m	65
St Paul SARmembers	4	7	21	1,045hrs 21m	32
Badlands Search and Rescue	1	18	22	831hrs 23m	41
Hinton Search & Rescue	2	10	113	829hrs 35m	125
SAR Steering Committee	0	0	5	778hrs 0m	5

List truncated – Breakout by individual team

GSAR TACTICS					
Advanced Communications	4	15	5	199hrs 35m	24
Aircraft Search Support	9	4	0	403hrs 26m	13
Door Knocking	14	0	0	138hrs 1m	14
Equestrian	3	15	5	185hrs 30m	23
Flat Water Search	8	5	2	117hrs 30m	15
Mountain Bikes	1	6	2	33hrs 43m	9
Overhead Support	22	14	4	461hrs 59m	40
Swift Water Search	8	7	0	192hrs 7m	15
Tracking	9	42	6	553hrs 35m	57
Type 1 Search [Hasty]	40	65	1	745hrs 44m	106
Type 2 Search [Purposeful Wandering]	45	57	2	1,117hrs 39m	104
Type 3 Search [Line]	22	33	0	1,054hrs 57m	55
Type 4 Search [Evidence]	17	35	0	544hrs 46m	52
Urban	30	46	3	528hrs 34m	79
UTV / ATV	34	28	3	702hrs 38m	65
Vehicle	9	6	2	181hrs 0m	17
Wilderness	48	129	3	1,666hrs 19m	180

List truncated – Use of tags and their distribution across GSAR