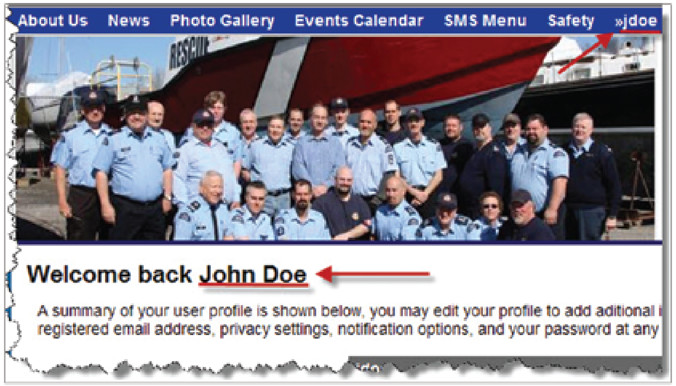
SMS: Coxswain

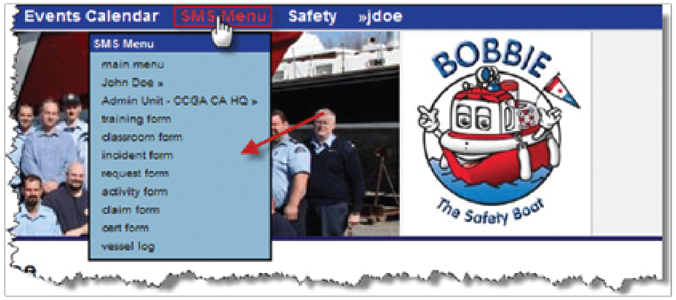
Coxswain Overview

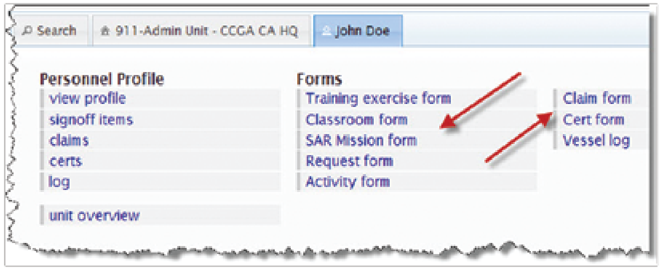
1. There are many similarities between aspects of the SMS system used by Members and the aspects used by Coxswain and Training Officers, but there are also a number of differences. The welcome back message you see when you login, for example, will not change.

2. You will notice that as a Coxswain and/or a Training Officer there are more options within the menus in the SMS System. The SMS Menu drop-down menu, for example, contains more live links.

3. While the same options that are visible to members are visible and accessible to Coxswain and Training Officers, there are also additional resources available through the system. For example, the Main Menu contains a far greater number of forms. We will discuss these forms in the next section.



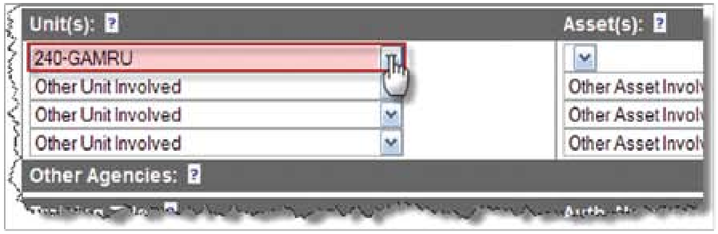




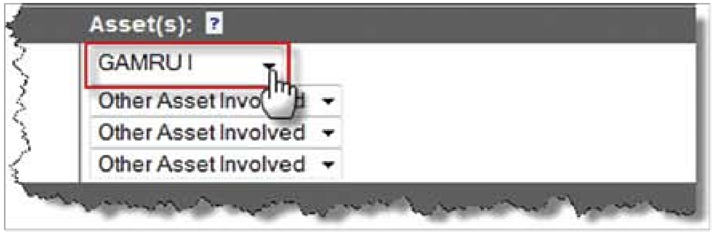
Training Exercise Form

1. The Training Exercise form is used by the Unit Training Officer or Unit leader to log time spent doing training exercises. The data collected via this form can be helpful to your unit and the Auxiliary to calculate the amount of time that is spent doing training. To access this form, select the Training exercise form from the name tab (e.g. John Doe) in the Main Menu.

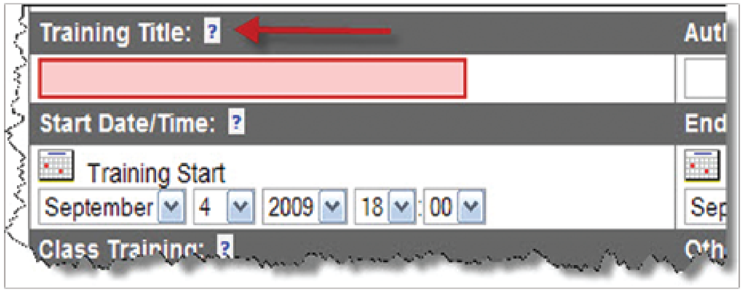
2. Start by selecting your unit and any other units where personnel from that unit were aboard your vessel and involved in the training. Select these units from the drop-down menu in the Unit(s) section.



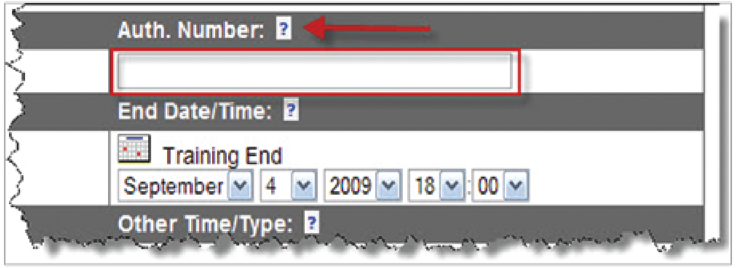
3. Next select the assets that were involved in the training from the Asset(s) drop-down menu. Once you have selected the Unit(s) involved, the drop-down menus in the Asset(s) section will include the vessels that are associated with any units that have been selected. Note that for reimbursement purposes you must submit separate Training Expense forms for each vessel.



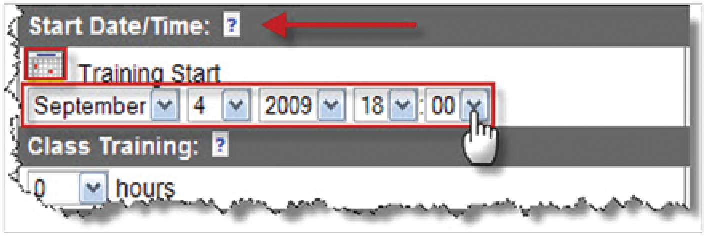
4. Enter a title for the training your unit did into the Training Title section. This title could be the date of the training or the type of training that was done.

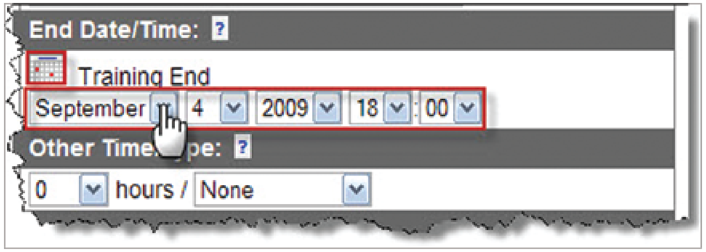


5. An authorization number is required for the training that was done. Enter this number into the Auth. Number field.

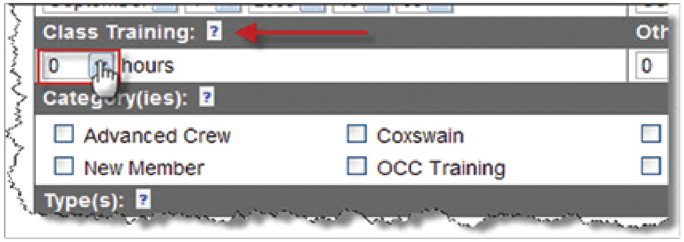


6. Enter the Training Start and Training End times of the training session into the Start Time/Date and End Time/Date sections using either the drop-down menus or the calendar method. (See Claim Form step 5 for more information.) The time you enter should include both classroom and on-water time as applicable. Please note that training sessions being entered into the form cannot exceed 20 hours. If the information you entered exceeds this limit, you will be notified of an error in the form when you start the submission process.

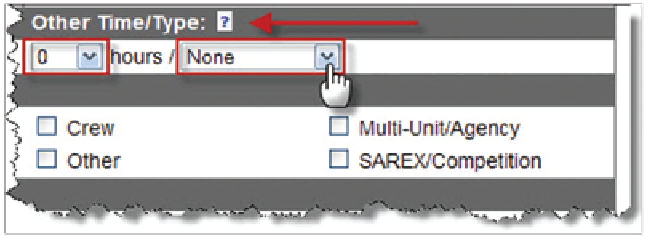




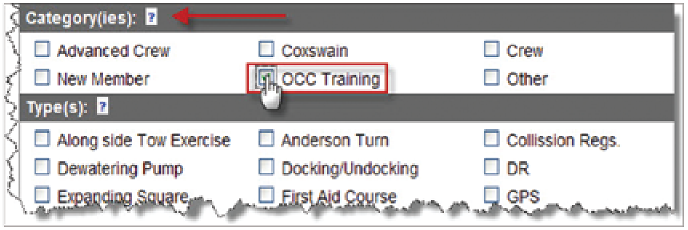
7. If there was any classroom time involved in the training exercise, enter it into the Class Training section using the drop down menu. This Class Training time will be deducted from the overall start / end time entered in order to reflect On-The-Water time only.



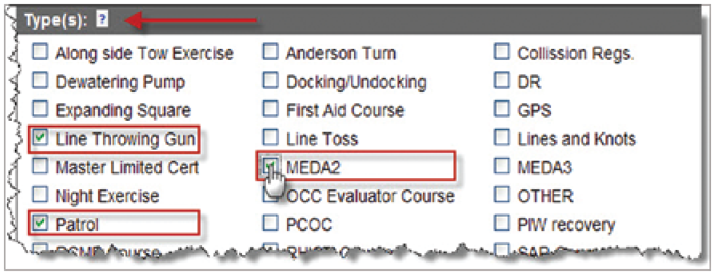
8. If there was other related time involved in this training (maintenance, preparation, administration, etc.) enter it into the Other Time/Type section. Use the drop-down menus to select the amount of hours and indicate how this time was spent.



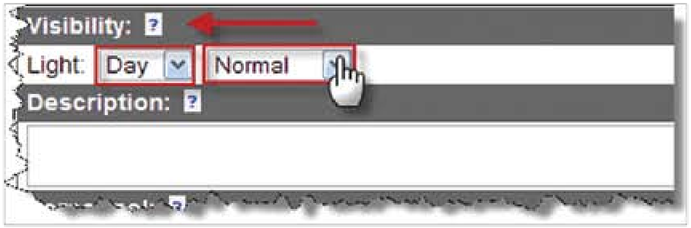
9. The categories listed in the Category(ies) section may or may not apply to the type of training you are logging. The categories in this section pertain especially to training towards a certification or training that is part of a course. If none of the selections apply choose Other, then make a note of what it was in the Description box.



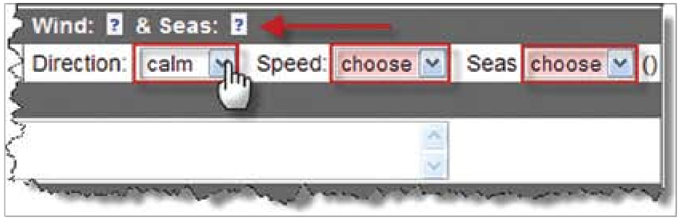
10. The Type(s) section of this form is used to identify the type of training that was covered in the session you are logging. You may check any and all boxes that apply to the training you did in this section.



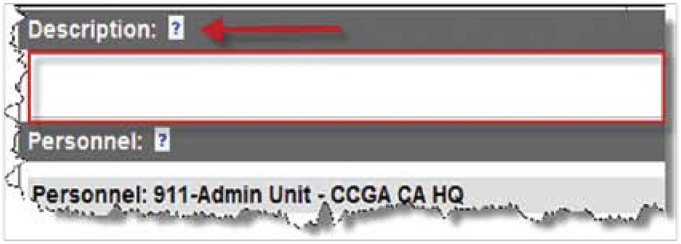
11. The next sections deal with the weather and water conditions on the day that you did your training. Select the Light condition information from the drop-down menus in the Visibility section.



12. Select the Wind conditions and Seas information from the drop down menus in the Wind & Seas section.

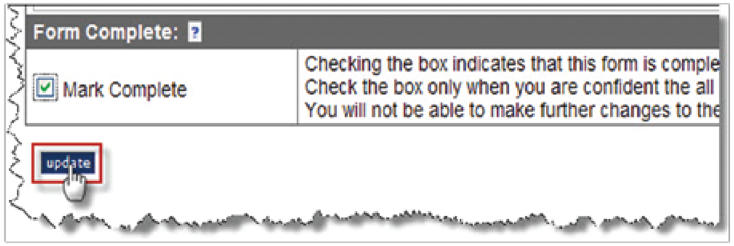


13. The Description section of this form is a place where you can include some additional information about the training you are logging. For example, if the types of training listed in the Types section did not fully explain the types of training exercises that were done you can give a more detailed description in this field.



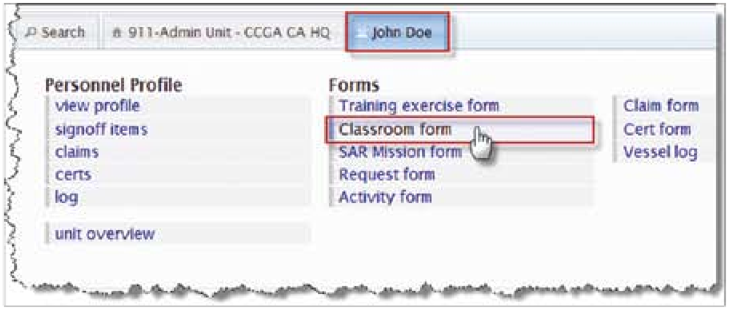
14. The Personnel section allows you to select the members of your unit who were involved in the training. If you selected more than one unit in the Unit(s) section, members from all selected units will be displayed in the Personnel section.

15. Follow the standard form submission steps to complete this form. These steps are outlined in the Saving / Updating / Submitting Forms section and are standard to all forms in the system. The only difference with the submitting of forms at the Coxwain or Training Officer level is that the signoff steps start at the Coxswain or Training Officer level, and do not require Member signoff.

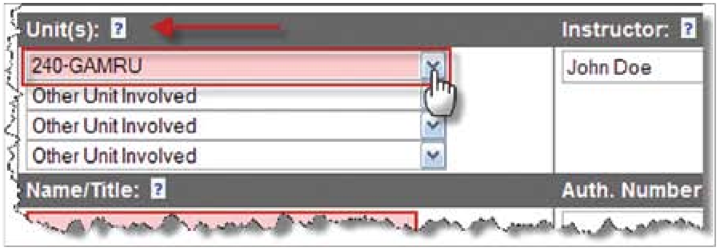


Classroom Form

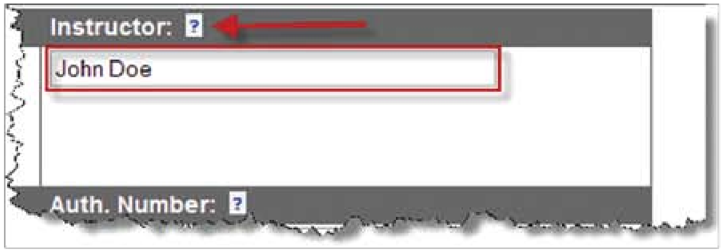
1. The Classroom Form is very closely related to the Training Exercise Form, but there are certain notable differences. This form is intended to record indoor training or learning that your unit is doing. To access this form, select the Classroom Form found under the name tab (e.g. John Doe) in the Main Menu.



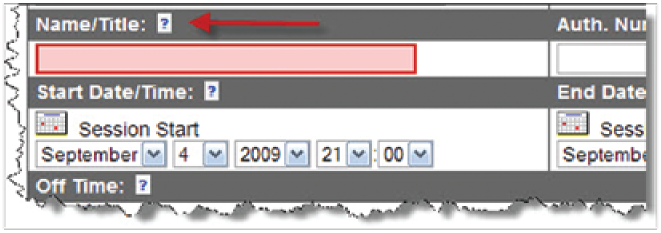
2. First, select your unit, and any other units that were involved in the classroom training, from the drop-down menus in the Unit(s) section.



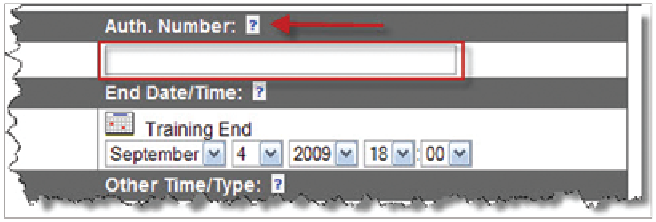
3. In the Instructor section, indicate who was instructing this classroom session. By default the name of the person filling out the form will be placed in this field, but you may use the name of an outside instructor where applicable.



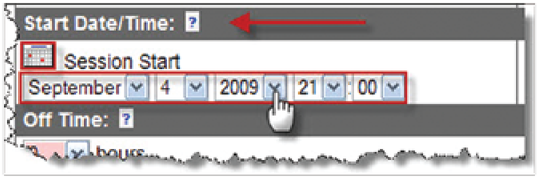
4. Fill in the Name/Title section with a title that pertains to the type of training that was done in the classroom session. This title could be the date of the training or the type of training that was done.

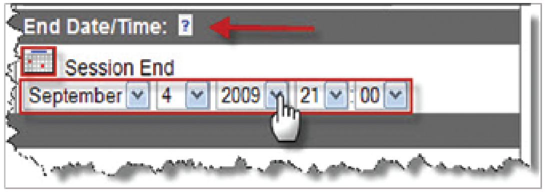


5. An authorization number is required for the classroom training that was done. Enter the number into the Auth Number field.

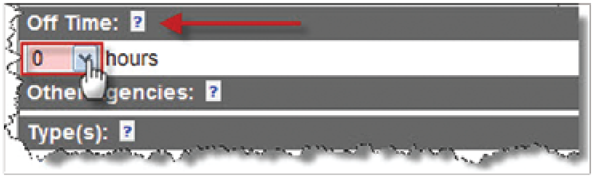


6. Enter the Session Start and Session End of the training session into the Start Time/Date and End Time/Date sections using either the drop down menus or the calendar method. (See Claim Form step 5 for more information.)

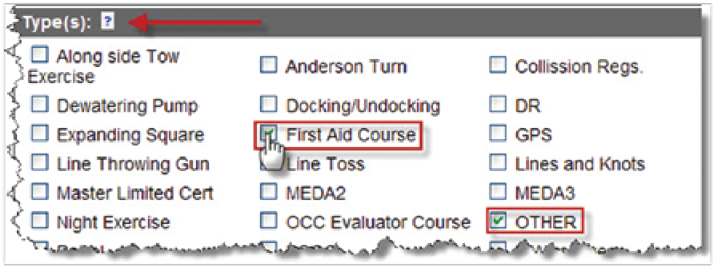




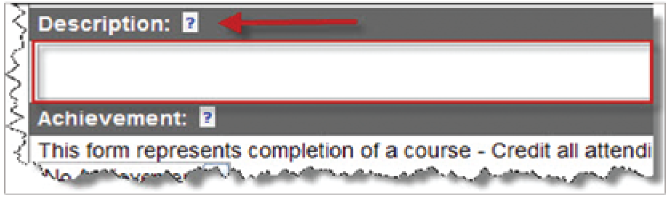
7. To indicate any time that was taken off during the classroom session, a lunch or dinner break for example, use the drop-down menu in the Off Time field.



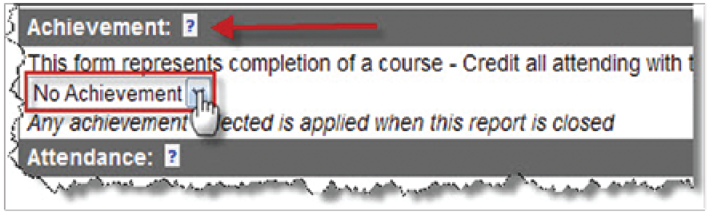
8. Select the type(s) of classroom training in the Type(s) section of the form by checking the boxes beside the applicable topics. You may select multiple types of training if applicable. If the type of training you are logging is not listed you may select OTHER and elaborate on the type of training in the next section.



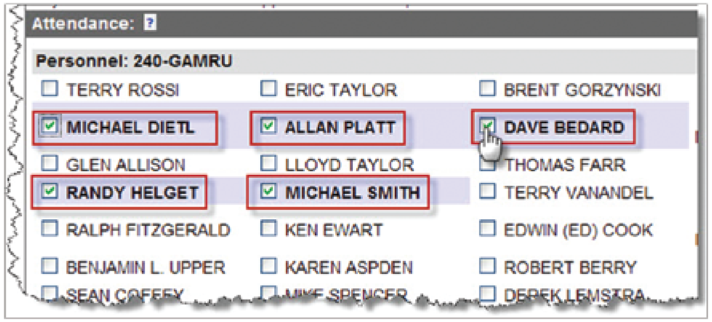
9. Use the Description section to include any additional information that pertains to the classroom training session you are logging. This could include topics covered in the session as well as any skills that were practiced in the classroom.



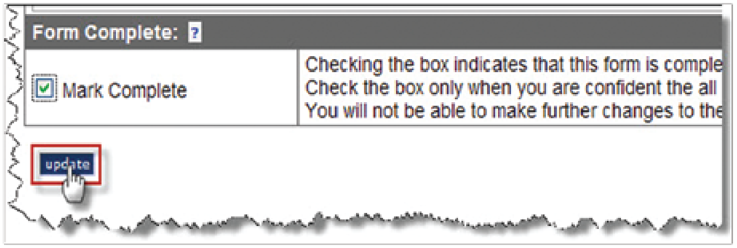
10. If this classroom session was part of a training course you may indicate this achievement in the Achievement section when the course is completed. Select the achievement level from the drop down menu. If this does not apply to the classroom session you are logging simply select No Achievement.



11. Select the people who were involved in the classroom session by checking their names in the Attendance section. If you indicated that more than one unit was involved in this session in the Unit(s) section, the names from all selected units will be displayed.

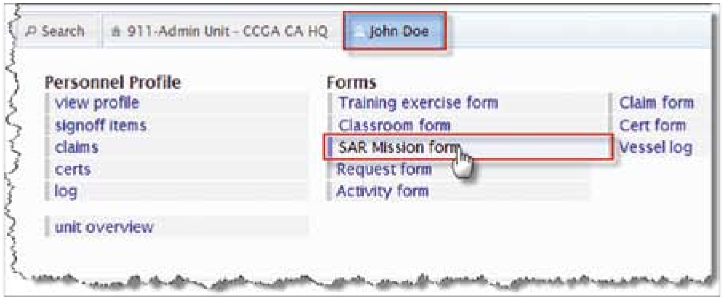


12. Follow the standard form submission steps to complete this form. These steps are outlined in the Saving / Updating / Submitting Forms section and are standard to all forms in the system. The only difference with the submitting of forms at the Coxwain or Training Officer level is that the signoff steps start with the Instructor, and do not require Member signoff.



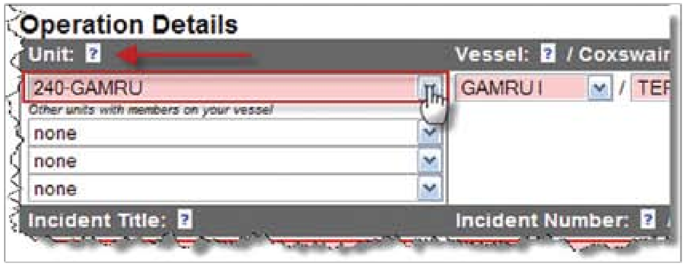
Incident Form

1. The Incident Form is one of the most involved forms in the system. The Incident Form, also titled the SAR Mission Form, can be found in the Main Menu under the name tab (e.g. John Doe). This is the form that should be filled out following a SAR tasking. Select SAR Mission Form to start filling out the form.



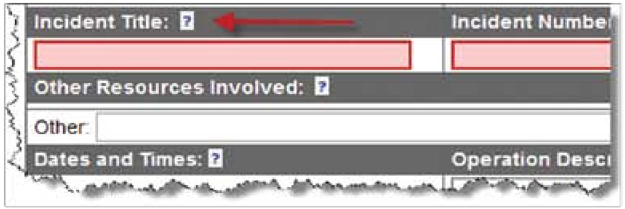
2. If this tasking was stood down prior to departure you may select the Report As Stand-Down button. This will provide you with the Report SAR Incident Stand-Down form. While this form is very similar to the incident form, it only requires information pertinent to a tasking that was stood down.

3. Start by filling in your unit information into the Unit section. The system will display your unit by default. You may select more than one unit if there were members from another unit on your vessel at the time of the tasking.

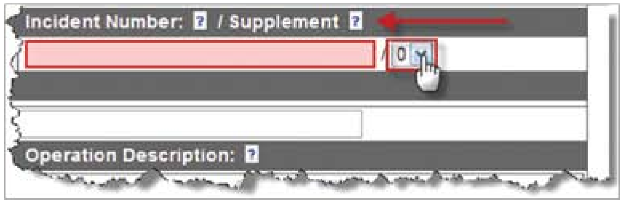


4. In the Vessel: Coxswain/Master section of the form, select the vessel involved in the incident and the associated Coxswain/Master from the drop-down menu. If you changed the unit in the Unit section, you must update the form before the vessels associated with that unit will be displayed in the Vessel section. If more than one vessel was involved in the tasking you must complete a separate form for each vessel.

5. Next, create a title for this tasking in the Incident Title section. This title can be the type of tasking, the location of the incident or other identifying information about the incident.

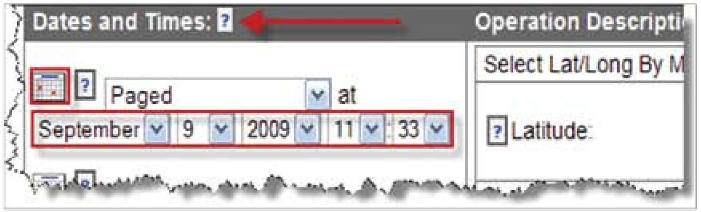


6. The Incident Number is the case number or tasking number assigned by the JRCC. If there was more than one vessel involved in the incident, use the Supplement drop-down menu to associate each additional form with the same incident number. For example, select 0 on the first form, 1 on the second and so on.

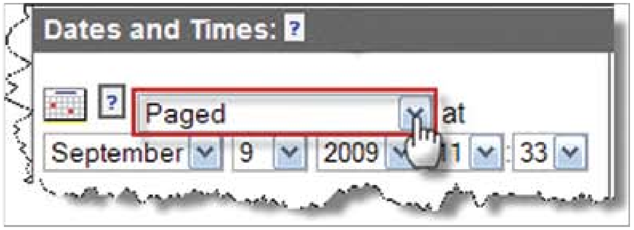


7. If there were other resources involved in this incident, you can identify them in the Other Resources Involved section. These resources could include the local police, the Coast Guard or a vessel from another rescue unit. You are not limited in what information you provide in this text field.

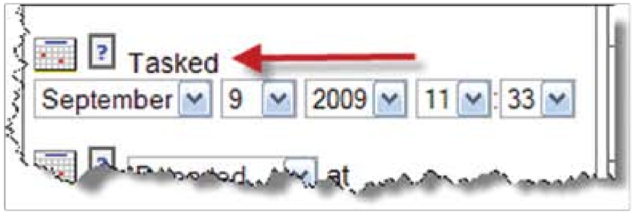
8. The date and time entries in an incident report are much more extensive than in other forms and need to be carefully filled out as accurately as possible in the Dates and Times section. Use either the drop-down menus or the calendar method to enter the dates and times in this section of the form. (See Claim Form step 5 for more information.)



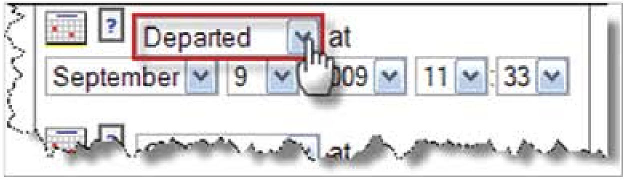
a) Select the method by which you were alerted about this incident from the drop-down menu. You may have been paged, contacted via VHF/ Cell or sighted the incident yourself. Indicate the date and time of this occurrence.



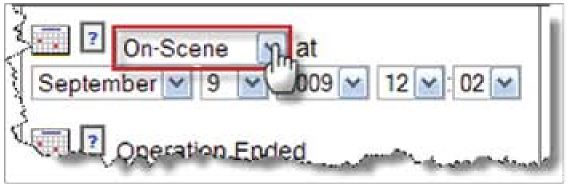
b) The Tasked date/time is the time at which you were formally tasked by the JRCC to respond to an incident. In certain instances this may be the same date/time as the alert/departed times if the SRU was already underway when tasked. Indicate the date and time of this occurrence.



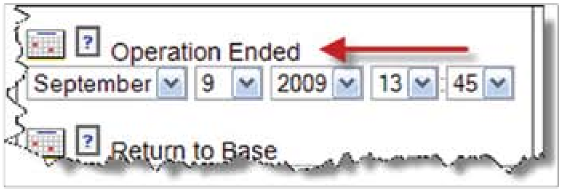
c) Indicate the date/time you departed for this tasking. This may be the same date/time as the Tasked or Alerted date/time if the SRU was already underway when tasked. If you were Stood Down at this point, you may also indicate this with the drop-down menu.



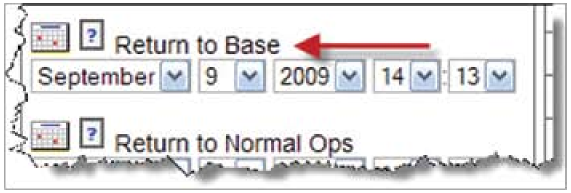
d) Indicate the time your unit arrived on scene. If your unit was stood down before arriving on scene you may use the drop-down menu to indicate this. Select Stood Down and indicate the date/time this took place.



e) Indicate the time the Operation Ended in the next section. If you were stood down at any point during this taking, the Stood Down time and the Operation Ended time should be the same.

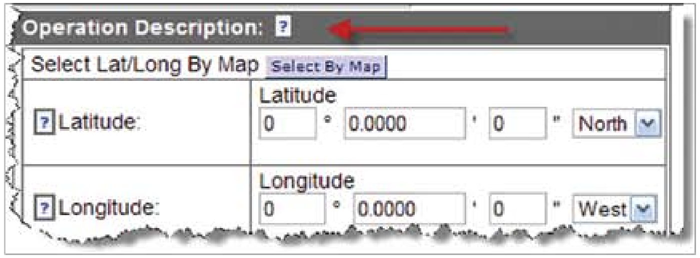


f) Indicate the time at which you returned to base.

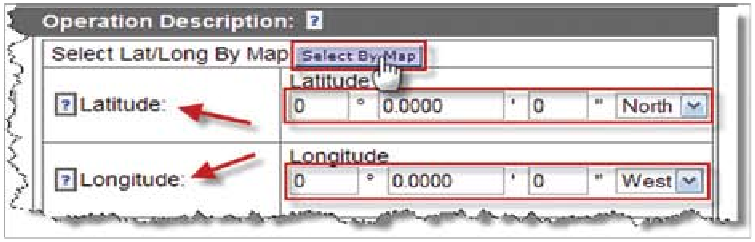


g) The Return to Normal Ops date/time is the time at which your unit was ready to respond again via pager. (e.g. vessel refuelled, equipment stowed, debrief complete, etc.)

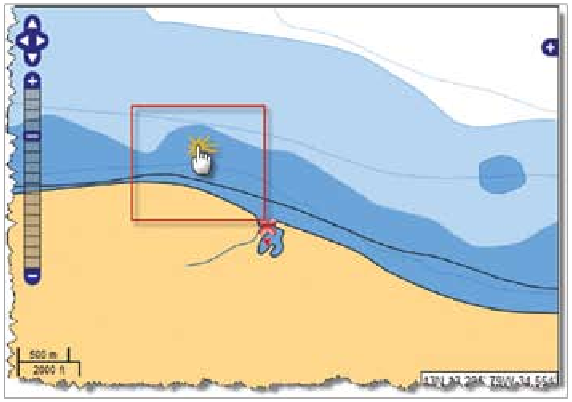
9. The Operation Description section of the Incident Form deals with the specific details of the tasking.



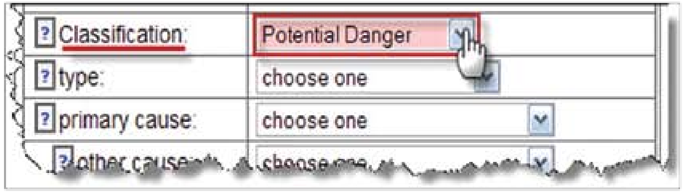
a) Enter the Latitude and Longitude where the incident took place. You can do this by either typing the coordinates into the text fields, or by using the Select by Map option.



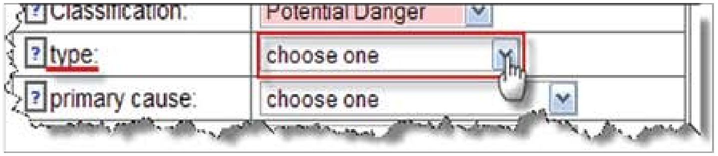
b) Using the Select by Map option, a separate window will open allowing you to select the location of the incident on the map. Once you have found the location of the incident on the map, click on this location to apply the coordinates to the form.



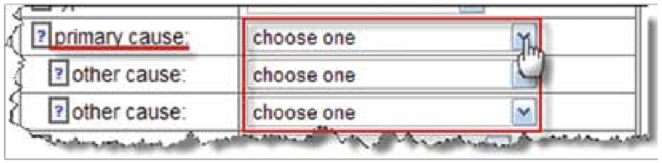
c) Use the drop-down menu to identify the Classification of this incident. Options range from Immediate Danger to No Danger and even False Alarm.



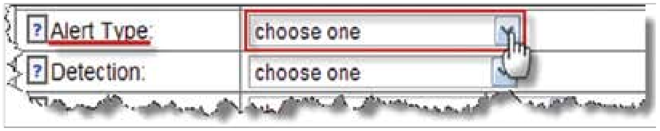
d) In the Type section, indicate the type of incident that you were responding to. Use the drop-down menu to select the applicable type of incident.



e) You are required to select the primary cause for this incident. Once again use the drop-down menu to select the cause that best describes the incident. You may also select other causes from the subsequent drop down menus. It is not necessary to indicate more than one cause if there was only one identified.

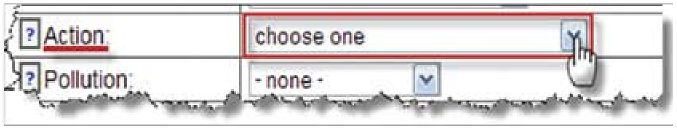


f) Indicate the Alert Type. This is the way by which the SAR system was notified about the person(s) in distress. Use the drop down menu to select the method used to alert the system.

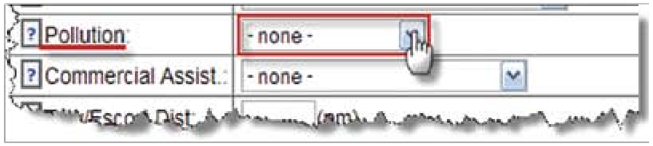


g) Use the next drop down menu to select the method of Detection. This is the method by which the SRU located the distress.

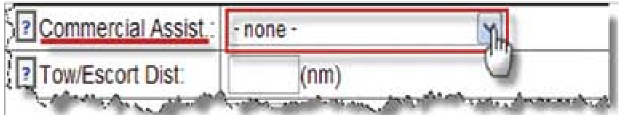
h) Select the Action taken by the SRU in resolving (or attempting to resolve) the incident. Use the drop-down menu to select the applicable action.



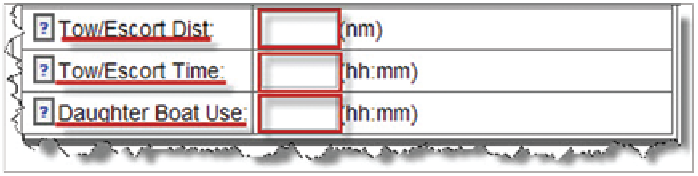
i) If Pollution was a factor or a concern in this tasking, indicate it with the Pollution drop down menu.



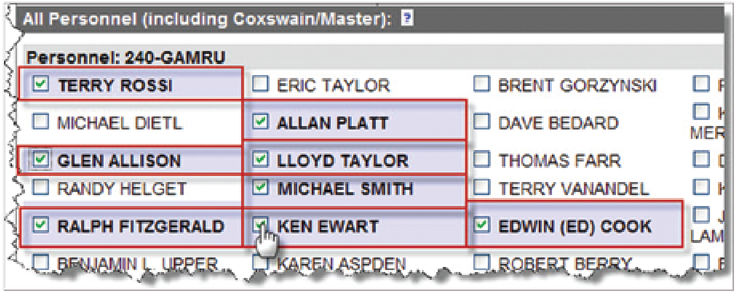
j) If a commercial vessel assisted you at any time during this tasking, indicate this in the Commercial Assist. drop-down menu.



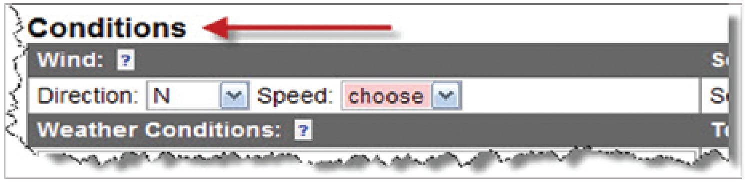
k) Indicate the Tow/Escort distance in the provided fields if towing was needed to help resolve this incident.



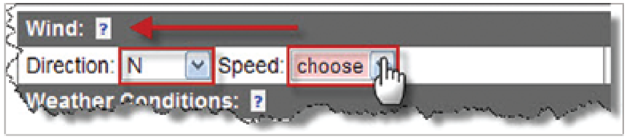
10. In the All Personnel section, indicate the personnel involved in this tasking by checking the boxes beside their names. Be sure and include the name of the Coxswain/Master.



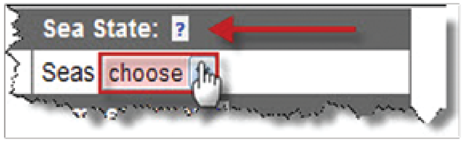
11. The Conditions section of the form involves data about weather conditions at the time of the tasking.



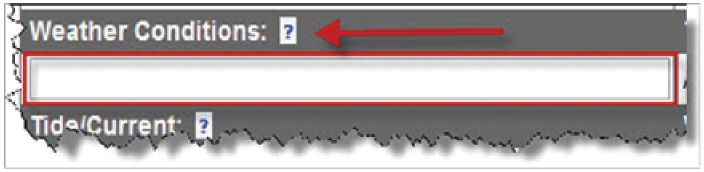
a) Fill in the Direction and Speed of the wind at the time of the tasking using the drop-down menus.



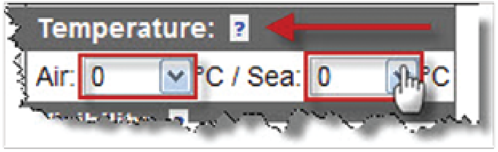
b) Select the Sea State at the time of the tasking using the drop-down menu.



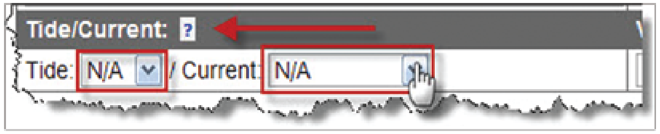
c) Indicate the weather conditions at the time of the tasking in the text field provided in the Weather Conditions section. Try to be specific in your description.



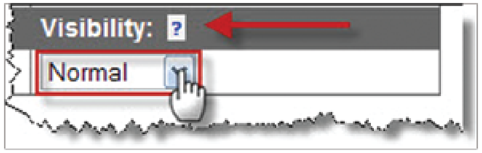
d) In the Temperature section indicate, to the best of your ability, the Sea and Air temperatures at the time of the tasking. Use the drop-down menus provided.



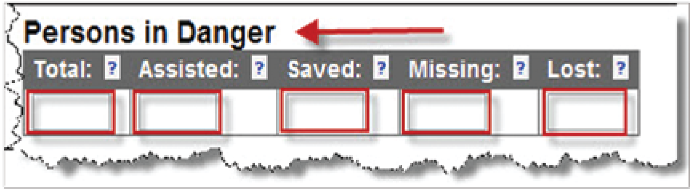
e) Indicate the Tide and Current conditions using the drop down menus in the Tide/Current section. If these are not applicable to the conditions you are logging you may leave these fields marked as N/A.



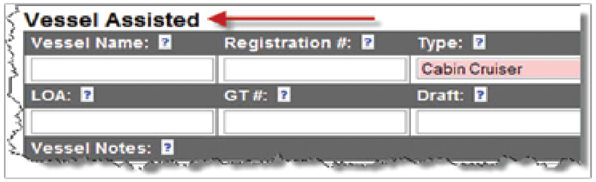
f) Finally, select the Visibility at the time of the tasking using the drop-down menu.



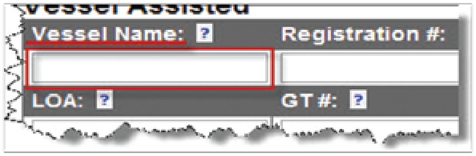
12. In the Persons in Danger section indicate the Total number of people, people Assisted, people Saved, people Missing and people Lost by typing the data into the appropriate text fields.



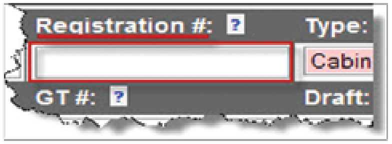
13. The next section deals with information pertaining to the vessel that was assisted in the tasking.



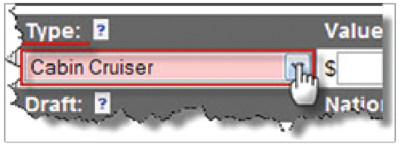
a) Indicate the vessel's name in the Vessel Name text field.



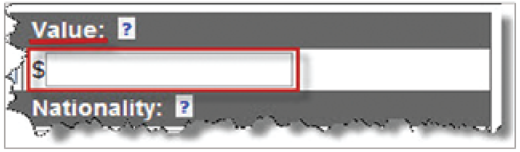
b) Enter the vessel's registration number in the text field provided under the Registration # section.



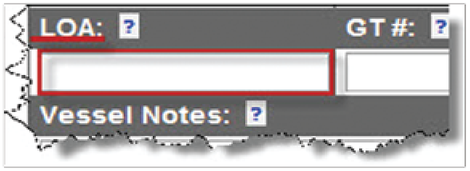
c) Select the Type of vessel assisted from the drop-down menu.



d) Indicate the value of the vessel in the Value field.



e) Enter the LOA (length overall) of the vessel into the LOA field. It is assumed that this measurement is in feet.

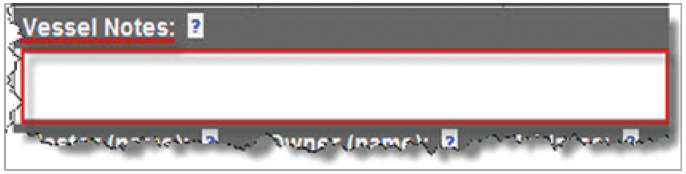


f) Next, indicate the gross tonnage, or best estimate thereof, of the assisted vessel in the GT# field.

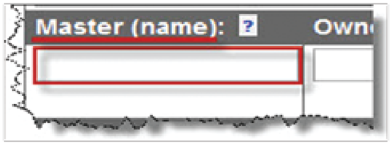
g) In the Draft section, enter the draft information of the assisted vessel.

h) Use the drop down menu in the Nationality section to indicate the nationality of the assisted vessel.

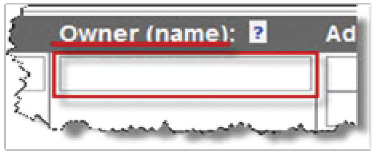
i) In the Vessel Notes field you can include any other information pertaining to the assisted vessel. This can include a physical description of the assisted vessel and any other pertinent information.



j) Enter the name of the Master of the assisted vessel in the Master (name) field. It is important to use the name of the person who was acting as master at the time of the incident.

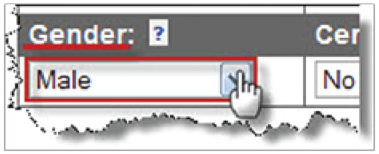


k) Enter the name of the assisted vessel's owner in the Owner (name) section of the field. Although this may be the same person as the master of the vessel, you must enter a name into this field.

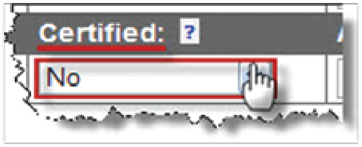


l) Include the address and phone number of the vessel owner in the Address and Telephone fields.

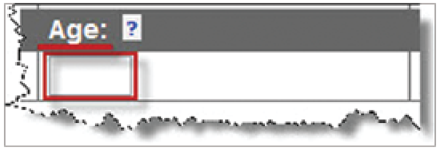
m) Indicate the gender of the vessel owner using the drop-down menu in the Gender field.



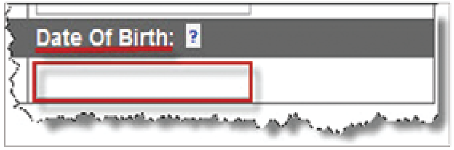
n) In the Certified section indicate if the owner of the vessel was certified or not.



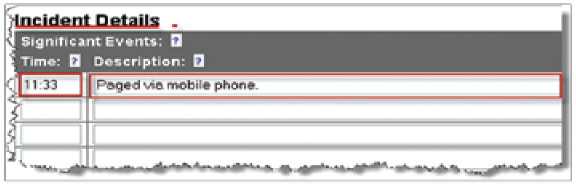
o) Indicate the age of the vessel owner in the Age field.



p) Enter the date of birth of the vessel's owner into the field under the Date of Birth Section.



14. The Incident Details section of the form is used to identify the specifics of the incident. Be as specific and detailed as possible in your entries. Enter a time into the Time column on the left. Then enter a Description of what happened at the given time in the Description column on the right.



15. In the Image Attachment section of the form you can include some pictures of the incident or any other scanned documents that might pertain to the incident. Please use this section to include a scanned copy of the filled out Collision, Injury, Wreck report form. These forms are found in the SMS document library on the website.

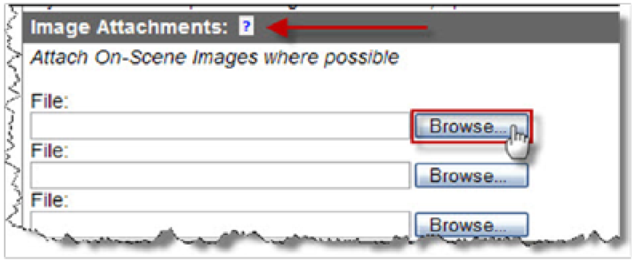
a) To upload any pictures or scans select Browse.

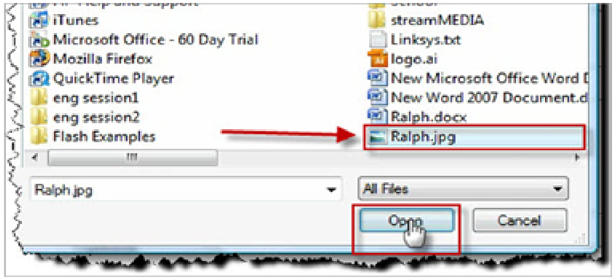
b) Locate the image file within your computer and select Open. JPG files are recommended, but most image types are accepted.

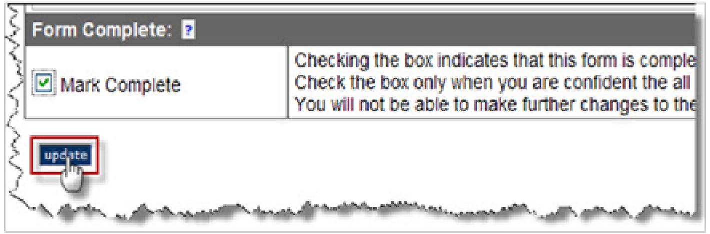
c) Three fields are displayed by default. If all three are used, update the report and more blank fields will appear to upload additional images.

16. Use the Description section to include any further details about the incident. This could be a description of the files you uploaded in the previous section or any details that you were not able to accurately include in the form.

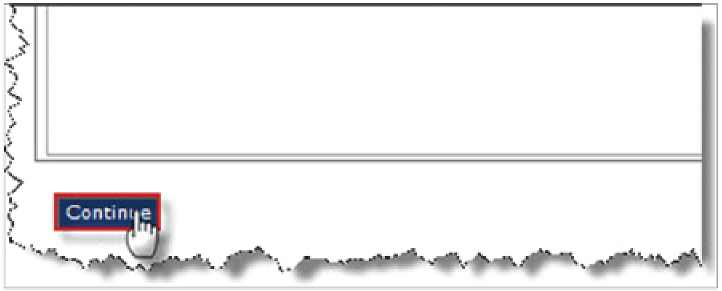
17. Follow the standard form submission steps to submit the form. These steps are outlined in the Saving / Updating /Submitting Forms section and are standard to all forms in the system.





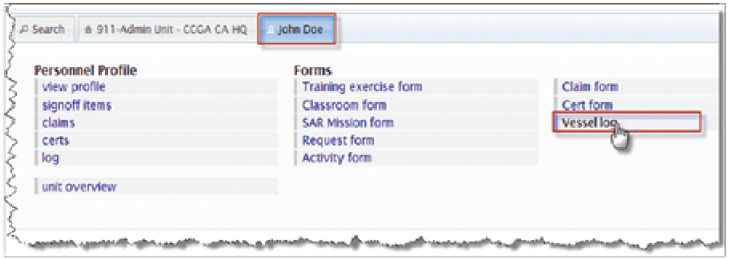


18. If you opted to fill out the SAR Incident Stand-Down Form, you will need to select Continue at the bottom of the form. This will populate the full Incident Form with the applicable information. Once this new form has loaded, simply submit this form using the standard submission steps.

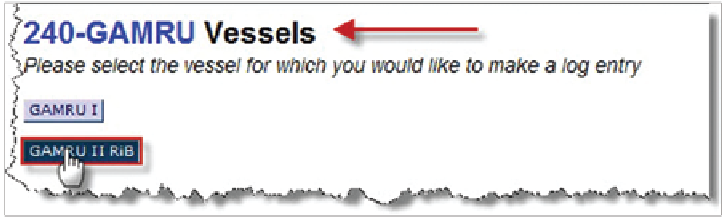


Vessel Log

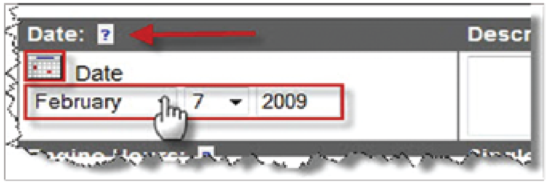
1. Much like the Personal Log, the Vessel Log is a way to log activities involving your unit's vessels that might not have otherwise been entered into the system through other types of forms. For example an oil change, a test drive or other maintenance should be logged using this form. To create a vessel log select the Vessel Log option under the name tab (e.g. John Doe) in the Main Menu.



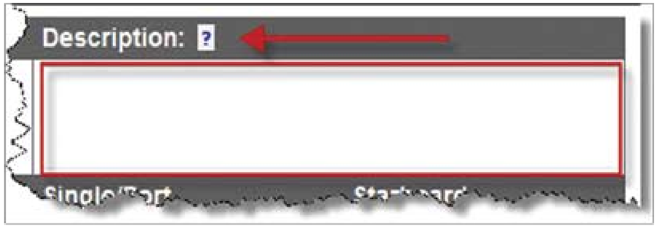
2. You will see a list of all your unit's vessels. Select the vessel about which you would like to make an entry by clicking on the vessel's name.



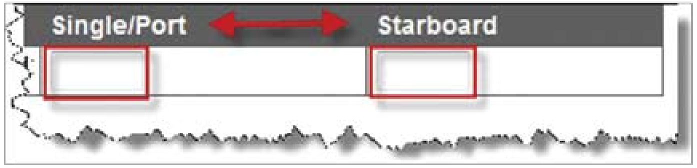
3. Enter the date the activity you are logging took place into the Date section of the form. You may use the drop down menus or the calendar method to enter the date.



4. Provide a description of the activity you are logging in the Description text field. Give as much detailed information as possible; there is no limit on the amount of text you can enter.



5. Enter the engine hours into the Single/Port and Starboard sections. Be sure to specify the hours as last recorded.



6. Finally press Add to submit the form to the system.