



Parade location

Address

City / Prov.

Postal code

1085 – 10 (Trg O)

12 August 2011

Distribution List

OPERATION ORDER 001/11

### **TRAINING EXERCISE**

**References:** A. (Sqn) Training Calendar 2011-2012

B. Cadet Administrative and Training Orders (CATO)

1. 11-04 Cadet Program Outline;
2. 11-08 Environmental Stewardship;
3. 12-24 Reporting Injuries, Disability, Death
4. 13-12 Supervision of Cadets;
5. 14-15 First Aid Requirements;
6. 14-31 General Safety Program;
7. 54-10 Air Cadet LHQ Training

**Situation:** Staff and Cadets from XXX Squadron will participate in a field training exercise 30 September - 02 October 2011 at Camp..... This exercise is required in fulfilling mandatory training.

**Mission:** To provide mandatory training and create an opportunity to make practical use of the physical fitness, radio communication, orienteering and aircrew survival skills taught at the LHQ. Through the use of constant motivation and supervision each cadet will develop a strong sense of teamwork, self-worth and accomplishment.

### **Execution:**

#### **General Outline:**

This exercise will be conducted in six (6) phases:

- a. Phase One: Advance Party picks up supplies and continues to Camp Manitou.

- b Phase Two: Cadets arrive at Camp Manitou via PMV and report for check in to the Training Officer with kit and health card. A Nominal Roll will be signed off at this time by the Admin/Med O.
- c Phase Three: Training commences and includes briefing of training exercise and all pertinent DND/CF policies including:
  - i. Safety;
  - ii. Environmental Stewardship;
  - iii. Harassment; and
  - iv. Personal Conduct.
- d Phase Five: Teardown – Kit Return – Final Enviro Sweep – Roll Call – Departure.
- e Phase Six: Parents or guardians pick up cadets from Camp Manitou.

**Groupings and Tasking.**

**Groupings:** A total of five (5) Officers and sixty-five (65) Cadets will attend the exercise; Groupings will be IAW CATO 13-12.

**Tasking:**

- a. Capt XXXX is the Commanding Officer and will ensure all appropriate documentation is complete(d), including approval from detachment. Captain XXX will conduct Orienteering exercise. Captain XXX will conduct debrief and receive after action reports once the exercise is completed.
- b. Lt. XXXX is appointed OPI and will be on the advance party. She will ensure the conduct of briefings for the Officers and cadets on safety, expedition of training, duty watches, personal conduct and the boundaries of the exercise. Lt XXXX is the Environ O and will ensure that the site is left without an environmental footprint at the end of the exercise. In the event of an environmental accident appropriate protocol will be followed with DND issued Enviro Spill Kit. Additional duties relate to Fire Safety and includes the establishment of POL and Fire Fighting area. She will act as secondary FAO.
- c. 2Lt XXX is appointed Admin/Med/Safety Officer. Upon the arrival of all cadets she will complete two copies of a Nominal Roll and ensure that each Cadet is in possession of OHIP cards. 2Lt XXX will collect and secure all OHIP cards and prescription medicine in the designated container at HQ. At time of check-in, a list of cadet(s) on medication will be made and the Admin/Med O will ensure that cadet(s) are reminded to take medications as required. Additional duties include assisting with PT.
- d. OCdt XXX is appointed Operations Officer. He will be the Comms O and will act as assistant to Captain XXX during Orienteering. He will conduct PT and ensure that training is done IAW safety guidelines. OCdt, XXX is the Primary FAO.
- e. All Officers must consult Annex G for additional responsibilities as well as timings of events. Each Officer will act as supervisor to ensure the safe, efficient and effective

execution of this exercise IAW above noted references. Each Officer will prepare an after action report.

**Exercise Organization:**

**Commanding Officer:** Captain XXX

**First Aid Officers:** Primary: XXX  
Secondary: Lt XXX

**Admin/Med/Safety O:** 2Lt XXX

**Medical Trans:** Captain XXX

**Advance Party:** Lt XXX

**Coordinating Instructions:**

1. **Travel Timings:** Advance Party will arrive to Camp XXXX NLT 1400hrs 30 September 2011. Remaining Staff and Cadets will arrive at Camp XXX NLT 1700hrs of the same day. Exhaust is 01 October 2011 1500hrs. Drop off and pick up of cadets by cadet parents or guardian.
2. **Permission Form:** Shall be completed by the parent/guardian of the cadet and presented for collection at arrival; attached as Annex D.
3. **Training Timings:** Training timings will be IAW Annex F.
4. **Request for Service and Support:** Copy of ASR attached and prepared IAW this Ops O.
5. **Health Cards:** The Admin/Med O shall ensure these cards are collected upon arrival of cadets and made available as required during the exercise.
6. **Dress:**
  - a. Officers: CADPAT
  - b. Cadets: Olive Green Combats or appropriate civilian clothing. Weather appropriate head ware
7. **Rendezvous Point:** Advance Party: Camp XXX  
Participating Staff and Cadets: Camp XXXX
8. **Tent Group Allocation:** Each tent group will consist of no more than 10 cadets, and 1 Staff Officer/Section Commander. Males and Females will be accommodated and supervised separately for this exercise IAW above noted reference.
9. **Boundaries:** The boundaries will be marked off by the Advance Party and related to staff and cadets by the OPI during initial briefing.

10. **Environment:** All garbage will be packed out IAW TREES. Recycling will be separated where possible. Burnable items will be disposed of in fire.
11. **Safety:** Any member conducting an activity may make the decision to temporarily suspend the activity for any reason that may adversely influence safety. The Safety O will, as soon as practicable, evaluate the situation and make a final decision. At any time that general safety is impacted by any circumstances, including forces of nature, cancellation of the activity will be warranted if determined in the best interests of the cadets.

#### **Service and Support:**

1. **Feeding and Rations:** MREs will be provided for part of this exercise. MREs will be picked up at (Toronto) Detachment at time of equipment pick up. Refreshments, water and remaining food requirements will be secured by the CO and OPI in co-ordination with the SSC.
2. **Accommodation:** Accommodations for this exercise will be in half shelters and tents. Males and Females will be divided into separate tent groups for the exercise.
3. **Emergency Shelter:** As part of Phase 3, cadets will be briefed as to dress requirements and safety protocol. This exercise will go ahead provided the weather is not so severe as to affect the safety and welfare of the cadets. If necessary, however, alternate accommodations for this exercise will be in the Adirondacks or a return home.
4. **Medical Support:** Emergency Medical assistance is located 9.7 kms/ 14 minutes away at Milton District Hospital, 30 Derry Road, Milton On L9T 2X5, 905-878-2383. Major injuries are to be brought to the immediate attention of the Exercise First Aid Officer and transported via EMS or designated emergency vehicle transport to Milton Hospital. See Annex B of this order. Minor injuries will be brought to the attention of the First Aid Officer and be handled by First Aid trained personnel.
5. **POL:** POL site will be located no less than 150 feet from the fire pit and tent site.
6. **Fire Safety Site:** Fire Safety shall be located between the tents and fire pit and will have all necessary equipment, including but not limited to a fire extinguisher, sand pails, shovel and rake.
7. **HAZMAT:** The DND issued Environmental Spill Kit will be on site and located adjacent to the Fire Safety Site.
8. **Transportation:** Transportation for the exercise will be as follows:
  - a) **Advance Party:** All members of the advance party will meet at the Squadron for 1100 to load material; travel to Camp XXXX Panel Van and Minivan.
  - b) **Cadets and Staff:** All Remaining Staff and Cadets will to travel to Camp XXX via private motor vehicle provided by parents or guardians. Cadets will be picked up in PMV by parents or guardians.
  - c) **Emergency Transportation Vehicle** will be the rented Minivan; the keys will be left in the vehicle at all times and will be driven by Captain XXX in the event of such a need.

9. **Personal Equipment:** Personal equipment each candidate must bring is outlined in Annex C.

**Command and Signal:**

1. **Command**

**General:** All inquiries and suggestion shall be brought to the attention of the OPI (Trg O) and in turn to the Commanding Officer.

- a) Captain XXX is the Commanding Officer.
- b) Lieutenant XXX is the Training Officer and designated OPI (Cell# xxx-xxx-xxxx).
- c) Headquarters shall be located at main building.

2. **Signals**

a) Appointments and Phone numbers:

<b>CO:</b>	Captain XXX	647 xxx- xxxx
<b>OPI:</b>	Lieutenant XXXX	905 xxx- xxxx

b) **Emergency Contact** – Any person wishing to contact their son/daughter/ward in the event of an emergency, may do so by contacting the sqn phone.

c) **Communications during the FTX:**

**Radios:** Will be via Motorola handheld Radios

**Call Signs:** Call signs will be issued at the O-Group 30 September 2011.

**Radio Frequencies:** Radio Frequencies will be determined by the advance party at camp site according to range.

d) **Emergency Procedures**

- a. **Fire:** In case of fire, the person discovering fire should call “Fire! Fire Fire!” all pers to rendezvous at main parking lot. Senior cadets are to take control of syndicates
- b. **Medical:** Contact safety officer. In the event of life threatening injuries/illness, emergency services are to be contacted without delay.
- c. **Emergency Numbers:**
  - 1. Emergency – 911
  - 2. Ambulance – 911 / 1-800-668-7821

3. Fire – 911
4. Police – 911 / 905-878-5511 (non-emerg)
5. OPI Cell – 905 691 4844

T. xxxx  
Lieutenant  
xxx Squadron  
905-691-XXX

Annexes:	Annex A	Nominal Roll
	Annex B	Map to Milton District Hospital ER Appendix 1 ESM Appendix 2 SAR
	Annex C	Personal Equipment/Kit List
	Annex D	Permission Form
	Annex E	Route Card to Training Area
	Annex F	ACFT Screening Questionnaire
	Annex G	Timing/tasking and Training Schedule

Dist List

Action

CO  
OPI  
Sup O  
Admin O  
Staff  
Senior Cadets  
SSC

Info

Det CO

**30 September-02 October 2011 FTX (BLACKDOWN)**

**NOMINAL ROLL**

**Meet at Camp XXX for 1700hrs  
MUST HAVE HEALTH CARD TO ATTEND**

Last Name and First Name	Rank	Telephone Number

**30 September-02 October 2011 FTX XXXX**

**NOMINAL ROLL**

**Meet at Camp XXX for 1700hrs  
MUST HAVE HEALTH CARD TO ATTEND**

<b>Last Name and First Name</b>	<b>Rank</b>	<b>Telephone Number</b>



**30 September-02 October 2011 FTX XXX**

**NOMINAL ROLL**

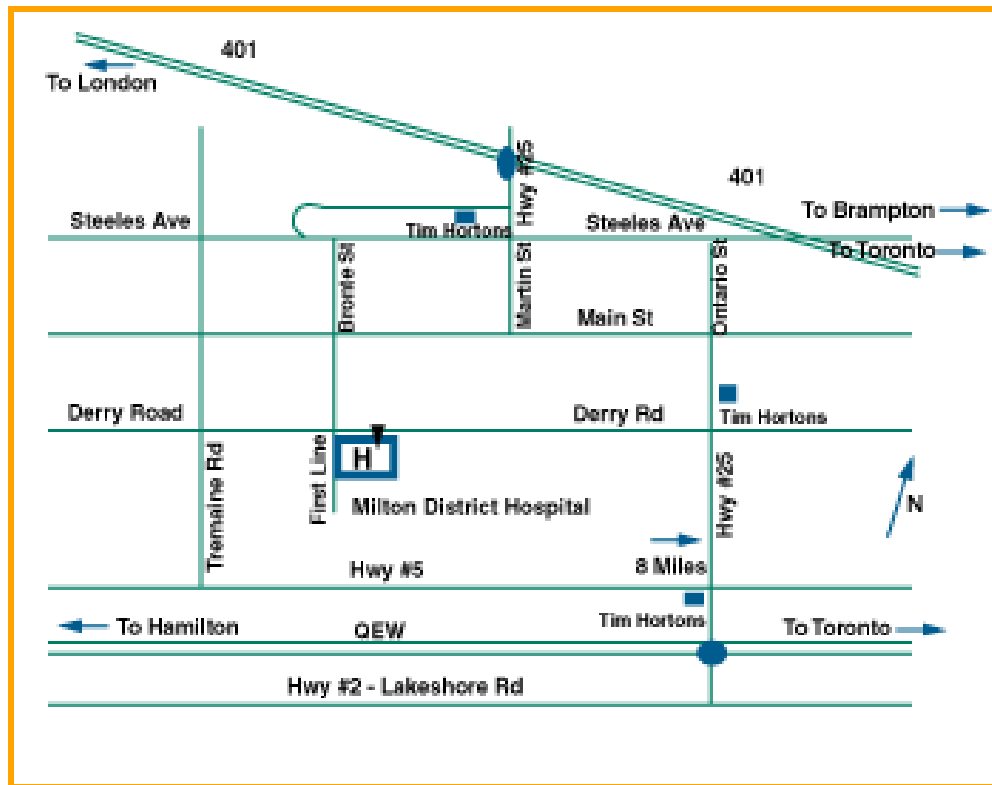
**Meet at Camp XXX for 1700hrs  
MUST HAVE HEALTH CARD TO ATTEND**

<b>Last Name and First Name</b>	<b>Rank</b>	<b>Telephone Number</b>

## EMERGENCY

### MAP TO MILTON DISTRICT HOSPITAL

Milton District Hospital  
7030 Derry Road  
Milton, ON, L9T 7H6  
Tel: 905-878-2383



## EMERGENCY SCENE MANAGEMENT (ESM)

1. The following is a brief summary of Emergency Scene Management (ESM) as described in Military First Aid: Safety Oriented; 3rd Edition: St. John Ambulance. This is intended as a guide for quick reference in case of medical emergency. Qualified and appointed first aiders and medical personnel are to employ the training they have received.
2. ESM has four steps:
  - a. Scene Survey;
  - b. Primary Survey;
  - c. Secondary Survey; and
  - d. Ongoing Casualty Care.
3. Scene Survey:
  - a. Take charge of the situation;
  - b. Call out to attract bystanders;
  - c. Assess hazards and make area safe;
  - d. Find out the history of the scene, how many casualties there are, and the mechanism(s) of injury;
  - e. Identify yourself as a first aider and offer to help;
  - f. Assess responsiveness;
  - g. Send or go for medical help.
4. Primary Survey:
  - a. Check the airway;
  - b. Check for breathing;
  - c. Check circulation;
  - d. Evaluate the situation and decide whether to do a secondary survey.

5. Secondary Survey:

- a. Determine the history of the casualty;
- b. Check vital signs;
- c. Perform a head to toe examination;
- d. Give first aid for injuries and illnesses found.

6. Ongoing Casualty Care:

- a. Enlist and instruct bystanders to maintain manual support of any injuries if needed;
- b. Give first aid for shock;
- c. Monitor the casualty's condition, especially the ABC's;
- d. Give nothing by mouth – if the casualty complains of thirst, moisten the lips with a wet cloth;
- e. Record the casualty's condition, any changes that may occur and the first aid given;
- f. Protect the casualty's personal belongings;
- g. Hand over the casualty to medical help and report on the incident, the casualty's condition and the first aid given.

### SEARCH AND RESCUE PROCEDURES (SAR)

1. If an incident involves a missing person, the following procedures shall be applied:
  - a. Quickly gather all available information on the lost person. Pertinent information may then be given to the searchers. Write all information down. Determine:
    - (1) Point last seen (PLS) and the time. Mark your map with the PLS. Protect the PLS and other areas that may contain clues to the whereabouts of the person (eg. footprints);
    - (2) What they were wearing;
    - (3) Food and equipment the person was known to have had;
    - (4) If they mentioned their plans to anyone;
    - (5) How clearly group plans were communicated;
    - (6) If there were any confusing trail junctions; and
    - (7) What type of footwear they had on (i.e. style, name brand).
  - b. Consider:
    - (1) Time of day;
    - (2) Health of lost person;
    - (3) Weather conditions;
    - (4) Immediate dangers to the lost person; and
    - (5) Possible motive for leaving.
  - c. After considering all of the above information, formulate a search plan, and ensure all searchers understand the plan and their personal roles. The plan should include:
    - (1) Determine the area to be searched. Divide the search area into segments defined by topographical features (roads, trails, streams);
    - (2) Conduct a preliminary briefing;

- (3) Divide available people into search teams, and assign search areas;
  - (4) Designate and brief team leaders regarding search details;
  - (5) Set up communication procedures;
  - (6) Monitor from a central location; and
  - (7) Designate a time and place for regrouping.
- d. Quickly confine the search area, attempting to keep the person within a finite area around the PLS. Post sentries at intersections and other significant points around the search perimeter.
  - e. Mark your map with notes on areas searched and the thoroughness of the search. Do not forget that lost persons may wander back into areas already searched.
  - f. Maintain the search until the person is found or until outside assistance assumes responsibility for the search. Offer available assistance to other search teams.

## 2011 FTX Kit List

Since the exercise will be conducted in early autumn, weather can be unpredictable. Therefore specialized equipment required. The following lists will detail the equipment you are required to bring:

### HEALTH CARD – NO CARD = NO GO!

- Tent if you have one
- Warm Sleeping Bag
- Pillow (if needed)
- Combat Clothing if available/appropriate civilian wear otherwise
- Rain Gear
- Underwear (2 pair)
- Wool Socks (2 pair)
- Athletic socks (3 pair)
- Personal cleaning kit (soap, toothbrush, tooth paste, deodorant, towels, etc.)
- Cool weather sweater (1)
- Lip Balm (Chapstick, Blistic) and sunscreen
- Warm Pants (ie: track pants)
- Warm Hat or Toque for evenings
- Long Sleeve shirts
- Proper footwear –comfortable for pt, hiking, etc
- Backpack, or Rucksack/Duffle Bag (To carry personal equipment)
- Plate, Bowl, Knife, Fork, Spoon, bottle for water (water available on site)
- Flashlight / extra batteries
- Extra Dry Clothes to change into, if wet weather occurs all weekend
- Any other reasonable camping needs

### **You will not bring or have in your possession:**

- Knives of any kind (Officers will have all you will need)
- Alcohol
- Cigarettes of any kind

Prescription medication will be reported to the exercise Admin/Med O upon arrival to site on Friday.

THE CANADIAN FORCES DRUG AND ALCOHOL POLICY WILL BE STRICTLY ADHERED TO AT ALL TIMES DURING THE WEEKEND AND IS APPLICABLE TO ALL CADETS, CIC OFFICERS, AND CIVILIANS.

ANNEX D  
OPS ORDER 01/11  
14 AUGUST 2011

## Black D 2011 FTX PERMISSION FORM

30 SEPTEMBER - 02 OCTOBER 2011

The Cadets of XXX Squadron will participate in a weekend survival training exercise beginning 30 September 2011, 1700hrs and ending 02 October 2011, 1500hrs at Camp Manitou Scout Camp in Milton, On.

A kit list is attached on the following page. Cadets MUST bring their Health Card.  
In the event of an emergency, please call the Training Officer's cell phone at (905) xxx-xxxx.

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Please return this portion

(Please print):

I, \_\_\_\_\_ give my cadet \_\_\_\_\_ permission to  
Name of Parent or Guardian (Name of Cadet)

attend the field exercise held the 17-19 October 2008 at Camp Manitou Scout Camp in Milton, On.

Cadet will bring Health Card and all required kit.  
Cadets are expected to have eaten dinner meal prior to arrival.

Home Phone#: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

Food Allergies: \_\_\_\_\_ Vegetarian: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



ANNEX E  
OPS ORDER 01/11  
14 AUGUST 2011

**ROUTE CARD TO XXX**

Addr, ON

## ACFT SCREENING QUESTIONNAIRE

**YES NO**

- 1. Has your doctor ever said that you have a heart condition and that you should only participate in physical activities that are recommended by a doctor?
- 2. Do you feel pain in your chest when you do physical activity?
- 3. In the past month, have you had chest pain when you were not doing physical activity?
- 4. Do you lose your balance because of dizziness or do you ever lose consciousness?
- 5. Do you have a bone or joint problem that could be made worse by a change in your physical activity?
- 6. Is your doctor currently prescribing drugs for your blood pressure or heart condition? (for example, water pills)
- 7. Do you know of any other reason why you should not do physical activity?

CATO 41-03

ANNEX G

**Here is an example of one day of training Mandatory and Complementary can be mixed within the 2days**

**Day 1**

Saturday XX October 2011							
Timing		Lev 1	Lev 2	Lev 3	Lev 4	Lev 5	Location/Instructor
0700h	Reveille						
0710h	F/All cadets rally for light/regular PT sessions <i>(includes challenge by choice)</i>						
0740h	Cadets break for ablutions and dress for daily activities. Cadets tidy tents for inspection (smoothen sleeping bags, tidy clothes, remove garbage)						
0800h	Breakfast						
0900h		Bivouac Site Set-up – tour our site, explain to cadets purpose of layout; Lvl 4 to answer questions later					
1000h		M190.XX M190.XX	M290.XX M290.XX	M390.XX M390.XX C390.XX	M490.XX M490.XX	LDRSHP/ Teach	
1040h	Break						
1050h	Syndicate Shelter Building Competitions – see above POs						
1230h	Lunch						
1310h		M190.XX	M290.XX	REVIEW/ LDRSHP	REVIEW/ LDRSHP	LDRSHP/ Teach	HQ
1345h		M190.XX C190.XX	M290.XX M290.XX	M390.XX M390.XX	M490.XX M490.XX	LDRSHP/ Teach	Adjacent Field
1500h	Break						

1515h		M190.XX	M290.XX	M390.XX	M490.XX	LDRSHP/ Teach	Fire Pit
1600h		M190.XX M190.XX	M290.XX M290.XX	M390.XX M390.XX	M490.XX C490.XX	LDRSHP/ Teach	Fire Pit
1700h	Break						
1715h						LDRSHP/ Teach	Adjacent Field and Woods
1800h	Rally for Dinner/ O group /Short Break						
1830h	Dinner						
1930h	Temperature Check/Questions						
1945h		M190.XX M190.XX	M290.XX M290.XX	M390.XX M390.XX	M490.XX M490.XX	LDRSHP/ Teach	Adjacent Field or appropriate location for star visibility
2115h	Supervised unstructured time around campfire, optional participation in GLO						
2130h	O-group concurrently; 15min w/senior cadets						
2215h	Ablutions						
2245h	Lights out						

## REFERENCES

Level 1 QSP A-CR-CCP-801/PG-001

Level 2 QSP A-CR-CCP-802/PG-001

Level 3 QSP A-CR-CCP-803/PG-001

Level 4 QSP A-CR-CCP-804/PG-001