

EMERGENCY RESPONSE PLAN (ERP)

Northeast Area: 182 RCACS GM Stefnusfastur Gimli MB
Site: Squadron LHQ - Hangar 1 Gimli Industrial Business Park

1. Section 1 – Roles and Responsibilities:

- 1.1. **OIC.** An Officer-In-Charge (OIC) shall be assigned for all LDAs undertaken. Where there are a series of sessions or activities for the same purpose, the same OIC will generally be as assigned. The CO shall be the Officer-in-Charge and Designated Supervisor for all Parade Nights. Terms of Reference for OICs are attached at Annex A.
- 1.2. **Duty Officer.** At Squadron activities where the Commanding Officer (CO) is designated as the Officer-in-Charge (OIC) or where the activity is scheduled to be more than 12 hours in duration, other adult supervisors will be scheduled, designated and act as the Duty Officer (Duty O) for periods not to extending more than 24 hours. Terms of Reference for Duty Os are attached at Annex B.

2. Section 2 – Communication:

- 2.1 **Internal:** The Duty Officer (Duty O) or the OIC, where no Duty O is assigned, must be first notified in the case of an emergency. The Duty O, will then notify the OIC. The OIC shall then notify the Commanding Officer (CO) 182 RCACS as soon as possible. It is then the OIC's responsibility to distribute information regarding the emergency to external units / persons as required in 2.2.
- 2.2 **External:** The first external unit to be contacted (other than local emergency services) must be the **Area OC**. The Area OC or designated will in turn notify the Regional Cadet Support Unit Northwest (RCSU (NW)) and assist in the coordination of media; and

The second external party to be contacted must be the parents/guardians or listed emergency contact person of the personnel/cadets involved in the incident. Parents/guardians/emergency contact phone numbers and information will be on handout prior to activity.
- 2.3 **Media:** Any media inquiries will be handled by PAO Capt. R, Novak, 204-228-1019 and the RCSU(NW) in accordance with DAOD 2008-2 Media Relations and Public Announcements, or CATO 13-33 Public Affairs – cadets. All staff will check with Capt. Novak prior to engaging in any media contact.

3. Section 3 – Emergency Response Procedures:

3.1 Notification of Emergency: In the event of an emergency the reporting line will be as follows:

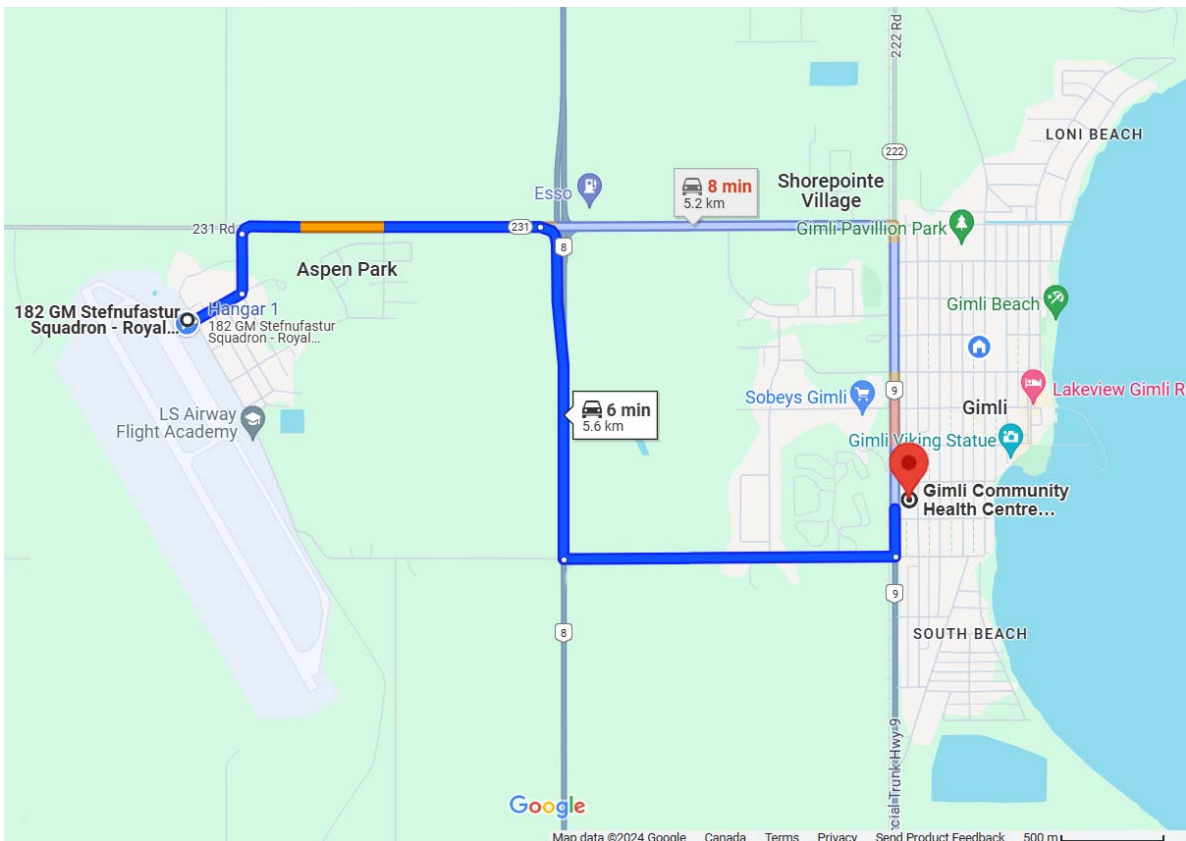
- a. OIC/Duty O – 204-642-5024;
- b. Local emergency services – 911;
- c. Parents / guardians – as per call sheet.

3.2 Route to Health Facility - Gimli Community Health Centre

a. Route From Hangar 1 Gimli Industrial Business Park:

- Head northwest on Anson St
- Turn right onto Dunlop Ave - 270 m
- Turn left onto Municipal Dr - 300 m
- Turn right onto 231 Rd/MB-231 E - 1.5 km
- Turn right onto MB-8 S (signs for Winnipeg) - 1.7 km
- Turn left onto Gimli Park Rd -1.6 km
- Turn left onto Provincial Trunk Hwy 9 N
- Destination will be on the right

b. Map of location to Medical Facilities:



3.3 Procedures for:

3.3.1 Fire: Pull fire alarm or shout “fire-fire-fire”. Vacate occupied buildings and report to the designated forming-up point in three ranks to await head count by the OIC. Cadets will not fight fires.

3.3.2 Accident / Serious Injury:

In the event of an accident / serious injury, the OIC will:

- a. Go to site with the reporting individual, first aid kit and cell phone;
- b. Provide first aid, if needed;
- c. Phone 911 if needed and ask for fire department / ambulance / police (whichever is required);
- d. Get all those involved in the accident or with injury to the hospital even if they do not have any apparent injuries;
- e. Record the following: date and time, OIC, personnel involved, specific location of emergency, nature and extent of injuries and nature and extent of damage;
- f. Complete Report on Injuries (CF 98 for CF Members or DND 2299 for cadets / civilian instructors [CIs]); and
- g. Advise the Commanding Officer 182 RCACS (CO 182 RCACS).

3.3.3 Lost Person:

- a. Notify the OIC/Duty O;
- b. Report to the designated forming-up point in three ranks to await head count by the Senior Cadet Present; and
- c. Designated forming-up points will be given in safety/fire briefing.

3.3.4 Severe Weather:

- a. Notify the OIC/Duty O;
- b. Remain in occupied building, if applicable, or report to the closest building (under the direction of the OIC/Duty O). Form up in three ranks and await headcount by the Senior Cadet Present.

4. Section 4 – Emergency Phone Numbers:

4.1 Hospital / Health Facility:	911
4.2 Fire Hall:	911
4.3 Police:	911
4.4 OIC/Duty O:	204-642-5024
4.5 OC Northeast Area:	LCdr A. Bourre – 204-899-2944
4.6 ZTO Manitowapow:	Capt I Coupland, 204-290-4537
4.7 Site phone number:	204-642-5024
4.8 CO 182 RCACS:	Capt SA Cameron 204-641-5118

Officer-In-Charge (OIC)

Category:	Secondary
Requirements:	CIC Officer or Civilian Instructor
Responsible to:	Commanding Officer (CO)
Responsive to:	Deputy Commanding Officer (CO)

The OIC is an adult supervisor responsible for the planning, organization, execution and/or supervision of a Local Directed Activity (LDA). The OIC shall:

- Receive an initial briefing and instruction from the DCO on the LDA
- Ensure proper supervision of cadets during the activity ensuring:
 - Supervision requirements are met IAW CJCR Gp O 5001-0 Supervision of Cadets
 - An adult supervisor will be present no later than 15 minutes prior to the start of the LDA and if at Hangar 1 or another facility, the facility will be open and available to cadets and adult supervisors
 - An adult supervisor will be present until all cadets have been picked up at the end of the LDA, to assist as necessary
 - Until they are picked up at the end of the LDA, cadets have access to a phone and shelter from the elements
- If necessary, complete an Activity Assessment Chart, and report if an Environmental Assessment is required
- Coord with other squadron/unit OICs, where a multiple-unit event is planned
- If required, prepare a Warning Order including information letters and permission forms for approval by the DCO eight weeks prior to the LDA
- Liaise with the Trg O with respect to Required training to be completed
- Liaise with the Sup O with respect to materials required
- If required, prepare an Operations Order (Op O) for review by the DCO six weeks prior to the LDA
- If required, send home information letters and permission forms, with permission forms to be returned NLT the start of the event
- One week prior to activity liaise with Admin O for the addition of the activity in FORTRESS and printing of attendance sheet for this activity from FORTRESS
- If the activity is less than 12 hours in duration, perform as the Duty Officer (Duty O) for the activity. If the activity is longer than 12 hours in duration, schedule and assign adult supervisors as Duty O for periods not to exceed 24 hours
- Ensure a Designated Form-Up Point has been selected and that all Squadron members are made aware of its location.
- Ensure attendance is taken and forwarded to the Admin O at the completion of the LDA
- Evaluate assigned senior cadets and give an interview briefing as to their performance during the LDA
- Perform other tasks as assigned by the CO or DCO

SPECIAL DUTIES**Duty Officer (Duty O)**

Category:	Special
Requirements:	Adult supervisor or Most Senior Cadet Present (if no other adult staff present)
Responsible to:	Commanding Officer (CO)
Responsible for:	Duty Cadet (Duty Cdt)

The Duty O shall be responsible to the CO related to cadet supervision, incidents, safety and security of facilities during the assigned Parade Night, function or portion of a Local Directed Activity (LDA) and shall:

- Be present no later than 15 minutes prior to the start of the Parade Night, activity or scheduled portion of an LDA
- Inspect the facility at the beginning of the assigned Parade Night or Activity:
 - turning on lights
 - ensuring entrance/exits are accessible (i.e. free of snow and ice)
 - checking the accessibility and visual condition of firefighting equipment
 - ensuring heat/cooling devices are on, properly set and working
 - ensuring windows are closed
 - looking for and reporting any damages prior to occupation by the cadets
- Greet and direct parent(s)/guardian(s) and other visitors to the facility or training area
- With the assistance of Duty Cdt, monitor common areas, exits and washrooms throughout the Parade Night
- Ensure all cadets remain within the building or training area during the Parade Night or LDA
- Read announcements and/or assist with awards and/or presentations during Closing Parade at the end of the assigned Parade Night or Activity
- Supervising cadet departures including:
 - Making and carrying out any arrangements with a cadet's parent(s)/guardians WRT to any early departures of cadets
 - Be present or ensure another staff member will be present until all cadets have been picked up at the end of the activity and to assist as necessary
 - Ensure until they are picked up at the end of the activity, cadets have access to a phone and shelter from the elements
- Inspect the facilities at the end of the Parade Night or Activity
 - Looking for and reporting additional damages
 - ensure training areas are left in good order
 - ensuring cabinets are closed and locked
 - turning off lights and unnecessary equipment
 - closing windows
 - ensuring doors are left open for heating and ventilation and/or closed for security
 - ensuring heat/cooling device are at their proper settings
- Follow up on issues and incidents as required
- Perform other tasks as assigned by the CO