

STANDARD OPERATING PROCEDURE



396 “City of Prince George” Royal Canadian Air Cadets

GENERAL

- 1) These orders are issued under the authority of the Commanding Officer, 396 City of Prince George, Squadron, Royal Canadian Air Cadets and replace all previous orders.
- 2) Words importing male and female persons also include gender X.
- 3) Words in the singular include the plural and words in the plural include the singular.
- 4) For purposes of these orders insofar as dress, deportment and conduct are concerned, a cadet is obligated to follow these orders from the time a cadet leaves the care of his/her parents/guardian and proceeds to the cadet activity until the cadet has returned to their care. Cadets must proceed directly to and from cadet activities.
- 5) Throughout these orders, the following terms have the definition as provided:
 - a) Squadron: 396 City of Prince George Squadron;
 - b) Air Cadet: Any properly enrolled member of the Royal Canadian Air Cadets, regardless of their rank;
 - c) Warrant Officer: An Air Cadet possessing the rank of Warrant Officer Class One or Warrant Officer Class Two;
 - d) Non-Commissioned Officer: An Air Cadet possessing the rank of Flight Sergeant, Sergeant, Flight Corporal, or Corporal;
 - e) Cadet: An Air Cadet possessing the rank Leading Air Cadet, and Air Cadet;
 - f) Recruit: An Air Cadet who has not yet completed the Recruit Training Programme;
 - g) Officer: An officer of her Majesty’s Canadian Armed Forces, whether commissioned or subordinate (Officer Cadet);
 - h) Civilian Instructor: A civilian volunteer under contract with the Squadron to provide assistance;
 - i) Member: Any Air Cadet, Recruit, Officer or Civilian Instructor who is enrolled in, or on the staff of the Squadron;
 - j) Squadron Activity: An activity or event that is conducted by the Squadron. All Squadron activities must have an officer-in-charge and must be published in Routine Orders.
 - k) Officer-In-Charge: The Officer or Civilian Instructor appointed as being operationally in command of an activity. This does not necessarily mean the most senior rank present.
 - l) Non-Commissioned Officer-In-Charge: The non-commissioned officer or warrant officer appointed as being in command of the cadets at an activity. This does not necessarily mean the most senior rank present. The Non-Commissioned Officer-In-Charge is directly subordinate to the officer-In-charge.

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List Of Abbreviations

ACO	Area Cadet Officer
Admin O	Administration Officer
CATO's	Cadet Administrative Training Orders
CFAO's	Canadian Forces Administrative Orders
CO	Commanding Officer
D/FSgt	Deputy Flight Sergeant
D/SWO	Deputy Squadron Warrant Officer
FSGT	Flight Sergeant
FOO	Flight Operations Officer
PAC Reg	Pacific Region Cadet Office
QR&O's	Queen Regulations & Orders
RCO	Regional Commanding Officer
SA	Small Arms
SAA	Small Arms Ammunition
Sup O	Supply Officer
SWO	Squadron Warrant Officer
Trg Admin O	Training Administration Officer
Trg O	Training Officer

SECTION 1

PERSONNEL

1.01 ORDERS

1. It is the responsibility of all officers, staff, and cadets to familiarise themselves with all orders and directives issued locally, regionally or nationally relevant to their positions within the squadron. This includes, but not limited to, CATO's, Pacific Region Routine Orders, Squadron Monthly Routine Orders, Squadron Standing Orders, CFAO's, and QR&O's.

1.02 DUTIES AND RESPONSIBILITIES

1. All officers, civilian instructors, and volunteers are personally responsible for the execution of duties assigned to them by higher authority. Officers holding supervisory positions, in turn, are responsible for assigning and supervising the duties of their subordinates.

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2. All officers are expected to be on duty on training parade nights from 1815-2130 hours. If unable to be present on a parade night or other scheduled activity the CO must be informed as far in advance as possible.

3. Only officers in uniform or civilian instructors/volunteers will be on parade.

4. All Officers are expected to be present and support training activities as required, and as individual schedules permit. These activities include survival exercises, training activities, base tours, parades, and competitions.

5. Officers and NCOs are expected to perform secondary duties within the squadron. These duties may be associated with membership on mess committees and promotion review boards. Secondary duties may also be associated with unit or sub-unit appointments and will include responsibilities for: summary investigations; welfare; security and education. Squadron personnel tasked to perform secondary duties must be organized.

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1.03 COMMAND AND CONTROL

1. The Commanding Officer of a cadet unit is responsible to the Commander, Pacific Region through the Deputy Chief of Staff (Cadets), DCOF Cdts, and has the responsibility to supervise and control all duties of personnel under his/her command.

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2. The Commanding Officer has the right to expect the support of all personnel under command. Personnel are to conduct themselves in a manner which is not detrimental to the unit's efficiency or in a manner that would bring discredit to the unit and/or the Canadian Forces.

3. In any decision-making process the Commanding Officer may seek suggestions from others and consider those suggestions if the situation warrants. However, it must always be the Commanding Officer who makes the final decision and bears responsibility for it.

PAC Reg Cdt Trg Div – Cadet Units CO's Aide-Memoire – May 1992

4. The Training Officer shall be senior to all officers except the Commanding Officer.

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5. The Commanding Officer of 396 City of Prince George is responsible for the command, control, and administration of 396 City of Prince George. The Commanding Officer will from time to time delegate command, control, and administration responsibilities to other officers or civilian instructors/volunteers who will, in return, be responsible to the Commanding Officer for their actions.

6. A subordinate officer will be delegated by the Commanding Officer to be Deputy Commanding Officer of 396 City of Prince George when necessary. This officer will be responsible for the operation of the squadron in the absence of the Commanding Officer. This officer will be directly responsible to the Commanding Officer for his/her actions and decisions.

7. Terms of Reference for the Commanding Officer, Administration Officer, Training Officer, and Supply Officer are found at the end of Section One of the Standing Orders.

Annex B - Terms of Reference

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1.04 DUTY PERSONNEL

1. The Administration Officer will hold the master copies of the duties of the Duty Officer and Duty NCO.

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2. The Admin O will maintain the duty roster for duty personnel; and promulgate it in the Squadron Monthly Routine Orders.

3. Changes to the roster must be reported to the Admin O for approval as soon as possible.

4. All duty personnel shall report to the Admin O by 1815 hours on the evening of their duty. Tour of duty will terminate at 2130 hours the same evening or when all tasks have been completed. All duty personnel are to report to the Admin O prior to terminating their tours of duty.

5. Terms of Reference for the Duty Officer and Duty NCO are found at the end of Section One of the Standing Orders.

1.05 PAYING OF COMPLIMENTS AND PROTOCOL

1. A high standard of military bearing is to be maintained and all ranks will pay proper compliment to officers. Compliments will be carried out in smart and efficient manner.

2. All Squadron personnel shall come to attention and salute when:

- a. addressing a superior officer, or head of state;
- b. passing a superior officer, unless in a non-saluting area;
- c. entering or leaving an office or other room in which an officer is present;
- d. an anthem of any nation is being played;
- e. the National Flag is being raised or lowered;
- f. a flag party of any size is passing; and,
- g. the bier in a funeral procession.

3. Non-saluting areas are the entrance, stairway, and upstairs hallway.

4. The Commanding Officer will be recognized by all, regardless of rank. Officers of the same rank or higher rank of the CO are not required to salute the CO unless on parade.

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5. All officers are to be addressed by rank and name or Sir/Ma'am and saluted whether or not they are in uniform. Civilian Instructors, and other civilian volunteers, are to be addressed as Sir/Ma'am. Volunteers from the regular or reserve force are to be addressed by their rank and name.
6. Warrant Officers are to be addressed by Sir/Ma'am or by their ranks and last name.
7. All other NCO's are to be addressed by their rank and last name.
8. Cadets will knock on a classroom door and enter when acknowledged. An explanation will then be given to the instructor as to why he/she is late, or he/she will state his/her business.
9. If it shall not disturb the instruction of the class, the instructor or senior member shall call the group to attention by giving the command "ROOM", when an officer is entering a classroom with their headdress on. All members standing shall come to attention. Those members sitting down will remain seated, arms straight at the sides or straight out to their knees, head and eyes to the front and heels together. These positions shall be maintained until the order "CARRY-ON" or "RELAX" is given. Where it is impractical or hazardous to call the group to attention, the command "STAND-FAST" will be given. Members will then suspend all possible action without causing danger to themselves or equipment.
10. When cadets standing in the halls are passed by an officer or civilian instructor/volunteer, they shall stand at attention and salute officers. All cadets shall stand at attention and salute officers when being addressed by an Officer, Civilian Instructor/Volunteer, or NCO.
11. All cadets in transit between classes or in the upstairs hallway shall pay proper respect to Officers who pass through the halls.
12. Air Cadets reporting to personnel in the Commanding Officer's Office, Administration Officer's Office and the Supply Officer's Office shall observe the following procedures:
 - a. Knock on the door frame;
 - b. When asked to come in, the Air Cadet will open the door (if closed), and march in, leaving the door open;
 - c. The Air Cadet will halt at a position 1 step inside the door of the person being reported to;

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- d. The Air Cadet will salute (if required), state their name in the approved manner and state if they are “reporting as ordered” or if they are “requesting permission to speak”;
- e. When leaving that office, the Air Cadet will salute (if required), turn about and march out of the office.

1.06 ARTICLES OF CONDUCT

- 1. Air Cadets while engaged in any Squadron activity, either in uniform or out, will not:
 - a. Strike or offer violence to another person;
 - b. Smoke/Vape anywhere;
 - c. Disobey a lawful command of a superior;
 - d. Use sarcastic, threatening or insulting language to another person;
 - e. Involve themselves in quarrels, fights, disturbances or disorders;
 - f. Use provoking or profane speech or gestures;
 - g. Conduct themselves in a cruel or disgraceful manner;
 - h. Mistreat or abuse other persons;
 - i. Make false accusations against other persons;
 - j. Steal, or have in their possession stolen property;
 - k. Cause wilful damage or destruction to the property of others;
 - l. Have in their possession, nor consume alcohol beverage or non-prescription medications;
 - m. Lose by neglect, government property, Squadron equipment, or the personal property of other Squadron personnel;
 - n. Conduct themselves in a manner prejudice to the good order and discipline of the Squadron.
- 2. While in uniform, on parade, or in public, cadets will not:
 - a. Put their hands in their pockets, except to remove a required article;
 - b. Chew gum;
 - c. Remove head-dress when outdoors except for divine services, or when ordered otherwise;
 - d. Engage in sports activities, unless in a uniform designated for sports purposes;
 - e. Eat or drink unless during break periods or otherwise specified by the officer in charge;

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3. Cadets and parents will read and sign a 396 City Of Prince George Royal Canadian Air Cadets Code of Conduct.

Annex C - Code of Conduct

1.07 INTERPERSONAL RELATIONSHIPS

1. During Non-Cadet Activities:

- a. It is the policy of this Squadron that relationships between male and female and same sex personnel during activities in no way related to this unit are solely the decision and responsibility of the persons involved. This Squadron does not exercise control over its personnel on their own time.
- b. Personnel who decide to hold relationships outside of cadets should first consider that:
 - (1) It may make it difficult to view the other person's work objectively and needed criticism; and,
 - (2) It may arouse jealousy among those who are not favoured.
- c. It is expected that outside relationships will not affect the completion of squadron duties. Personnel unable to be objective as a result of an outside relationship will be counseled and have their duties changed as required.

2. During Cadet Activities:

- a. While personnel are involved in any cadet related activity, favouritism or over-friendliness between personnel is strictly prohibited. Officers, Civilian Instructors/Volunteers will not fraternize with other adults or cadets. Cadets will not fraternize with other cadets.
- b. Disciplinary measures will be taken against displays of favouritism or over-friendliness between personnel.

1.08 SMOKING/VAPING

1. Smoking/Vaping is prohibited during all cadet activities by all personnel when cadets are present and in uniform. Smoking/Vaping is allowed by supervisors in designated smoking areas while on optional training activities and the dress is civilian attire.
2. Any staff smoking/vaping must make sure it is done out of view of all cadets.

1.09 FOOD OR DRINK

1. The consuming of food or drink is prohibited while in uniform, except with in an authorized area and during the scheduled break periods.

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2. The only authorized areas for the consumption of food or drink with in the cadet hall are the canteen area, and outside kitchen downstairs, unless otherwise announced.

3. Cadets shall not purchase or consume energy drinks while on cadet activities.

1.10 TRIPS AND PARADES

1. All aspects of etiquette, discipline, protocol and courtesy will be observed during all trips.

2. All cadets on tours will be assigned to groups which they are to stay in. While in the group, the noise level is to be kept to a respectable minimum.

3. During any public parade or public appearance the squadron is on display and, therefore, cadets will act with the conduct which depicts the Squadron.

4. Once cadets have committed themselves to trips and activities they are expected to attend these activities. If a cadet can no longer attend a trip or activity they are to notify the Officer in Charge of the activity as soon as possible.

5. When cadets are moving in small groups they will walk, in step, two abreast. When in larger groups (9 or more) they will move in a proper flight formation under command of an NCM/NCO.

1.11 CF REGULATIONS

1. Every Officer, Civilian Instructor/Volunteer, and Cadet shall:

- a. Become acquainted with, and obey all regulations, orders and instructions necessary for the performance of his/her duties; and,
- b. Conform to the established customs of the Cadet organization with which he/she is associated.

2. A Civilian Instructor/Volunteer or Cadet is not normally subject to the Code of Service and Discipline, but shall not be permitted to participate in any Cadet training activities unless he/she conforms to regulations, orders and instructions issued by competent authorities.

3. A Civilian Instructor/Volunteer or Cadet who does not conform to regulations, orders and instructions may not be disciplined under the Code of Service and Discipline, but may be excluded from further training and released from the Cadet Unit.

4. When a Cadet is alleged to have conducted himself in such a manner as may bring discredit on his/her unit, he/she shall be brought before the Commanding Officer who shall conduct an investigation to determine whether the Cadet's actions are sufficiently serious to warrant exclusion from training for a specified period of time, or release from the Cadet Unit.

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1.12 PERSONS SUBJECT TO THE CODE OF SERVICE AND DISCIPLINE

1. Cadet Organizations and Training Services (COATS) Officers and NCM’s as a component of the Reserve Forces are subject to the Code of Service and Discipline. Section 55 of the National Defence Act provides in part:

- “1. The Following persons and no other, are subject to the Code of Service and Discipline:
- a. An officer/ncm or man/woman of the Regular Force;
 - b. An officer/ncm or man/woman of the Special Force; and,
 - c. An officer/ncm or man/woman of the Reserve Force when he/she is:
 - (1) Undergoing drill or training whether in uniform or not;
 - (2) In uniform;
 - (3) On duty;
 - (4) Called out under sub-section 34(2) to render assistance in a disaster;
 - (5) Called out on service;
 - (6) Placed on active service;
 - (7) In or on any vessel, vehicle or aircraft of the Canadian Forces or in or on any defence establishment or work for defence;
 - (8) Serving with any unit or other element of the Regular Force or the Special force;
 - (9) Present, whether in uniform or not, at any drill or training of a unit or other element of the Canadian Forces.”

1.13 DRUG POLICY

1. CATO 13-23 paragraph 5. states in part:

“5. Involvement by Cadet Instructors or cadets with illegal drugs, prohibited substances, or drug-related paraphernalia will not be tolerated... Their interaction with cadets will be terminated immediately. Cases involving Civilian Instructors/Volunteers will have their employment within the CCO terminated. Incidents involving cadets will be referred to local civilian authorities for prosecution. Cadets who are determined to have committed a drug-related offence will be released or returned to unit and released. All cases of drug involvement will be reported to the Area Cadet Officer/Region Cadet Officer as appropriate.”

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1.14 ALCOHOL POLICY

1. CATO 13-23 paragraph 6. states in part:

“6. **General.** The following policies apply at all levels of cadet activity in Canada:

- a. Cadet Instructors shall not drink alcoholic beverages nor be under the influence of alcohol when they expect to be or are, in direct supervision or training of cadets;
- b. Regardless of age or provincial legislation, cadets are prohibited from purchasing, consuming or having alcohol in their possession while engaged in cadet activities;
- c. Organizers of social events for adults, to which cadets are invited, shall ensure that cadets have access to non-alcoholic drinks and that the policy of no drinking by cadets is understood by the hosts and cadets;
- d. Adults attending social events specifically organized for cadets should be requested to, and Cadet Instructors shall, refrain from consuming alcoholic beverages when in direct contact with cadets;
- e. Cadets who violate alcohol policies should be suspended from training, counselled and subjected to appropriate administrative action. Return to unit should be strongly considered for summer camp infractions;
- f. Cadet instructors who violate alcohol policies should be suspended from the supervision/training of cadets. CF orders will apply to Cadet Instructors subject to the Code of Service and Discipline; and,
- g. Standing orders on alcohol policy for summer camps are to be brought to the attention of all staff and cadets in the joining instructions for each camp and formally briefed to both at the earliest opportunity in camp activities.”

2. Officers and Civilian Instructors/Volunteers shall not be around or in direct supervision of cadets for 8 hours from last consumption of alcohol.

1.15 DRESS REGULATION

1. All cadets are expected to be familiar with the contents of, and comply with CATO 55-04-“AIR CADET DRESS REGULATIONS”, issued 2/95, by the Director of Air Cadets, NDHQ.

Annex D1 - Air Cadet Dress Instructions

2. The dress and appearance of cadet and officers on all occasions will be such as to reflect credit on the Canadian Forces, the Royal Canadian Air Cadets, and 396 City of Prince George Squadron.

3. Season dress changes will be published in Monthly Routine Orders. Orders of Dress (Annex D2 – Orders of Dress) for ceremonies and special training will be published in the Weekly Routine Orders.

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4. Items of the cadet uniform issued from supply will not be worn in combination with civilian dress.
5. Wearing of the cadet uniform is authorized for official cadet activities only. Authorization to wear the cadet uniform at non-cadet activities, i.e. School Remembrance Day Ceremonies, must be obtained from the CO.
6. Cadets and their parents are to understand that the uniform and equipment issued by supply is on loan by DND for the duration of their cadet career and must be returned at the completion of training. Cadets are also expected to comply with instructions for the care of the uniform, so as to return it in a recyclable condition.
7. Haircuts/styles for males/females must comply with the Dress Regulations and present a neat, clean-cut appearance for all cadet activities.
8. Cadets should wear their Parkas, with rank insignia to and from cadets from 1 November to 31 March.
9. Cadet Mess Undress may be worn when authorized by the CO (see Annex A, Orders of Dress).

1.16 DEPARTMENT

1. All Officers, CI's and Volunteers must be aware of their responsibilities as role models at all times. Behaviour when around cadets must be above reprimand.
2. Officers' dress, haircuts, and overall appearance must meet COATS Dress Regulations at all times.
3. CI and Volunteer dress must be neat, clean and appropriate for the activity. Jeans are not acceptable attire; except for casual activities in which cadets are dressed in a similar fashion, or where the CO approves the wearing of jeans. Dress for monthly Commanding Officer's Parades and other ceremonial occasions should reflect the formality of the event.
4. Officers and staff are to address each other by their rank, title and surname, and cadets by rank and surname, when in the presence of cadets.

1.17 SUMMER CAMP SELECTION

1. Junior summer training course selection will be done by the CO with the advice of the staff and the Chair of the Sponsoring Committee. Selections will be based on criteria set out by DND and the League and will be supplemented by local standards.

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2. National summer training nominations will be done by the CO with the advice of the staff and the Chair of the Sponsoring Committee. Nominations will be based on criteria set out by DND and the League and will be supplemented by local standards. Selection for National summer training will be conducted by the Leagues and (PAC Reg) Air Office.
3. Cadets are expected to submit all documentation required by the deadlines. Failure to do so may forfeit the opportunity to be selected to attend camp.
4. All cadets traveling to a summer training course are required to have government issued photo ID for travel purposes.

1.18 PROMOTIONS

1. Promotions are to be held at the discretion of the Commanding Officer.
2. Promotion criteria is set by CATO 13-02 Cadet Rank Promotions, all promotions at the squadron shall follow the criteria set out in CATO 13-02. (Annex A Promotions)

Annex E1 - Merit Based Cadet Promotion Policy

3. Promotion to Cadet Warrant Officer 2nd class or 1st class must first complete a Merit Review Board outlined in CATO 13-02 (Annex B).

Annex E2 - Merit Review Board Outline

4. Cadets that join the squadron when over the age of 13 are called late joiners. Late joiners can be moved up in rank, outlined in CATO 51-01 Annex A - Appendix 1.

Annex E3 - Late Joiner Policy

1.19 AWARDS, MEDALS & HONOURS

1. Awards, Medals & Honours are to be handed out at the end of the training year. A handful of awards will be handed out at the squadrons Annual Ceremonial Review, with the remaining to be handed out the week after ACR during the end of the year Awards and Mess Dinner. Awards, Medals & Honours descriptions and criteria can be found in Annex F.

Annex F – Awards, Medals & Honours

2. The Air Cadet Long Service Medal and Bars are the only awards that can be handed out during the training year, once cadets have met the requirements.

SECTION 2

ADMINISTRATION

2.01 GENERAL

1. Enrolment is completed when the Commanding Officer signs the cadet record envelope. This cannot be done until all paperwork is completed and submitted with a copy of the individual's birth certificate, and Health Care Card.
2. A cadet is Taken on Strength (TOS) as soon as he/she is briefed and placed in a flight. Attendance should be counted from the first night the cadet arrives.
3. A cadet is Struck Off Strength (SOS) as soon as he/she indicates that he/she is leaving the squadron and has been interviewed by the Commanding Officer or appointee. Cadets with three AWOL's will be counselled prior to being considered for dismissal by the CO.
4. Release is completed when all paperwork is completed on a cadet who has been SOS'ed, including recovery of uniform/equipment, deletion from phone/flight lists, and signing off by Administration, Training, Supply and the Commanding Officer.

2.02 ATTENDANCE

1. Attendance at weekly training parades is mandatory. Attendance is also mandatory for extra-curricular activities, such as fundraising events, and annual inspection at the end of May.
2. All cadets are expected to be on parade and ready for inspection by 1830 hours.
3. If a cadet is unable to attend a parade night it is his/her responsibility to phone their NCO prior to Tuesday, and/or the Squadron office by 1800 hours on Tuesdays. The NCO will then inform the Duty personnel of their absence and reason. Cadets who phone after 2000 hours will be recorded as being absent.
4. Cadet attendance records will be completed in pencil by the Orderly Sergeant and mark with a (Check Mark) in the appropriate box;
 - a. The Admin O will complete the marking of the attendance record as follows:
 - (1) "A" – Absent (means cadet failed to notify squadron prior to dismissal);
 - (2) "E" – Excused (phoned squadron prior to 2000 hours) and,

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(3) "L" – Late (cadet has shown up after 1830 and before 2000 hours)

5. The Squadron Warrant Officer will insure attendance is taken for cadets on sick parade and that late arrivals have reported to the Duty NCO prior to falling-in.

6. Cadets who are absent and did not inform the squadron will be recorded as AWOL. Three consecutive AWOL offences are grounds for dismissal from the squadron. Cadets are permitted to be absent from three parades before being counselled for non-attendances and considered for dismissal by the CO. Exceptional Circumstances will be discussed with the CO.

7. Leaves of Absence will only be granted after approval by the CO. LOA will be recorded in the next Monthly Routine Orders.

2.03 LATE FOR FALL-IN

1. Any cadet arriving late for parade must first report to the Duty Officer or Duty NCO, then report to the Squadron Warrant Officer prior to falling in. Duty personnel will ensure the cadets' name has been recorded in the attendance.

2.04 ATTENDANCE SYSTEM

1. Cadets that are absent for three consecutive weeks will be stricken of strength (SOS). At third week missed the Admin O or appointee will make a phone call to the cadet and find out why they are missing cadets.

2.05 TRANSFER OF A CADET TO ANOTHER SQUADRON

1. When a cadet finds it necessary to transfer to another squadron and makes this known to this squadron he/she should be directed to the Admin O.

2. The Admin O will:

- a. Check with the Sup O as to the action to be taken concerning retrieval of uniform and equipment/material the cadet may hold;
- b. Notify the cadet of the Sup O requirements;
- c. Initiate the SOS procedure, including notification of applicable flight commander and training section;
- d. Provide squadron address for cadet to take to new squadron; and,

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- e. After applicable uniform/equipment has been recovered by supply, forward cadet's file to new squadron when requested.

2.06 TRANSFER OF A CADET FROM ANOTHER SQUADRON

1. When a cadet transfers from another squadron, the Admin O must initiate the TOS action, including flighting, notification of applicable flight commander, and Trg O and Sup O.
2. The Admin O must also initiate action to retrieve the cadets file from the old squadron.
3. The transferring cadet may be required to complete basic enrolment documents so that the squadron has a record of his/her enrolment UNITIL the original file arrives.

2.07 USE OF DUTY OFFICE PHONE

1. The office phone will be used for official business only.

2.08 ORGANIZING ACTIVITIES

1. Any squadron activity other than those normally scheduled and promulgated in the Weekly Routine Orders (i.e., Drill Team Practice, First Aid Team Practice, etc.), must be approved by the Trg O. Any change to normally scheduled, or extra activities including change in time, location, or personnel, must be approved by the Trg O.
2. Any committee, or individual, wishing to schedule activities must complete and submit, to the Trg O, a memo. The memo must be submitted at least 45 days prior to the date requested for the activity.
3. It is advisable that preliminary arrangements and information be obtained prior to the date of submission of the memo in order to have sufficient time to get additional information or amend plans. NO commitments are to be made with any group, agency, or organization outside the squadron without the permission of the CO.
4. An NCO and Officer will be appointed to be in charge of each approved activity.
5. The Activity Manager shall be responsible for maintaining a record of all squadron activities and a record of all squadron participants.

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2.09 NCO APPOINTMENTS

1. There may be, from time to time, NCO's appointed to such positions as:
 - a. Sports Coordinator
 - b. Air Cadet Recruit NCO
 - c. First Year Cadet Liaison
 - d. Public Affairs NCO, etc

2. Cadets assigned to positions will report to an officer designated at the time of the appointment.

2.10 RANGE AND SMALL ARMS OPERATION AND USE

1. The use of the ranges and small arms by cadets shall be restricted to ranges and arms authorized for use by cadets.

2. Cadets shall not take part in range and small arms use unless a qualified Range Safety Officer (RSO) is present.

3. The Range Standing Orders for the range in use shall apply to all personnel and shall be posted in the range at all times that the range is in use.

Annex G - Squadron Range Standing Orders

2.11 OUT OF BOUNDS AREAS

1. The following areas of the cadet hall are out of bounds at all times:
 - a. Rifle Lock up
 - b. Classrooms not assigned for use
 - c. All areas beyond the Training Office, unless on official business. In any case, a cadet in any area beyond the training office must be accompanied by an officer of other staff member.
 - d. Any offices or storage rooms that are not used day to day by the squadron that is not authorized by an officer.
 - e. Cadets shall not be outside the cadet hall unless supervised by an officer or staff member.

2.12 FIRE ORDERS

1. Upon finding a fire an individual must take quick action and do the following:

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- a. Go to the nearest fire alarm pull-station and pull it.
 - b. Loudly, shout "FIRE, FIRE, FIRE"
 - c. Make their way to the front entrance to direct fire fighting personnel to the site of the fire.
2. Upon hearing the fire alarm or the shouted "FIRE, FIRE, FIRE", all individuals must:
- a. Close all windows and doors; turn off lights.
 - b. Move quickly and in an orderly fashion, without running, to the nearest exit.
 - c. If any squadron cadets and staff are in the gym or lower level of building cadets will form up on the sidewalk along 17th ave. The senior NCO will take attendance and send a representative around to the back parking lot to inform all cadets are out of the lower portion of the building.
 - d. If any squadron cadets and staff are on the main floor or in the squadron quarters will form up in flight formation (as on fall-in parade) at the far side of the back parking lot.
 - e. Staff and senior NCO's will ensure attendance is taken and all are accounted for. Any individuals who are not accounted for must be reported to the duty personnel who in turn will report them to the fire fighting personnel.
 - f. Orderly Room Personnel shall, if safety permits, transport all personnel documents to a safe area.
 - g. Duty Personnel shall report the status of the squadron to the CO, reporting an accurate headcount and names of any missing persons, as soon as possible.

2.13 USE OF BUILDING

1. Cadet Hall is provided to the Squadron. It is imperative that all Squadron personnel respect the building and the property it contains.
2. The following must be kept in mind at all times when using the cadet hall:
 - a. Smoking is not permitted in the Cadet Hall;
 - b. No personnel shall sit on furniture, unless it is intended for that purpose, nor shall personnel put feet on tables, chairs, etc. In short, the furniture must be respected and used as intended;
 - c. Desks must not be marked upon, nor shall there be garbage put in, or left in, desks or on floors of classrooms and other areas used by the Squadron;
 - d. All desks and furniture must be returned to their proper positions prior to leaving the cadet hall each evening;

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- e. Any property of the cadet shall remain in the cadet hall. Any personnel found with any such property without the consent of the building Manager or the CO can be dismissed from the squadron;
- f. Ensure hall lights are turned off and doors are locked when leaving the building;
- g. Chewing gum is prohibited anywhere in the Cadet Hall.

2.14 SECURITY OF PROPERTY AND PERSONNEL

- 1. Each individual is responsible for ensuring the security of DND and squadron property.
- 2. The Air Cadet main entrance shall be locked at all times unless our quarters are actively in use. If the area is to be unattended, the outside door shall be locked.
- 3. The last person to leave the squadron LHQ will ensure that the building is secure, that all doors are locked. The second floor doors shall be checked for proper closure.
- 4. Following training parades the Duty Officer shall ensure the building is secure.

2.15 PHOTOCOPIER

- 1. Copies shall be limited to official use only.

2.16 CORRESPONDENCE

- 1. All correspondence, including memos, newsletters, press releases, and information to parents, must be reviewed and approved by the CO.
- 2. All scheduled mandatory and optional training activities, including Operations Orders, must be reviewed and approved by the CO.
- 3. All proposed policy changes must be approved by the CO.

2.17 FACSIMILES

- 1. N/A

2.18 E-MAIL

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1. All e-mail directed to 396 City of Prince George shall be forwarded to the Admin O for action.

2.19 SQUADRON WEBSITE AND FACEBOOK

1. The squadron web page will be maintained by the Squadron Sponsoring Committee or an appointee. The website shall not be modified, altered or changed without the specific approval of the CO.
2. The Facebook page will be maintained by the Squadron Sponsoring Committee or an appointee. Any posts or comments should be appropriate and professional. Cadets that use Facebook and make their own squadron sub pages should ensure that they follow all the rules outlined in PRCI 116 (Use of Social Media)

Annex H - Use of Social Media

2.20 ACCESS TO BUILDING

1. Access to the squadron quarters will be granted by the CO only.
2. Cadets will not be in attendance at the building unless an officer or CI is present.
3. A key register will be maintained by the CO listing all person to whom are granted building access privileges.

Annex I - Key Register

4. Assigned keys are not to be lent to other persons without the approval of the CO. All relinquished keys shall be returned to the CO.

2.21 COMPUTERS

1. Computers will not be removed from the building unless authorized by the CO.
2. Computers will be used for their specifically designated purpose only.

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2.22 THEFT

1. Theft will not be tolerated and will result in dismissal. It is the duty of every member of the squadron to minimize the risk of DND and Squadron property theft and to report any suspicious activity or theft to the CO or appointee immediately.

2.23 BULLETIN BOARDS

1. No item will be posted on a bulletin board unless authorized by an officer

2. Bulletin boards will be kept timely by removal of items after they have been posted for a reasonable period of time.

3. The DCO and/or Trg O will monitor the bulletin boards for cleanliness, timeliness and effectiveness.

SECTION 3

OPERATIONS

3.01 WEEKLY PARADES

1. NCO's FCpl and up will fall in for NCO inspection at 1815 hours. This is where the Squadron Commander will have his/her senior NCO's mark the NCO's uniforms. The Squadron Commander will also ensure that all the NCO's know who is in what parade position and that instructors know which classroom they are teaching in first period.
2. Squadron Fall-in will commence at 1830 hours sharp.
3. Upon entering the building cadets are to proceed immediately to the gym. Late arrivals will report to the Duty NCO prior to proceeding to the gym.
4. Orderly Sergeant will report to Admin to get the attendance sheets/book.
5. Flight Sergeants are to ensure all cadets are falling in in Squadron Warrant Officer calls "Fall-in".
6. Flight Sergeants will take attendance of their flights.
7. Duty Sergeant will be sent to notify the Duty Officer that the parade is ready.
8. Once Duty Officer is on parade Flag Party will be ordered to march on the flags.
9. Duty Officer will inspect the Squadron
10. Duty Officer will pass on any important info that needs to be given before classes.
11. Squadron will dismiss for classes.
12. Closing parade will commence at 2100 hours
13. Duty Officer will be requested once parade is ready.
14. Duty Officer will inform squadron of important information.
15. March off the Flags and the Duty Officer will depart once flags are off the parade.
16. Dismissal of Squadron

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Annex J1 - Commands for Opening and Closing Parade

Annex J2 - Squadron Positions

Annex J3 - Uniform Mark Sheet

Annex J4 – Regular Parade Night Schedule

3.02 ENROLMENT/TOS OF A CADET

1. When an individual arrives for the first time and indicates an interest in joining cadets it is important to react in an appropriate manner. These individuals are often timid and unsure of the structure and function of the Air Cadets. It is our job to put them at ease and ensure they are introduced to the benefits and advantages of the Air Cadet program.
2. On the first night the new cadet should be:
 - a. Made to feel welcome and at ease;
 - b. Encouraged to observe the fall-in parade;
 - c. Briefed by a staff member and/or senior cadet in charge of first year cadets, on the basic functions of the cadet organization (specifically Air Cadets and this squadron);
 - d. Given ample opportunity to ask questions;
 - e. Given a new recruit package with all required forms for enrolling;
 - f. Briefed on the completion of the forms in paragraph e. above;
 - g. Informed that a copy of a birth certificate (or equivalent) is required when the forms are returned;
 - h. Informed that he/she is not enrolled until all forms are properly returned and completed, and a copy of the birth certificate is submitted; and,
 - i. Taken to the NCO in charge of first years.
3. The new cadet should be flighted by the Admin O or delegate and the cadet’s name and phone number given to the appropriate Flight Commander.
4. The Flight Commander should then:
 - a. Make a point of introducing himself to the new cadet assigned to his/her flight;
 - b. Ensure the cadet has a relevant contact phone number;
 - c. Ensure that the relevant personnel in the flight are aware of the cadet; and,
 - d. Add the cadet to the attendance record for that flight.
5. The new cadet will then follow training as directed by the Trg o.

3.03 SPORTS

1. Good sportsmanship shall be exercised during all sports activities.

3.04 LEAVING PARADE/TRAINING SESSION/ACTIVITY

1. No cadet will leave the parade/training session/activity early without obtaining permission from the person in charge of the parade/training session/activity. On weekly squadron training nights this permission may be obtained from the Duty Officer.
2. Once a cadet is dropped off at the cadet hall they shall not leave the property until their parents pick them up.

3.05 FALLING OUT WHILE ON PARADE

1. Any person who feels ill while on parade shall indicate so by kneeling on one knee and appropriate action will be taken by delegated personnel.

3.06 SOS/RELEASE OF A CADET

1. When a cadet indicates that he/she will be leaving the squadron he/she should be interviewed by a squadron officer. During the interview the officer should identify the reason for the cadet's decision to leave the squadron. If the decision is based on some dissatisfaction with the squadron, the officer should encourage the cadet to stay and the officer should also offer to try to resolve the problem, if possible. The interviewing officer shall notify the CO and explain.
2. When it has been determined that a cadet will be leaving the squadron the Admin O will:
 - a. Check with the Sup O as to the action to be taken concerning retrieval of the uniform and equipment the cadet may hold;
 - b. Notify the cadet of the Sup O requirements;
 - c. Initiate SOS procedure, including recovery of uniform/equipment, deletion from phone/flight lists, and signing off by Administration, and Training Officers;
 - d. When the uniform has been satisfactorily recovered, obtain the cadet's record card from the Sup O and forward the entire file to the CO for sign off and release.

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3.07 CO’S PARADE

1. An inspection by the CO will take place once a month at the CO’s Parade. This is normally scheduled on the first Tuesday of each month but is subject to change in unusual circumstances i.e. Christmas vacation, VIP’s, etc.
2. All personnel shall be on parade during CO’s Inspection.
3. Dress for this parade is as follows:
 - a. Cadets: C1 – full uniform with blue dress shirt & black tie;
 - b. Officers: DEU#1 – tunic with blue/green shirt, tie, and wedge;
 - c. Civilian Instructors/Volunteers: shirt & tie preferred, but shirt with collar and dress slacks are acceptable – no jeans.
4. Routine for CO’s Parade (first Tuesday of each month)

1815 – 1830	NCO Inspection/Briefing
1830 – 1905	Fall-in and Roll Call
1905 – 1935	CO’s Parade/Squadron Drill
1940 – 2010	Second Period
2010 – 2025	Break
2030 – 2100	Third Period
2105 – 2125	Clean-up/Dismissal
5. The CO may invite CF member or a civilian dignitary from the community to inspect the squadron during a CO’s Parade. Where such is the case, the invited guest will be accorded all military honours appropriate to a senior officer of the Canadian Forces while on parade.

3.08 OPTIONAL TRAINING

1. Optional activities are scheduled as follows:

Band	Thursday	1830 - 2030
Marksmanship	Mondays	1830 - 2030

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Drill Team	Monday	0600 – 0700
	Tuesday	1745-1815
	Thursday	0600 – 0700
First Aid Team	Wednesday	1830 – 2030
Biathlon Team	Sunday	1300 – 1600
Public Speaking	Sunday	1830 – 2030
Flight Simulator	Wednesday	1830 – 2030
Flying Scholarship	Wednesday	1830 – 2100

2. Days and times of optional activities are subject to change. Any rescheduling of an optional activity is subject to the approval of the CO. Notice of such changes will be announced by the OIC/CI-IC as far in advance as possible.
3. Additional activities such as parades, base tours, flying, and survival exercises will be promulgated in Monthly Routine Orders, as well as in verbal & written announcements as far in advance of the activity as possible.

3.09 FAMILIARIZATION FLYING

1. Familiarization flights offered by the squadron are a privilege, not a right.
2. Cadets will not fly if they are not fit to undertake such flights.
3. Cadets are expected to participate in fund-raising activities. Failure to attend fundraisers may result in suspension from squadron funded familiarization flights.
4. Where possible, cadets will wear appropriate environmental clothing when participating in familiarization flights. The use of personally owned flight suits is authorized where the suit complies with dress regulations and is authorized by the CO.
5. Pilots will be selected based on ability, availability and experience. All pilots, in accordance with regulations, shall inform the CO if any conditions exist such that they should not fly as PIC of an aircraft.
6. The Pilot in Command (PIC) will present receipts for flights taken to the Flight Operations Officer (FOO) at the next opportunity.

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7. The FOO will coordinate all aspects of funding for familiarization flights through the CO.
8. All Familiarization flights shall be conducted in accordance with regulations set out by the RCAOps Orders. An approved cadet Corps Squadron Activity Request (CSAR) is required for all flights undertaken by the squadron.
9. Cadets who are signed up for familiarization flights but fail to attend their scheduled flight may forfeit further familiarization flights at the discretion of the CO.

3.10 GLIDING

1. Cadets will not fly if they believe they are not fit to undertake such flights.
2. Dress for gliding will be weather appropriate, cadets should pack for rain, sun, or wind. Cadets should wear full length pants and closed toed shoes. When on the gliding field cadets are fully exposed to the sun and should bring a hat, sun glasses, and have sunscreen.
3. No item of the air cadet uniform will be worn on the gliding field except, at the COs' discretion.
4. Cadets will conduct themselves with maturity at the gliding field and will pay careful attention to the safety aspects of the operation.
5. Cadets will not wander from the gliding operations on the airport and will only move under supervision.
6. Cadets will ensure that they inform the FOO or designate at the earliest opportunity if they are not able to meet their commitment to attend a gliding day.

3.11 PHYSICAL FITNESS TRAINING

1. Cadets are required to maintain a fitness level that meets the aims of the movement to promote physical fitness.
2. Cadets will participate in all mandatory physical fitness training provided by the squadron unless specifically excused by the Trg O in consultation with the CO.
3. Physical fitness training will be conducted by appropriately trained cadets, and will include a warm-up stretch, and cool-down period.

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4. An officer or civilian instructor/volunteer will be present for all physical fitness/sports training.
5. A first aid kit will be readily available at all sports/physical fitness training.
6. Where cadets are moving on a roadway, a marker at each end of the flight from the front rank will wear a high visibility vest that attracts attention. The NCO in-charge of the group will be vigilant to the surroundings while marching the group on/across a roadway.

3.12 FIRST AID TRAINING

1. It is the objective that all officers, civilian instructors/volunteers will undergo first aid training and maintain their qualification at a minimum of Standard First Aid.
2. From time to time the squadron will hold a First Aid Training weekend for cadets to become qualified or re-qualify in Emergency or Standard First Aid.

3.13 ACCIDENTS AND MEDICAL EMERGENCIES

1. All precautions will be taken to avert accidents or emergency situation.
2. Where a medical emergency occurs, the officer or civilian instructor/volunteer will take immediate action to avert any additional injuries.
3. Assistance will be sought for medical emergencies. No ambulance or hospitalisation will occur without the consent of the senior officer present or the CO.
4. The CO will be notified as soon as practical.
5. The officer or civilian instructor/volunteer will note the date, time, and circumstances and will be prepared to assist the CO in filing a CF98 Report on Injuries or Exposure to Toxic Material Cadet or Civilian Instructor. The officer or civilian instructor/volunteer attending the injured person to the hospital will take a CF98 with him and ensure completion by the attending doctor.

3.14 USE OF PMC

1. Cadets are not to use private motor vehicles on cadet activities unless specifically authorized by the CO and then only as necessary to perform a specific duty related to the purpose of having a vehicle present.
2. No officer or civilian instructor/volunteer shall be reimbursed for the use of PMC unless authorized by the CO.

3.15 FIREARM SAFETY

1. The Range Safety Officer has full responsibility for supervision of the storage and handling of weapons and explosives, as well as training and conduct on the range.
2. Personnel will not use service firearms for anything other than military purposes.
3. It is an offence for any person to be in possession of live rounds or empty casings except when on the range.
4. Weapons are never to be left unattended except when secured in approved facilities.

3.16 EXERCISES

1. Supervision:
 - a. All squadron exercises shall conform to regulations requiring a supervision ratio of 1 adult to 10 cadets;
 - b. Where female cadets attend, a female officer or civilian instructor/volunteer supervisor shall be present for the duration of the exercise, if over night.
2. An officer or civilian instructor/volunteer shall be appointed as First Aid Officer for the duration of each exercise and shall be qualified and equipped to carry out emergency first aid in the field.
3. Organization:
 - a. Each exercise will have a detailed OP order when a CSAR is submitted.

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- b. Each exercise will have a cadet selected to act as Exercise/Camp Warrant Officer and shall oversee all aspect of the exercise in conjunction with the OIC/CO;
- c. A Training NCO shall be appointed one month prior to the exercise and shall oversee the preparation of the training timetable and appointment of instruction in conjunction with the Trg O;
- d. A Supply NCO shall be appointed one month prior to the exercise and shall oversee the preparations of all squadron stores required on the exercise in conjunction with the Sup O/OIC.

4. Attendance:

- a. Attendance at exercises is optional for cadets. However, a cadet who does not attend exercises cannot complete the training required to complete Level Training for the year and may not be eligible for promotion or selection for camp;
- b. Cadets who sign-up to attend an exercise shall be provided with a contact phone number/s for notification purposes.

3.17 Mess Dinner

1. Mess dinners provide an opportunity for mess members to meet on a formal but friendly occasion, allowing the CO or their guests to address the members as a group. By custom and tradition mess dinners are considered to be a parade and as such, attendance is compulsory except for members excused by the CO.

Annex J - Mess Dinner Procedures

SECTION 4

SUPPLY

4.01 HOURS OF OPERATION

1. Squadron Supply hours are:

1800 – 2100

4.02 CARE AND USE OF UNIFORM

1. No member shall wear a uniform unless on a squadron activity authorized by the CO.
2. No item shall be glued or speed sewed to a uniform. All items will be placed in accordance with dress regulations.
3. Parents or guardians are responsible for the loss of items of uniforms and may be subject to reimburse the Crown for losses.
4. Due care will be taken when washing and ironing the air cadet uniform.

4.03 TRAINING STORES

1. The Trg O will appoint a NCO to maintain an inventory record of all items contained in our training stores. The appointed NCO shall record all items issued and returned to the training stores and will notify the Trg O or delegated civilian instructor/volunteer of any shortages or items in need of repair.
2. The Training Stores lock-up will be kept locked and restricted access ensured
3. All items shall be signed out of Training Stores on a temporary loan card.
4. No combustible items shall be stored in the LHQ Quarters.

4.04 CARE AND USE OF EQUIPMENT

1. All equipment used by squadron personnel shall be used in a diligent manner and used only as the item was meant to be used.

SECTION 5

GENERAL SAFETY AND PROGRAM

5.01 PRINCIPLES AND PHILOSOPHY

1. The philosophy that has been adopted for the DND General Safety Program is based on:
 - a. A positive belief that injuries can be prevented;
 - b. An acceptance on the part of line organization officers and civilian equivalents of their responsibilities to prevent injuries to personnel and damage to material;
 - c. A conviction that it is possible to safeguard against exposure to hazards which may result in injury or damage;
 - d. Acceptance that it is sound management from the view of both efficiency and economy to prevent injury to personnel and damage to material; and
 - e. A recognition that it is necessary to train all personnel to work safely and that they have a definite responsibility to do so.

5.02 GENERAL POLICY

1. The physical safety of the cadets must, at all times, outweigh any other consideration.
2. All squadron officers are responsible for the safety of cadets for whom they have responsibility and to ensure safety regulations are available to and are understood by each and every cadet.
3. The basic principle for cadet safety shall be adequate supervision by qualified personnel at all times. Roll calls should be carried out before and after training and where required during training to maintain control of the whereabouts of each and every cadet.

5.03 PARADE SAFETY

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1. The parade square is commonly the scene of accidents and injuries to cadets. Cadets left standing motionless for long periods of time can lose consciousness: resulting in falls which can produce catastrophic facial fractures, loss of teeth, etc.
2. Injuries can also occur as the result of exaggerated drill movements. In some cases, stress fractures are caused by forcing placement of the foot as in adopting the position of attention. Even where fractures are not detected, incorrect drill can result in chronic injury which will reduce the flexibility of limbs in later life.
3. To protect cadets from injury on parade the following rules will be followed:
 - a. Cadets on parade will not be kept motionless for periods longer than fifteen minutes;
 - b. Cadets will be instructed on maintaining blood circulation by wiggling toes and shifting weight;
 - c. Cadets are to be taught that those who experience symptoms of fainting must kneel on the spot or take themselves off parade; and
 - d. Forceful stamping of feet in drill is not permitted.

5.04 SMALL ARMS SAFETY

1. The firing of small arms (SA) on issue to cadet units will be limited to authorized ranges, as approved by CF support base for the purpose of shooting .22 inch calibre.
2. SA and small arms ammunition (SAA) issued to a cadet unit will only be used by members of that unit and other unit members on an authorized training exercise.
3. Whenever SA are issued and SAA is fired, officers commanding cadet units are responsible for ensuring that regulations contained in this order are complied with.
4. All firing shall take place under the supervision of a qualified RSO appointed in accordance with CFAO 9-20.
5. Accidents involving ammunition shall be reported immediately to the Zone Trg O who shall take the necessary action as prescribed by CFAO 71-4 and CFAO 4-13.
6. Blank ammunition, shall not be used by cadets, nor by their instructors, during local headquarters training, summer camp training or at inspections, without written authority.

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7. The use of hearing and eye protection devices is to be utilized whenever firing takes place. Ear plugs will protect adequately against noise of SA but should be removed on leaving the immediate area of the firing range.

5.05 OUTDOOR EXERCISE SAFETY ORDERS

1. The following Safety Orders shall be strictly enforced:

- a. A Fire and Safety Patrol consisting of a minimum to two people shall be in place, patrolling any tented/bivouac area during silent hours;
- b. An officer or responsible NCO shall be tasked in command of the Fire and Safety Patrol and shall be held responsible for their actions;
- c. The persons of the Fire and Safety Patrol shall be briefed on their duties prior to the commencement of their duty;
- d. There will be NO feeding of animals;
- e. If a bear or any other dangerous or aggressive animals should be spotted, personnel are to stop their activities and make no attempt to intimidate it;
- f. Specific areas shall be designated for the preparation and consumption of food. NO Food including chocolate bars, potatoes chips, etc., is permitted in living quarters;
- g. No garbage shall be permitted to accumulate and pile up;
- h. Water from the lakes and streams shall NOT be consumed without having first been boiled or certified by the nearest CF base station as potable;
- i. The control of staff and cadets rests solely with the chain of command;
- j. Personnel will never stray away from tented bivouac areas;
- k. Horseplay in the training area is not to be tolerated;
- l. Fire prevention and safety must be paramount on the minds of everyone. Common sense must prevail;
- m. All cadets shall be kit inspected prior to departure from LHQ to ensure sufficiently and serviceability of personnel kit; and
- n. Prohibited items for cadet training include:
 - (1) Firearms,
 - (2) Knives (with blades longer than 6 inches unless provided by units for required training. Normal pocket knives can be carried by cadets),
 - (3) Alcohol,
 - (4) Non-prescription drugs, and

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(5) Smoking material.

5.06 OUTDOOR TRAINING SAFETY REQUIREMENTS (PLANNING)

1. 396 City of Prince George must seek and obtain permission in writing from the Zone Trg O prior to the commencement of outdoor training activities.
2. Requirements are outlined at PRCI 303.
3. Contact persons are those not involved in the exercise, who may be contacted as to the whereabouts and state of the cadets and instructors. The officer commanding the training shall contact the contact person as follows:
 - a. Upon departure;
 - b. Every 24 hours, where possible;
 - c. Upon return; and
 - d. Under emergency situations.
4. This does not preclude the requirements of the officer commanding the exercise having access to communications, to put them in contact with emergency support facilities and/or the contact person.

5.07 FIRE AND SAFETY ORDERS – TENTED OR BIVOUAC AREA

1. It is the responsibility of the OIC to ensure the Fire and Safety Orders are read to all officers, supervisors and cadets prior to the commencement of any field exercise.
2. Fire and Safety Orders will be posted in the exercise area and be accessible to all exercise participants.
3. The following Fire Orders shall be strictly enforced:
 - a. Upon discovering a fire, "FIRE-FIRE-FIRE" shall be shouted throughout the tented/bivouac area;
 - b. Upon hearing the alarm, personnel in the vicinity of the fire shall use whatever means is available to them to fight the fire;
 - c. All other personnel not engaged in the fighting of the fire shall form up under their respective officers and NCO's;

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- d. Depending on the severity of the fire, the nearest Fire Department shall be notified if one is available;
- e. Smoking shall only be allowed in those areas designated as smoking areas;
- f. Smoking shall be strictly forbidden in or around living areas;
- g. All cigarette butts shall be field stripped (field stripped is rendering the butt into small pieces including filter);
- h. Fire extinguishers, to include pump tanks and pails of water, shall be placed throughout the tented/bivouac area;
- i. Empty bottles or broken glass which can start fires by focusing the sun's rays shall be safely disposed of;
- j. Any oil or gas operated lamps or stoves shall be filled in properly marked areas designated for this purpose;
- k. Lamps and stoves shall always be lit outside and once inside the tent shall be secured to prevent upset;
- l. Fire will only be permitted in properly prepared fire pits and will never be left unattended;
- m. Long grass, brush and weeds in close proximity to tents shall be cut short and the cuttings removed;
- n. POL points shall be dug into the ground, and properly marked with flagging tape and NO SMOKING signs;
- o. Should a fire occur, all living accommodations and nearby tents shall be taken down immediately; and
- p. Lamps, stoves or candles when lit shall never be left unattended or permitted to remain lit when people are resting.

