

## **REPAIR OR REPLACEMENT OF LOST/DAMAGED EQUIPMENT OR PERSONAL PROPERTY**

### **General**

The following policy supersedes that contained in the PEP Policy and Procedures Manual dated July 15, 1998, as indicated below:

- Article 5.10 - Volunteer Personal Property Damage Claims
- Article 7.03 - Repair or Replacement of Lost or Damaged Equipment

### **Definitions**

In respect to this policy the following definitions will apply:

**Personal Equipment and Property**— property and equipment the use of which is essential to an approved training or response task and for which no user fee is provided.

**Major Equipment** – equipment, such as personal vehicles, snowmobiles, ATVs, boats and generators the use of which is reimbursed on the basis of an established rate<sup>1</sup>.

### **Policy**

PEP will reimburse volunteers and volunteer groups for personal property or equipment lost or damaged as the result of an approved operational or training task as follows:

**Personal Equipment and Property** - full cost of repair or replacement, whichever is less.

**Major Equipment** – the lesser of the actual repair costs or the cost of the deductible portion of insurance coverage to a maximum of \$1,000.00 whether insured or not.

---

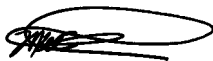
<sup>1</sup>PEP Policy and Procedures Manual Article 6.07

## Conditions

1. Loss or damage must have resulted as the direct result of responding to, conducting or returning from an approved tasking. No claims for damage to major equipment during training will be considered.
2. Reimbursement will not be provided where negligence is shown or indicated.
3. Repair/replacement costs that do not meet the requirements and conditions of PEP policies and procedures will be considered the responsibility of the registered owner.

## Procedures

1. Loss or damage must be noted on the Task Report form (PEP/001) and an Equipment Repair/Replacement Request (Annex A) completed. A PEP Vehicle/Boat Accident Report Form (PEP/017) must be completed where applicable. The Equipment Repair/Replacement request must be signed by the appropriate volunteer group leader/Search and Rescue Manager, and tasking agency representative, that the equipment was lost or damaged during an operational task.
2. Whenever possible, in accordance with government financial requirements, the claim should be accompanied by three replacements cost quotes. Whenever possible, copies of the three cost quotes along with the completed Task Report form, should reach the PEP Regional Manager within 72 hours of the incident.
3. The completed Equipment Repair/Replacement Request is to be submitted, together with the Task Report Form, to the applicable Emergency Program Coordinator.
4. The Emergency Program Coordinator will sign off on the claim and forward the claim to the PEP Regional Manager.
5. The PEP Manager is accountable for the final approval of the claim and may make inquiries to verify the claim.
6. The Expense Reimbursement Request (Article 6.02) must be used by all registered volunteers and volunteer groups for reimbursement.



Mervin W.C. Harrower  
Director

Dec 30, 2003