

## **OPERATION ORDER**

1088-20 (Executive Officer)

12 Jun 2018

Distribution List

## **OPERATION O'CANADA 2018**

### **SITUATION**

1. To promote citizenship and the Canadian Cadet Organization within the Airdrie community by the Airdrie Cadet Corps and Squadrons participating in the Canada Day Parade

### **MISSION**

2. Airdrie Sea Cadets Corps, 88 'Lynx' RCACS, 3016 Calgary Highlanders RCACC, 335 'Calgary' RCSCC, 22 'Undaunted' RCSCC, the combined pipe band of 3016 Calgary Highlanders, 781 RCACS, 1955 RCACC and 2137 RCACC and 166 John A Hamilton NLCC are invited to march in the Canada Day Parade in Airdrie, Alberta on July 1, 2017 from 0915 hours to approximately 1200 hours.

### **EXECUTION**

#### 3. General Outline

- a. This Operation shall be carried out in four phases\
  - (1) Phase One: Prepare for Parade
  - (2) Phase Two: Staging and setup of cadets and officers
  - (3) Phase Three: Move to Start and March in Parade
  - (4) Phase Four: Clean up and dismissal

#### 4. Groupings & Taskings

- a. Grouping: OIC
- b. Tasking:
  - (1) Phase One
    - i. Confirm all details regarding the parade application with the Airdrie Parades and Fireworks Association;
    - ii. Coordinate communications with Cadets regarding the event and act as point of contact;
    - iii. Prepare crash pack for exercise;
    - iv. Coordinate with the Branch's and Sponsoring Committee to have water for the cadets before, during, and after parade; and
    - v. Create handouts to distribute to cadets and parents.
  - (2) Phase Two
    - i. Coordinate with parade marshals on where cadets need to be in parade; and
    - ii. Coordinate with Officers of other Corps/Sqn on formation of parade.

- (3) Phase Three
  - i. March in Parade.
- (4) Phase Four
  - i. Ensure that all Stores go to back to each unit; and
  - ii. All cadets leave with permission from their officers.
- c. Grouping: Participating Corp/Sqn
- d. Tasking:
  - (1) Phase One
    - i. Invite cadets to participate in the parade;
    - ii. Provide a member of staff to for the day of the parade;
    - iii. Bring Colours/Banner, and any extra slings for flags;
    - iv. Provide Pipes and Drums band; and
    - v. Provide OIC with number of cadets/staff NLT 28 June 2018.
  - (2) Phase Two
    - i. Keep a nominal roll of all cadets participating from each Corps/Sqn; and
    - ii. Ensure all cadets are at the start of the parade in formation.
  - (3) Phase Three
    - i. March in Parade.
  - (4) Phase Four
    - i. Ensure all cadets sign out with the member of staff from their Corps/Sqn.

5. Coordinating Instructions

- a. Timings
  - (1) Refer to Annex A for schedule.
- b. RV's
  - (1) All cadets and officers to arrive at start, Annex B, of parade NLT 0915 1 July 2018.

**SERVICE SUPPORT**

6. Rations

- a. Each Corps/Sqn will bring bottled water for cadets and officers before, during, and after parade.

7. Transportation

- a. All cadets shall be responsible for their own transportation to and from the parade.

8. Equipment

- a. Each Corps/Sqn will bring their Corps/Sqn Colours/Banner;
- c. Each cadet will be responsible to bring band equipment; and
- d. Airdrie Sea Cadet Corp will bring first aid kit and extra sunscreen.

9. Medical and Emergency Support

- a. For emergency Procedure see Annex C.

10. Smoking

- a. Cadets shall not smoke; and
  - b. Staff shall smoke out of view of cadets.
11. Dress
- a. Cadets – C1;
  - b. Officers – No. 1C or No. 1A; and
  - c. Civilians Staff – Appropriate business attire.

## **Command and Signals**

12. Command Structure
- a. OPI – Lt(N) Colby Tedford
  - b. OIC – Lt(N) Colby Tedford
  - c. FAO – Lt(N) Colby Tedford
13. Contact Personnell/Telephone Number
- a. Lt(N) Colby Tedford – 587 436 7610;
  - b. Fire/Ambulance/Police Emergency Services – 911; and
  - c. Airdrie RCMP Non-Emergency Line – 403 945 7200

Jessica Tedford  
Lieutenant (N)  
Commanding Officer  
Airdrie Sea Cadet Corps

## **DISTRIBUTION LIST**

Action

Executive Officer Airdrie Sea Cadet Corps

Information

J3 Officer In Charge of Southern Calgary Area  
J3 Zone Training Officer Calgary 2  
Commanding Officer 88 RCACS  
Commanding Officer 3016 RCACC  
Commanding Officer 335 RCSCC  
Commanding Officer 22 RCSCC  
Commanding Officer 781 RCACS  
Commanding Officer 1955 RCACC  
Commanding Officer 2137 RCACC  
Commanding Officer 166 NLCC

Annexes

Annex A – Schedule  
Annex B – Map  
Annex C – Emergency Plan  
Annex D – Hand Out to Cadets  
Annex A  
Schedule  
1088-20 (Executive Officer)  
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Schedule

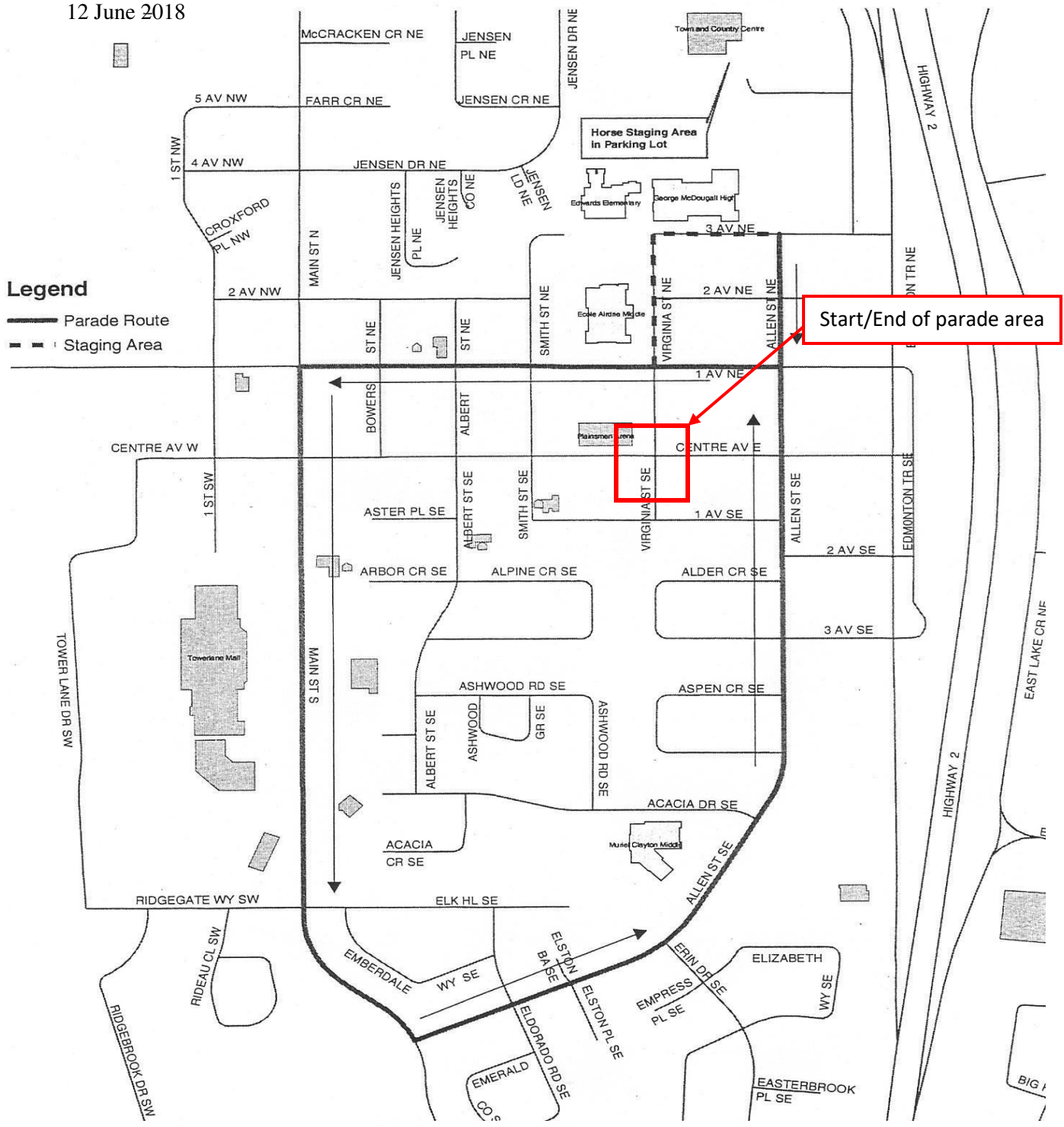
Timing	Location/Activity
0915	All pers arrive at beginning of parade
0915-0945	Organize cadets into formation, and cadets form up in flag party and band
0945 – 1000	Move to start of parade positions
1000 – 1130	March in Parade
1130 -	Clean up and dismissal of all cadets/staff

Annex B  
Map  
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**Legend**

- Parade Route
- - - Staging Area



Annex C  
Emergency Plan  
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1. Route to Airdrie Urgent Care From Start
  - a. West on 1 Ave NE
  - b. South on Main St
  - c. Past Public Library and Town Hall.
  - d. East side of Main St (Airdrie Community Health Centre)
  
2. The Following procedures are to be followed:
  - a. Minor Injury – no evacuation is required;
    - (1) Assess the injured cadet or officer;
    - (2) Notify FAO;
    - (3) F/Aid O to administer first aid as needed;
    - (4) F/Aid O to complete DND 2299 for cdts or CF 98 for staff; and
    - (5) Notify the OPI of the incident.
  
  - b. Minor Injury - evacuation is required:
    - (1) Assess the injured cadet or officer;
    - (2) Notify FAO;
    - (3) F/Aid O to administer first aid as needed;
    - (4) Transportation of injured person to Foothills Hospital by emergency vehicle or ambulance depending on the ability of the injured person. Route to the hospital as per Annex C Para 1;
    - (5) For emergency services ref Command and signals Para 13; and
    - (6) Notify the OPI of the incident.
  
  - c. Major Injury – evacuation is required:
    - (1) Asses the injured cadet or officer;
    - (2) Notify FAO;
    - (3) FAO to administer first aid as needed;
    - (4) Transportation of injured person either by land or air to Foothills Hospital depending on the severity of the injured person. Route to the hospital as per Annex C para 1;
    - (5) For emergency services ref Command and signals Para 13; and
    - (6) Notify the OPI of the incident.

Annex D  
Hand Out to Cadets  
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Dear Cadets

We hope all of you are able to participate in the Airdrie Canada Day Parade. Below is all of the information you will need.

You are required to wear your uniform to this event. You need to wear your C1's. You will be responsible for your own transportation to and from this event.

Leadership roles will be shared between all units participating. Do not expect that because you hold one role at your unit that you will be guaranteed that same role on parade. Parade positions will be determined at the parade.

**Parade Day:**

**Date:** July 1, 2018

**Drop off time:** 0915hrs

**Pick up time:** approximately 1130hrs

**Dress:** C1's

**Drop off/Pick Up Location:** Virginia Street & 1<sup>st</sup> Ave NE, Airdrie, AB

Early arrival is necessary for parade staging by the organizers. We encourage you to invite your parents to stay in Airdrie and watch the parade.

The best place for parents to watch the parade is along Allen Street between 2 Ave SE and Centre Street.

Please direct any questions about this event to Lt(N) Tedford, who can be reached at [airdrieseacadets@gmail.com](mailto:airdrieseacadets@gmail.com).