

SAR COORDINATOR (ADMINISTRATOR)

COURSE DESCRIPTION

This course is intended to provide an introduction to the administration and management of a search and rescue (SAR) service to assist nations in meeting their own SAR needs and the obligations they accepted under the International Convention on Maritime Search and Rescue (1979) along with its amendments together with the International Convention for the Safety of Life at Sea (SOLAS – 1974) and its amendments.

The course covers the global SAR system concept as well as the establishment and improvement of national and regional SAR systems and cooperation with neighbouring States to provide effective and economical SAR services as described in the International Aeronautical and Maritime Search and Rescue Manual, Volume 1, Organization and Management.

There is extensive academic instruction which provides sufficient background in SAR incidents and SAR organizations in order to be able to understand the management and conduct of SAR operations in a global context.

It is a general awareness course with both written and practical knowledge verification exercises.

INTENDED AUDIENCE

This course is intended for personnel with relevant administrative experience at the decision-making middle to senior management levels including Rescue Coordination Centre personnel, Incident Commanders and SAR organization management staff. Familiarity with the planning and coordination of SAR operations would be of advantage.

REFERENCES

United Nations Convention on the Law of the Sea, 1982
Convention on the High Seas, 1958
International Civil Aviation Organization (ICAO) Convention, Annex 12
International Convention on Maritime Search and Rescue, 1979
International Convention for the Safety of Life at Sea (SOLAS), 1974
IAMSAR manual Volume I - Organization and management (2022)
IAMSAR manual Volume II - Operations (2022)
IAMSAR manual Volume III - Mobile facilities (2022)
SAR.7 / Circular 11 – List of IMO Documents and Publications held by Rescue Coordination Centers
MSC.1 / Circular 1248 – Minimizing delays in SAR response to Distress Alerts
MSC.1 / Circular 1185 / Revision 1 – Guide for Cold Water Survival
List of Radio Signals
Host Nation's legislation and policies establishing a SAR organization

GENERAL LEARNING OUTCOME

This course yields a solid understanding of the global SAR system and the particulars of their nation's contribution to international SAR conventions.



Specifically, participants will understand the principals of how to:

- Analyze the capabilities and resources available in their nation
- Develop a plan to establish and enhance the current SAR system in their nation within constraints and requirements
- Determine the facilities and equipment required to operate an effective SAR service
- Consider the minimum communications equipment required to deliver an effective SAR service
- Identify national and local organizations which can assist on SAR operations (including voluntary groups)
- Establish effective cooperation with neighbouring States in accordance with the provisions of the SAR Conventions and SOLAS framework
- Coordinate the delivery of SAR service operations with other organizations
- Demonstrate competency in the proper management of a SAR service

Participants will emerge with an in-depth appreciation of their responsibilities in a SAR Administration role in accordance with international standards and official publications.

PREREQUISITES

Fundamentals of SAR (FSAR) OR SAR Mission Coordinator (SMC)

Basic maritime and aeronautical knowledge

Basic knowledge of their nation's SAR policies and procedures.

Basic understanding of their nation's operational environment affecting SAR service

LANGUAGE

Understanding of the English language both written and spoken preferably with a minimum of ICAO Level 3 English proficiency.

DURATION AND LOCATION

Course duration is 5 training days, available in 2026-2027 under mobile on-site training at your location (we come to you).

For mobile on-site training, the client must provide a suitable classroom environment, computer / IT / audio-visual equipment (for the display of presentations and relevant video clips), relevant national policy documents and reference manuals (IAMSAR Manual, etc.)

CLASS SIZE

A maximum of 12 students per instructor.

INSTRUCTING PERSONNEL QUALIFICATIONS

Proposed instructors are Canadian Maritime SAR Mission Coordinators (SMC) and institutional leaders with experience in a Canadian Joint Rescue Coordination Centre from the Canadian Coast Guard or Canadian Armed Forces or an equivalent organization with years of experience in SAR operations and instruction in SAR techniques.

Instructors will be thoroughly familiar with the IAMSAR manual and possess a sound understanding of business administration, operational & strategic management, risk management, resource management



and crew resource management processes and techniques along with an overall general knowledge of ships, aircraft, and types of aeronautical & maritime distress.

COURSE OUTLINE / TOPICS – SAMPLE

SAR System Concepts

- Establishing Services
- Benefits of Services
- Legal Basis
- Basic SAR System Functions
- System Management and Support
- The Global Concept
- National and Regional SAR systems
- SAR Protocols from the 1949 Geneva Conventions

System Components

- SAR as a System
- Communications
- Rescue Coordination Centers
- Rescue Sub-Centers
- SAR Facilities
- On-Scene Coordinator and Aircraft Coordinator
- Support Facilities and computer resources

Training, Qualification, Certification and Exercises

- Building Professionalism
- Training Specifics
- Exercise Construct
- Refresher Training

Communications

- Important Factors for SAR Communications
- Mobile Equipment
- Land-Based Infrastructure
- Supplemental Capabilities
- Medical Communications
- Radio Call Signs

System Management

- Understanding the SAR system
- Planning Processes
- Organization of SAR service
- Resources
- Leadership and Operations



- System Assessment

Improving Services

- Managing for Success
- Reducing System Problems
- Cooperating to Improve Services
- Reducing Response Time
- Mass Rescue Operations
- Personnel Factors

CERTIFICATION

Participants receive a certificate of completion for the SAR Coordinator course.

COURSE FEE

All-inclusive format. Includes tailored course preparation for specific personnel, instruction delivery, handouts, graduation certificates and onsite delivery, including instructor airfare, meals and incidentals.

AVAILABILITY AND PREPARATION TIME

Course availability is depending upon IAMSAR Solutions' ongoing commitments. A minimum of 90 days from contract signature is required prior to start of training. This allows enough time to gather appropriate data on local resources and location to better prepare and tailor course materials to the area of responsibility of the student cadre.